



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, December 14, 2015, 6:00 p.m.**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) [Minutes of Regular Council Meeting on November 9, 2015](#)

**Correspondence – Note and File**

- 1) [OGRA](#) – Report of the OGRA Nominating Committee
- 2) [Ministry of Finance](#) – Update related to municipal flexibility within the property tax system and recent proposed legislative amendments relating to property tax and the request for reconsideration process
- 3) [The United Townships of Head, Clara & Maria](#) - Auto-extrication on provincial highways
- 4) [Municipality of Neebing](#) – Consolation on the Police Services Act
- 5) [UTRCA](#) – October Approves Board of Directors Agenda, Minutes and Reports
- 6) [Rural Ontario Institute](#) - Nominations Open for ROI's Youth Engagement Showcase

**Accounts**

[Disbursement Sheets – November 2015](#)

**Resolution – Committee of the Whole (Deputy Mayor Freeman)**

**Monthly Staff Reports**

- 1) Clerk's Report [C-073-15](#)
- 2) Economic Development Report [D-054-15](#)
- 3) Fire Services Report [F-048-15](#)
- 4) Operations Report [OP-078-15](#)
- 5) Parks & Recreation Report [R-060-15](#)
- 6) Treasury Report [T-058-15](#)
- 7) Planning Status Tables Report [P-046-15](#)

### Special Staff Reports

- 1) VPCC as a potential site for the future Multi-Use Facility [A-052-15](#)
- 2) Boundary Committee Update December 2015 [A-053-15](#)
- 3) Accessibility Report [C-074-15](#)
- 4) Road Allowance Request [C-075-15](#)
- 5) Site Plan Process [C-076-15](#)
- 6) One Foot Reserves – Walker Road [C-077-15](#)
- 7) Updated Delegation By-Law [C-078-15](#)
- 8) Accountability and Transparency By-Law [C-079-15](#)
- 9) Economic Development Travel Approval [D-055-15](#)
- 10) Replacement of Commemorative Historic Plaque [D-056-15](#)
- 11) Canada Post Parking Lot Lease [OP-079-15](#)
- 12) Award of RFP for Town Lands [OP-080-15](#)
- 13) Lease for 132 Thames Street South – Upper Unit [OP-081-15](#)
- 14) Fusion – Emergency Water Line Break [R-061-15](#)
- 15) Multi Use Rec Centre Ad Hoc Committee - Draft Terms of Reference [R-062-15](#)
- 16) Cancellation, Reduction and Refund of Property Tax [T-059-15](#)

### Committee of Adjustment 7:00 p.m.

- 1) Minor Variance Application – File No. A-03-15, Brenda McEwen, 134 Bell Street
  - a. [Community and Strategic Planning Report 2015-262](#)

### Petitions, Delegations and Presentations

- 1) [SCOR Economic Development Corporation](#), Art Lawson - A Partner Update
- 2) [Southwestern Ontario Marketing Alliance \(SOMA\)](#), Kale Brown – Asia Mission Presentation

### Correspondence & Resolutions

- 1) [County of Oxford](#) – Request to adopt the County's Future Oxford Community Sustainability Plan
- 2) [Rhonda Myaert](#) – Request for Noise By-Law exemption to allow for a backyard wedding
- 3) [Ministers' and Parliamentary Assistants' Delegations](#) at the OGRA/ROMA Combined Conference

### Consideration of By-Laws

- 1) [By-Law 15-4851](#) – To authorize the execution of an agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Transportation for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program

- 2) [By-Law 15-4852](#) – To appoint a Committee of Adjustment
- 3) [By-Law 15-4853](#) – To enter into a lease agreement with CLG Strategic Think Inc. (132 Thames Street, Upper Unit)
- 4) [By-Law 15-4854](#) – To enter into a Lease Agreement with Canada Post Corporation (Parking Lot)
- 5) [By-Law 15-4855](#) – To amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll
- 6) [By-Law 15-4856](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meeting held on December 9, 2015 and December 14, 2015

#### **Notice of Motion**

#### **Closed Session**

- 1) Section 239 (2)(c) Proposed or pending acquisition of land by the municipality
- 2) Section 239 (2)(e) Potential litigation affecting the municipality

#### **Upcoming Council Meetings**

##### **Regular Meeting of Council**

Monday, January 11, 2016, 6:00 p.m.  
Town Centre, Council Chambers

##### **Budget – Special Council Meetings**

January 13, 2016, January 18, 2016, January 25, 2016  
Town Centre, Council Chambers, 6:00 p.m.

##### **Strategic Planning Meeting**

Saturday, January 23, 2016, 9:00 a.m.  
Town Centre, Council Chambers

#### **Adjournment**



**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, November 9, 2015, 6:00 p.m.**

**PRESENT:**

**Council Members:**

Deputy Mayor Fred Freeman

Councillors: Bowman, Franklin, Lesser, Petrie, and Van Kooten-Bossence

**Staff:**

William Tigert, CAO

Michael Graves, Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Sandra Lawson, Town Engineer

Bonnie Ward, Director of Parks and Recreation

**Media:**

John Tapley, Reporter, Ingersoll Times

John Payne, Associate Producer, Rogers TV

**Call to Order**

Deputy Mayor Freeman opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

Deputy Mayor Freeman declares a pecuniary interest in an item that will be reported on during the verbal report that the Town Engineer is going to give regarding Carr's Walkway as part of the Operations Monthly report.

**Minutes of Council Meeting**

**Moved by Councillor Petrie; seconded by Councillor Lesser**

**C15-11-390 THAT** the minutes of the Regular Council meeting held on October 13, 2015 and of the Special Council meeting held on October 21, 2015 be adopted.

**CARRIED**



**Correspondence – Note & File**

**Moved by Councillor Van Kooten-Bossence; seconded by Councillor Bowman**

**C15-11-391 THAT** the Note and File Correspondence items 1 through 7 be received as information.

**CARRIED**

**Accounts - Resolution**

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-392 THAT** the Disbursement Sheets for the month of October, 2015 be received as information.

**CARRIED**

**Monthly Staff Reports**

**Moved by Councillor Franklin; seconded by Councillor Lesser**

**C15-11-393 THAT** Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Petrie in the Chair.

**CARRIED**

While in Committee of the Whole Council discussed the Monthly Staff Reports and the Special Staff Reports.

Deputy Mayor Freeman did not participate in the discussion regarding Carr's Walkway and did not vote on that resolution.

**Moved by Councillor Lesser; seconded by Councillor Petrie**

**C15-11-394 THAT** the monthly staff reports be received as information;

**AND FURTHER THAT** staff be directed to rent the upper level of Carr's Walkway for one month to Spot Marketing Group and to bring forward a lease at the December Council meeting.

**CARRIED**

**Special Staff Reports**

**Moved by Councillor Van Kooten-Bossence; seconded by Councillor Bowman**

**C15-11-395 THAT** the Council for the Town of Ingersoll receives report C-072-15 as information;

**AND THAT** Council hereby provides MTO with an exemption to the noise by-law 94-3633 to allow for the 401 underpass replacement at highway 19 and to conduct interchange improvements from the hours of 8 pm to 7 am from April to fall 2017.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-396 THAT** the Council for the Town of Ingersoll receives report OP-075-15 as information.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Lesser**

**C15-11-397 THAT** the Council for the Town of Ingersoll receives Report OP-076-15 as information;

**AND THAT** staff notify the affected businesses of the upcoming changes to the by-law;

**AND FURTHER THAT** the amended Traffic and Parking By-law be brought forward to the next regular Council meeting.

**CARRIED**

**Moved by Councillor Lesser; seconded by Councillor Petrie**

**C15-11-398 THAT** the Council for the Town of Ingersoll receives report Number OP-077-15 as information.

**AND FURTHER THAT** Council assumes the subdivision known as Clover Ridge South Subdivision effective November 9, 2015 and that Engineering Services notify all parties involved with the subdivision agreement.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Councillor Bowman**

**C15-11-399 THAT** the Council for the Town of Ingersoll receives report Number R-059-15 as information;

**AND FURTHER THAT** Council authorizes the CAO of the Town of Ingersoll to sign the grant agreement with the Ministry of Economic Development, Employment and Infrastructure for the Youth Entrepreneurship Partnerships program in the amount of up to \$36,000.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-400 THAT** the Council for the Town of Ingersoll receives the Operating Budget Variance Report for the 10 months Ended October 31, 2015 as information.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Lesser**

**C15-11-401 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Deputy Mayor Freeman; seconded by Councillor Franklin**

**C15-11-402 THAT** Council do hereby adopt, ratify and confirm all resolutions passed in the Committee of the Whole as if each resolution was adopted, ratified and confirmed by separate resolution of Council.

**CARRIED**

### **Petitions, Delegations and Presentations**

**Moved by Councillor Lesser; seconded by Councillor Petrie**

**C15-11-403 THAT** the Council for the Town of Ingersoll receives the presentation from Steve McSwiggan on behalf of OPAL as information.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-404 THAT** the Council for the Town of Ingersoll receives the presentation from Howard DeJong on behalf of OPAL regarding Capacity Loading as information.

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Lesser**

**C15-11-405 THAT** Council direct staff to hire a consultant to review the proposal from SWOX regarding the potential boundary adjustment in order to analyze the ability to implement such a proposal and the potential difficulties of implementing said proposal.

**DEFEATED**

### **Correspondence and Resolution**

**Moved by Councillor Petrie; seconded by Councillor Lesser**

**C15-11-406 THAT** the Council for the Town of Ingersoll receives the requests from the Law Office of Roman B. Wolyniuk on behalf of Amer Cengic that a lease agreement between Amer Cengic and the Town of Ingersoll be prepared to allow the cannons to remain in their present location on the Victory Memorial School property.

**CARRIED**

### **Consideration By-Laws**

**Moved by Councillor Van Kooten-Bossence; seconded by Councillor Bowman**

**C15-11-407 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 15-4844 – To amend Zoning By-law Number 04-4160, as amended (ZN6-15-03, INGROX, 50 Thames St., S)
- 2) By-Law 15-4845 – To authorize the execution of a Loan Agreement between the Town and property owners participating in the Façade/Signage Revitalization Loan (Dawna Peat, Target Zone, 109 Thames St. S)
- 3) By-Law 15-4846 - To amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Oxford Village)
- 4) By-Law 15-4847 - To appoint a Deputy Division Registrar (Kelly Smith)
- 5) By-Law 15-4848 - To amend smoking By-Law 10-4550
- 6) By-Law 15-4849 – To authorize the execution of an agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employments and Infrastructure and the Town of Ingersoll – Fusion Youth Centre

- 7) By-Law 15-4850 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meeting held on November 9, 2015

Council in Committee of the Whole, Deputy Mayor Freeman in the Chair.  
On motion, the by-laws are accepted as circulated.  
That constitutes the first and second reading of the by-laws.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-408** THAT the Committee do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Councillor Franklin; seconded by Councillor Lesser**

**C15-11-409** THAT By-law 15-4844 through to By-law 15-4850 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### Upcoming Council Meetings

#### Regular Meeting of Council

Monday, December 14, 2015, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Session

**Moved by Councillor Lesser; seconded by Deputy Mayor Freeman**

**C15-11-410** THAT Council do now go into Committee of the Whole at 8:21 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of October 13, 2015 Closed Session
- 2) Section 239 (2) (c) Proposed or pending acquisition of land
- 3) Section 239 (2) (b) Personal matters about an identifiable individual

**CARRIED**

**Moved by Councillor Petrie; seconded by Councillor Lesser**

**C15-11-411** THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:42 p.m.

**CARRIED**

**Moved by Councillor Van Kooten-Bossence; seconded by Councillor Bowman**

**C15-11-412** THAT the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for October 13, 2015 as printed.

**CARRIED**

### Adjournment

**Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C15-11-413** THAT the Council for the Town of Ingersoll adjourns the November 9, 2015 Regular Meeting of Council at 9:3 p.m.

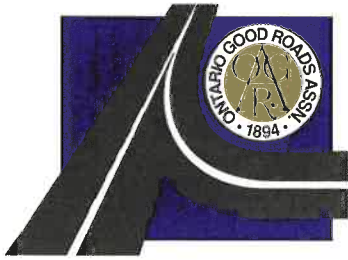
**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



*Working for Municipalities*

# ONTARIO GOOD ROADS ASSOCIATION

1525 CORNWALL ROAD, UNIT 22  
OAKVILLE, ONTARIO L6J 0B2  
TELEPHONE 289-291-6472  
FAX 289-291-6477  
[www.ogra.org](http://www.ogra.org)

November 16, 2015

To the Head & Members of Council:

Re: Report of the OGRA Nominating Committee

The OGRA Nominating Committee met on November 11, 2015 and recommended a slate of candidates to the Board of Directors. The Board ratified the report as presented. The recommended slate is as follows:

<b>Northern Zone</b>	
Luc Duval, Director of Public Works & Engineering City of Timmins	Rick Harms, Project Engineer City of Thunder Bay
Paul Schoppmann, Mayor Municipality of St. Charles	
<b>Southwest Zone</b>	
Dave Beres Deputy Mayor Town of Tillsonburg	Jim Maudsley, Mayor Municipality of Thames Centre
Chris Traini, County Engineer County of Middlesex	
<b>South Central Zone</b>	
Bryan Lewis, Councillor Town of Halton Hills	John McKean, Mayor Town of the Blue Mountains
<b>Southeast Zone</b>	
Dave Burton, Reeve Municipality of Highlands East	Rick Kester, CAO City of Belleville
Michael Touw, Director of Public Works Township of Leeds and the Thousand Islands	
<b>Toronto</b>	
TBD	

Due to internal protocols, the City of Toronto was unable to meet the submission deadline. The City will be submitting a name shortly.

The following current Board members do not have to be re-elected to the Board and will automatically assume the following positions effective February 24, 2016:

President - Robert Burlie, Manager, Road Operations, Toronto & East York District, City of Toronto  
1<sup>st</sup> Vice President – Ken Laupé, Manager, Road Operations – East, City of Brampton  
Immediate Past President – Rick Champagne, Councillor, Municipality of East Ferris

The above will serve on the 2016-2017 Board of Directors making a total of 15 on the Board.

The above slate of candidates will be ratified at the Annual Conference to be held in February, 2016. If any municipal member would still like to put their name forward for a position on the Board of Directors they must fill out and return the attached Nomination Form. All nominations must be postmarked or received by fax or e-mail no later than December 18, 2015 and sent to:

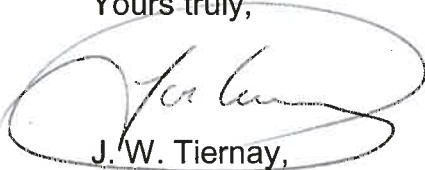
Tom Bateman, Chair  
Nominating Committee  
1525 Cornwall Road  
Unit 22,  
Oakville, Ontario  
L6J 0B2

Fax: 289-291-6477  
E-mail: [info@ogra.org](mailto:info@ogra.org)

**Please be advised that if any additional nominations are received by the deadline noted that an election will be required at the OGRA/ROMA Combined Conference.**

Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at [joe@ogra.org](mailto:joe@ogra.org).

Yours truly,



J.W. Tiernay,  
Executive Director

c. Tom Bateman, Chair, Nominating Committee



Ontario Good Roads Association  
Board of Directors  
Nomination and Consent Form



*Working for Municipalities*

We hereby nominate the following to the Board of Directors of the Ontario Good Roads Association for the 2016/17 term of office:

Name of Candidate

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Municipality: \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

(Candidates must be nominated by two eligible members of OGRA. A resolution of Council is acceptable but not mandatory)

### Candidate Consent

The candidate nominated above must sign below indicating they consent to the Nomination and agree to let their name stand for office.

I, \_\_\_\_\_ hereby consent to the Nomination  
(Name of Candidate)  
to the Board of Directors of the Ontario Good Roads Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed form and candidate's résumé by fax or e-mail to the attention of Tom Bateman, Chair, OGRA Nominating Committee  
Fax: 289-291-6477  
E-mail: [info@ogra.org](mailto:info@ogra.org)

Ministry of Finance  
Provincial-Local  
Finance Division  
10<sup>th</sup> Floor  
777 Bay Street  
Toronto ON M5G 2C8  
Tel (416) 327-0264  
Fax (416) 325-7644

Ministère des Finances  
Division des relations provinciales-  
municipales en matière de finances  
10<sup>e</sup> étage  
777, rue Bay  
Toronto (Ontario) M5G 2C8  
Tél : 416 327-0264  
Télééc. : 416 325-7644



RECEIVED

NOV 23 2015

TOWN OF INGERSOLL  
CLERK/TREASURER

November 19, 2015

Dear Municipal Treasurer/Clerk-Treasurer,

I am writing to advise you of decisions related to municipal flexibility within the property tax system, as well as a number of recent proposed legislative amendments relating to property tax and the Request for Reconsideration process.

*Business Property Tax Capping*

As you know, the capping program was originally introduced in 1998 as temporary measure to mitigate tax changes resulting from the implementation of current value assessment (CVA). Significant progress has been made in terms of increasing municipal flexibility to accelerate progress towards CVA level taxes under the capping program. However, many stakeholders have continued to raise concerns about the program's ongoing tax inequities, the need for a municipal opt-out, and have criticized it as being redundant given the mitigation provided through the four-year assessment phase-in.

In 2015, slightly more than 10 per cent of business properties province-wide remained in the capping program, compared to nearly 90 per cent in 2004. In light of the continued inequities for some properties, the government initiated a review of the capping program, which included meetings with a Municipal Reference Group and a Business Reference Group. Through this review, many municipal and business stakeholders have requested changes to the capping program that would further enhance fairness and transparency for property owners.

In response to these requests and building on past progress, the Province is now proposing additional enhancements to the capping program through Bill 144, the *Budget Measures Act, 2015*. The proposed enhancements would provide the framework for increased municipal flexibility to accelerate progress to CVA level taxes and to exit or phase-out from the program under certain conditions.

Beginning in 2016, municipalities would be able to increase the annual cap from its current level of 5% of previous year's CVA level taxes up to a new maximum of 10%. In addition, municipalities would be provided the flexibility to move properties directly to

CVA level taxes if they are within \$500 of CVA level taxes - up from the current \$250 threshold. The annual cap of up to 10% of previous year's taxes would be maintained.

**Proposed Changes to Capping Program Parameters**

	CVA Taxes	Threshold
Current Maximum	5%	±\$250
Proposed Maximum	10%	±\$500

Municipalities that meet certain eligibility criteria established by the Province would also be given the option to exit or phase-out from the capping program, if doing so would have a limited impact on business properties. A municipality would be eligible for a four-year phase-out from the capping program once it has no capped properties beyond 50% of CVA level taxes in a property class. Municipalities with no properties currently remaining in the capping program would be eligible to exit the program immediately.

These new proposed flexibility measures would enable municipalities to adjust the capping program to best suit their local circumstances, and also address the potential for inequities and economic distortions that may result from the program.

Municipalities would be able to apply these options to all business property classes, or limit options to individual business property classes. The adoption of any of these measures is a municipal decision and would be enacted through a municipal by-law. As such, municipal staff would need to be able to explain the implications of their capping program parameter recommendations to their respective Councils. Municipalities would also need to be able to explain any associated tax impacts to individual business taxpayers, just as they have in the past with other municipal tax policy decisions.

As you know, the provincially-funded Online Property Tax Analysis (OPTA) system provides a number of tools and reports to assist municipalities with property-level tax analysis. OPTA will be updated for 2016 to reflect the proposed capping program enhancements, allowing municipalities to analyse the proposed measures in the context of their own local circumstances. Municipal staff are encouraged to use OPTA to examine the potential tax impacts for businesses when considering the proposed measures.

**Tax Ratio Flexibility**

For 2016, municipalities will continue to be provided with tax ratio flexibility that has been provided in previous reassessment years. This will allow municipalities to avoid tax shifts that may occur between property classes as a result of phased-in reassessment impacts.

Municipalities will continue to have the option to reset their own transition ratios based on the prescribed formula set in regulation. Worksheets for the calculation of new transition ratios are available through the OPTA system, or by contacting the Ministry of Finance. Municipalities must provide ratios and calculations to the Province for verification.

Ministry staff will work with OPTA to ensure that any new ratios calculated within OPTA are consistent with the regulated formula. As a result, ratios submitted through OPTA will be automatically verified.

#### Modified Levy Restriction

Also for 2016, municipalities with property classes subject to the levy restriction will continue to have the flexibility to apply a municipal tax increase to those classes of up to 50% of any increase applied to the residential class. For instance, a municipality levying a 2 per cent increase in residential taxes could raise taxes on any restricted class by up to 1 per cent.

This will give municipalities the ability to share the burden of any municipal tax increases among all taxpayers while continuing to reduce the municipal taxation gap between business and residential property taxpayers.

Notification will be provided when regulations implementing all of the above property tax policy decisions have been enacted.

#### Request for Reconsideration Process

In 2016, the Municipal Property Assessment Corporation (MPAC) will begin issuing assessment notices for the province-wide reassessment several months earlier than previous reassessments, and in a staggered fashion, in order to provide early disclosure of assessed values and enable the timely resolution of assessment concerns.

To complement MPAC's plans, through Bill 144, the *Budget Measures Act, 2015*, the Province is also proposing improvements to the Request for Reconsideration (RfR) process to standardize timelines and support the early resolution of assessment issues. Starting with the 2016 province-wide reassessment, the deadline for a property owner to file an RfR with MPAC in a reassessment year would be 120 days after the notice of assessment is issued. In addition, MPAC would be required to respond to the RfR within 180 days of the request being made (with a possible 60-day extension if MPAC notifies the property owner that an extension is necessary).

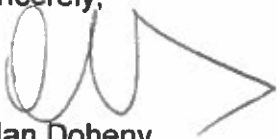
In the context of MPAC's plans to issue assessment notices earlier and in a staggered fashion for the 2016 reassessment, the proposed changes are designed to create a more equitable process, as the amount of time to file RfRs would be standardized at 120 days for all property owners. The proposed changes would also support the earlier resolution of assessment issues, which was a recurring theme during consultations on the implementation of the Special Purpose Business Property Assessment Review recommendations.

Should you have questions or require further information regarding the proposed changes to the RfR process, please contact Carolina Torres, Manager, Assessment Policy Unit at 416-325-4754 or [Carolina.Torres@ontario.ca](mailto:Carolina.Torres@ontario.ca).

If you have any questions related to the capping program, tax ratio flexibility or the modified levy restriction, please contact Andrea Chow, Manager, Property Tax Policy Unit at 416-327-0252 or [Andrea.Chow@ontario.ca](mailto:Andrea.Chow@ontario.ca). Should you have any question concerning the OPTA system, please contact the OPTA help desk at 416-591-1110 or 1-800-998-5739, ext 300.

We look forward to continuing to work in partnership with municipalities to ensure a strong Ontario property tax and assessment system.

Sincerely,

A handwritten signature in black ink, appearing to read 'AD', with a long horizontal stroke extending to the right.

Allan Doheny  
Assistant Deputy Minister  
Provincial Local Finance Division

On Fri, Nov 13, 2015 at 7:54 AM, Head, Clara, Maria - M. Reith  
<[twpshcm@xplornet.com](mailto:twpshcm@xplornet.com)> wrote:

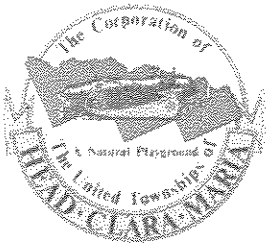
Good morning

Please find attached a letter from our Mayor to Premier Wynne asking for the province to assume responsibility for auto-extrication on provincial highways not protected by local fire departments. FYI, Head, Clara & Maria does not have a service and no longer has an agreement with neighbouring municipalities to provide service leaving the travelling public without protection. It is the opinion of our Council that this is the responsibility of the province.

Sincerely

Melinda Reith

Municipal Clerk and CAO  
The United Townships of Head, Clara & Maria  
15 Township Hall Road, Stonecliffe, On, K0J 2K0  
p-[613-586-2526](tel:613-586-2526)  
f-[613-586-2596](tel:613-586-2596)  
[www.townshipsofheadclaramaria.ca](http://www.townshipsofheadclaramaria.ca)



*From the Office of the Mayor*

THE CORPORATION OF THE UNITED TOWNSHIPS OF  
**HEAD, CLARA & MARIA**  
15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [twpshcm@explornet.com](mailto:twpshcm@explornet.com), Mayor Gibson: [hcmjimg@gmail.com](mailto:hcmjimg@gmail.com)

Honourable Kathleen Wynne, Premier  
Legislative Building – Room 281  
Queen's Park  
Toronto ON M7A 1A1

Re: Dissolution of Local Emergency Response Board and Request for Services

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Dear Premier Wynne

At its meeting of Saturday, August 29, 2015 the Council of the United Townships of Head, Clara & Maria decided after considerable debate and public consultation to discontinue its agreement with neighbours for the provision of auto-extrication along the Trans-Canada Highway 17 which divides our municipality.

Although this was council's decision, the option had essentially been taken from us by the partner members of the North Renfrew Emergency Response Unit Board. It is our understanding that due to limited municipal resources and conflicting demands on those resources a number of fire departments are beginning to limit the services they are able to provide to their neighbours. This is a disconcerting trend; particularly when the services being provided are in fact provincial responsibility.

Although multi-faceted, one component of the on-going debate was the point that the highway is a provincial asset, owned and maintained in all other respects by the province and/or its contractors? Why and how did the provision of auto-extrication services as a result of motor vehicle accidents become the responsibility of local municipalities?

During public consultation Council promised as part of the decision making process to notify the province of the dissolution of this board and the now unprotected span of provincial

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.  
HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

highway throughout our municipality. We were further tasked with requesting that the province take the steps necessary to provide for the health, welfare and safety of the travelling public through our municipality and in fact across the province by making accommodation for the provision of this service.

We respectfully request that the province take a serious look at filling this void throughout the province and allocate the resources necessary to provide this potentially lifesaving service in a timely manner.

Sincerely

Jim Gibson, Mayor

mr

Cc: Hon. Steven Del Duca, Minister of Transportation  
Mr. Jim Wilson, MPP, Leader, Official Opposition  
Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario  
John Yakabuski, MPP Renfrew-Nipissing-Pembroke  
Ontario Municipalities for Support

Enclosure: Minutes of Council meeting of August 29, 2015



**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

**Minutes August 29, 2015**

Minutes of a special meeting of Council held on Saturday, August 29, 2015 at 11:18 h. in the Municipal Hall.

**1. Call to Order and Moment of Silent Reflection**

**2. ROLL CALL**

The following were present Mayor Gibson Councillors: Dave Foote, Debbi Grills.

**Staff:** Melinda Reith, Clerk/CAO, member of the public.

**Absent:** Councillor Bob Reid.

**Regrets/Excused:** Councillor Calvin Chartrand.

**Late:** n/a

**3. Recital of the Municipal Mission and Vision**

**4. DISCLOSURE of PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse; - None

Resolution #29/08/15/001

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** the North Renfrew Emergency Management Board met in June of 2015 and unanimously proposed to dissolve the NRERU Board and agreement with instructions to bring the decision back to each individual municipality;

**AND WHEREAS** the towns of Deep River and Laurentian Hills have already resolved to dissolve the board and unit;

**AND WHEREAS** it is a fact that providing emergency rescue services along the Trans Canada Highway 17 throughout Head, Clara & Maria is a provincial responsibility;

**AND WHEREAS** HCM has completed its due diligence and is satisfied that there is no legal obligation or liability in disbanding this agreement;

**AND WHEREAS** continuation in the agreement is not likely even if HCM fronted the requested \$30,000 for equipment as Deep River and Laurentian Hills do not wish to continue and can withdraw from the agreement with 60 days notice;

**THEREFORE BE IT RESOLVED THAT** after careful consideration and public consultation the Council of the Municipality of the United Townships of Head, Clara & Maria does hereby formally declare its interest to join with the towns of Deep River and Laurentian Hills and jointly dissolve the North Renfrew Emergency Rescue Unit service, board and agreement effective September 1, 2015.

**AND FURTHER THAT** as per the board's recommendation the Auto Extrication Unit ownership be transferred to the Town of Laurentian Hills.

**AND FURTHER THAT** the balance of the operating and capital reserve funds be divided and returned at 80% to the Town of Deep River and 20% to the United Townships of Head, Clara & Maria.

**AND FURTHER THAT** the staff of HCM are authorized to contact the province through the premier's office and the Ontario Ministry of Transportation informing them of Council's decision and requesting that they take the steps necessary to obtain adequate safety and protective services for the travelling public for our section of the Trans Canada Highway 17 and other under serviced areas of the province.

Carried Unanimously

**Action:** Clerk to send notice and a copy of the resolution to CAOs of Laurentian Hills and Deep River.

**5. QUESTIONS AND ANSWERS – none**

- i. Clerk – resolution for next meeting following decision to change time
- ii. Councillor Foote – contact province about emergency services – resolution to be circulated for support

**6. CONFIRMATION OF PROCEEDINGS**

Resolution # 29/08/15/002

Moved by Councillor Grills and Seconded by Councillor Foote

**BE IT RESOLVED THAT** By-Law 2015 -16 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its special meeting held on Saturday, August 29, 2015 be read a first time short and passed.

Carried Unanimously

**7. ADJOURNMENT**

Resolution # 29/08/15/003

Moved by Councillor Foote and seconded by Councillor Grills

**WHEREAS** with the last meeting of Council being held in June there is a substantial volume of material to be discussed at the meeting of September 11 it is recommended that the meeting start earlier than the regular time of 14:00h;

**THEREFORE BE IT RESOLVED THAT** this meeting adjourn at 11:24 h. to meet on Friday, September 11, 2015 at 13:00 h.

Carried Unanimously

---

Mayor – Jim Gibson

---

Clerk – Melinda Reith



THE CORPORATION OF THE

# Municipality of Neebing

4766 Highway 61

Neebing, Ontario P7L 0B5

TELEPHONE (807) 474-5331

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Rosalie Evans,  
Solicitor-Clerk  
Erika Kromm,  
Treasurer

Councillors  
Erwin Butikofer  
Curtis Coulson  
Bill Lankinen  
Mike McCooney  
Roger Shott  
Brian Wright

Mayor Ziggy Polkowski

October 9, 2015

Open Letter to All Municipal Councils in Ontario

**Attention: Municipal Clerk**

(for inclusion in the agenda for a meeting of your Council)

**Re: Consultation on the Police Services Act**

Dear Municipal Council of an Ontario Municipality:

The Council of The Corporation of the Municipality of Neebing considered and passed the enclosed resolution at its meeting held on September 16<sup>th</sup>, 2015.

As you can see, the Council is seeking support for its position from other Ontario Municipalities.

Together, we should be able to achieve a positive result for our constituents.

Thank you for your consideration.

Yours truly,

A handwritten signature in blue ink that reads 'Rosalie A. Evans'.

Rosalie A. Evans

Solicitor-Clerk

On behalf of Mayor Ziggy Polkowski

Moved by: Councillor Coulson;

Seconded by: Councillor Lankinen

WHEREAS the Province has begun a process of public consultation relating to the Police Services Act;

AND WHEREAS The Corporation of the Municipality of Neebing continues to have significant concerns and objections to the amount of money that the Provincial Government expects Municipalities to pay for either having its own police service, for contracting with the Ontario Provincial Police, or for employing the Ontario Provincial Police through the 'default' provisions of the Police Services Act;

AND WHEREAS the consultation statement issued by the Province indicates that the Province is seeking input on (among other matters) how to "clarify police duties, modernize training programs and deliver services using a range of public safety personnel ";

AND WHEREAS Ontario's provincial and municipal police forces are among the highest paid police services in Canada;

AND WHEREAS the residents of Canada deserve appropriate and affordable police protection:

THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Neebing is urging all municipalities in Ontario, whether or not they have municipal police forces, to participate in the consultation process;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing believes that effective community policing can be undertaken without the use of uniformed police officers through the use of a two-tiered system that would allow municipalities to recruit non-uniformed safety personnel for day to day policing, relying on uniformed officers only for significant high-level criminal investigations and/or matters requiring particular expertise or specialized equipment;

AND FURTHER THAT such a system would be delivering "services using a range of public safety personnel";

AND FURTHER THAT such a system should allow Ontario's municipalities to utilize uniformed police services on a fee-for-service basis at the times when the services are required;

AND FURTHER THAT this would allow highly trained and specialized police officers to utilize their skills and abilities where required, focusing on higher-order criminal activity;

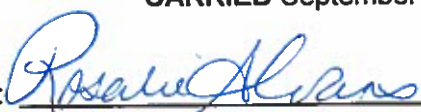
AND FURTHER THAT this would save significant taxpayer dollars at both the municipal and provincial orders of government without causing a deterioration in public safety and protection;

AND FURTHER THAT the Police Services Act should be amended to allow such a system to operate in Ontario;

AND FURTHER THAT the Council of The Corporation of the Municipality of Neebing seeks support for this position from other Ontario municipalities.

Resolution No. 2015-09-339  
CARRIED September 16, 2015

Certified as a true copy:

  
Rosalie A. Evans, Solicitor - Clerk

October 1, 2015

**NOTICE OF  
BOARD OF DIRECTORS' MEETING**

**DATE: TUESDAY, OCTOBER 27, 2015**

**TIME: 9:30 A.M. – 11:30 A.M.**

**LOCATION: WATERSHED CONSERVATION CENTRE**

<b>AGENDA:</b>	<b>TIME</b>
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting - Thursday, September 24, 2015	
5. Business Arising from the Minutes	9:35am
(a) BOD Policy Handbook Revisions (Report and Handbook attached) (Document #113127) (I.Wilcox)(10 minutes)	
6. Closed Session – In Camera	9:45am
(a) A property matter within the Township of Caradoc (Report attached)(Document #Lands and Facilities 1769)(A.Shivas)(15 minutes)	
(b) A property matter relating to Dorchester Swamp (Report attached)(Document #Lands and Facilities 1910)(A.Shivas)(15 minutes)	10:00am
(c) A matter relating to Springbank Dam (Report attached)(Document #Flood Control 607) (C.Tasker)(10 minutes)	10:15am
(d) A property matter relating to Fanshawe and Wildwood Cottages (Report attached) (Document #File Centre 113302)(I.Wilcox) (5 minutes)	10:25am
7. Delegation – None	

- |     |  |         |
|-----|--|---------|
| 8.  | Orientation  | 10:30am |
|     | (a) Fanshawe Pioneer Village<br>(S.Johnson)(Verbal)(15 minutes)  |         |
| 9.  | (a) For Your Information Report<br>(October FYI attached)<br>(I.Wilcox)(5 minutes)                                     | 10:45am |
| 10. | Business for Approval  | 10:50am |
|     | (a) Proposed 2016 Rental House Rates<br>(Report attached)(Document #File Centre<br>111063)(B.Mackie)(5 minutes)        |         |
| 11. | Business for Information   | 10:55am |
|     | (a) Administration and Enforcement- Section 28<br>(M.Snowsell/K.Winfield)(Report attached)<br>(Document #)(5 minutes)  |         |
| 12. | Correspondence   | 11:00am |
|     | (a) Letter from Ontario Soil and Crop<br>Improvement Association<br>(Correspondence attached)(I.Wilcox)<br>(5 minutes) |         |
| 12. | Other Business (Including Chair and<br>General Manager's Comments)   | 11:05am |
| 13. | Adjournment  | 11:15am |



Ian Wilcox, General Manager

c.c. Chair and Members of the Board of Directors

I. Wilcox

K. Wilkie

S. Shivas

C. Tasker

B. Glasman

B. Mackie

C. Ramsey

R. Goldt

T. Hollingsworth

A. Shivas

L. Trottier

J. Howley

K. Winfield

S. Johnson

M. Snowsell

G. Inglis

Stratford Beacon Herald

London Free Press

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, OCTOBER 27, 2015

J.McKelvie, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 9:30 a.m. in the Boardroom of the UTRCA Watershed Conservation Centre. The following members and staff were in attendance.

Members Present:	M.Blackie M.Blosh R.Chowen A.Hopkins J.Klumper S.Levin	N.Manning H.McDermid J.McKelvie M.Ryan G.Way
Regrets:	T.Birtch	M.Campbell K.Van Kooten-Bossence
Solicitor:	G.Inglis	
Staff:	T.Annett S.Gillingwater C.Harrington T.Hollingsworth J.Howley S.Johnson	B.Mackie A.Shivas S.Shivas M.Snowsell I.Wilcox K.Winfield

1. Approval of Agenda

T. Jackson moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the agenda as posted.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Confirmation of Payment as Required Through Statutory Obligations

The Chair inquired whether the Authority has met its statutory obligations in the payment of the Accounts Payable. The members were advised the Authority has met its statutory obligations.

4. Minutes of the Previous Meeting  
- Thursday, September 24, 2015

N.Manning moved –M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors

approve the Board of Directors' minutes dated September 24, 2015 as posted on the Members' web-site."

CARRIED.

5. Business Arising from the Minutes

(a) BOD Policy Handbook Revisions  
(Report attached)

The Chair presented the revised Policy Handbook and outlined the amendments as requested by the Board at the September meeting.

The Chair also noted two additional changes;  
Page 11, Item 4.4.9 amend "Coordinator" to "Manager", and  
Page 18, Item 16.h delete sentence, "the Chair may exercise a deciding vote or cast a vote if the votes are otherwise equal." This will correlate with the earlier amendment made on Page 11, Item 9.

The members concurred with the two additional amendments.

The Chair noted a few members have not signed the "Director's Code of Conduct Agreement." She circulated additional copies of the Agreement to the members and requested they complete and submit the form to her at the end of the meeting. She will update the members regarding this matter at the next Board of Directors' meeting.

S.Levin moved – M.Ryan seconded:-

"RESOLVED that the Board of Directors approve the Board of Directors' Policy Handbook as amended."

CARRIED.

6. Closed Session – In Camera

There being property and legal matters to discuss,

T.Jackson moved – G.Way seconded:-

"RESOLVED that the Board of Directors adjourn to Closed Session – In Camera."

CARRIED

7. Progress Reported

(a) A property matter relating within the Township of Caradoc was discussed.

S.Levin moved – M.Blackie seconded:-

"RESOLVED that the Board of Directors approve the recommendations as outlined in the Closed Session – In Camera minutes."

CARRIED.



- (b) A property matter relating to Dorchester Swamp was discussed.

N.Manning moved – G.Way seconded:-

“RESOLVED that the Board of Directors approve the recommendation as outlined in the Closed Session – In Camera minutes.”

- (c) A legal matter relating to Springbank Dam was discussed.  
(d) A property matter relating to Fanshawe and Wildwood Cottages was discussed.

8. Delegations – There were no delegations.

9. Orientation

(a) Fanshawe Pioneer Village

S.Johnson outlined the history of the Village, its mandate, its current operation budget, staffing compliment, yearly attendance and programs for the members’ information.

I.Wilcox outlined the significance of the Village and the role the Authority has with the Village.

The presentation is posted on the Members’ Web-site.

10. (a) For Your Information  
(Report attached)

The report was presented for the members’ information.

11. Business for Approval

(a) Proposed 2016 Rental House Rates  
(Report attached)

The report was presented to the Board for consideration.

S.Levin moved – G.Way seconded:-

“RESOLVED that the Board of Directors approve the report as presented.”

CARRIED.

12. Business for Information

(a) Administration and Enforcement – Section 28  
(Report attached)

The attached report was presented to the members for information. In reviewing the violation matters included in the Section 28 staff report, members expressed concern regarding the lack of injunctive powers in the Conservation Authorities Act, preventing officers from issuing stop

work orders and suggested it would be helpful to see such an improvement as part of the current review of the Act.

G.Way moved – T.Jackson seconded:--

“RESOLVED that the Board of Directors accept the report as presented.”

CARRIED.

13. Correspondence

(a) I.Wilcox presented correspondence from the Ontario Soil and Crop Improvement Association thanking Brad Glasman and staff for the generous contribution towards their summer tour.

I.Wilcox stated this is an example of the work the Authority does in hosting other organizations with either tours of the WCC building or the watershed. It is positive for staff to receive this type of comment.

14. Other Business (Including Chair and General Manager’s Comments)

(a) J.Howley advised the members the Fanshawe Conservation Area staff have an excellent working relationship with the London City Police. They use the reservoir for water training and the property for mock incident scenes. She stated on October 16<sup>th</sup> they presented Damian Schofield with a plaque in recognition of his support of the London City Police.

(b) S.Levin requested the above noted information be included in the November “For Your Information” Report.

(c) A.Hopkins noted she recently attended the opening of (TRESS) Thames River Experimental Stream Sciences Centre at the Adelaide Street Pollution Control Plant bringing greetings on behalf of the UTRCA. She was very pleased to be part of the event and it made her appreciate the working partnership the Authority has with the City, University of Western Ontario and other agencies within the area. The Centre allows researchers to study the effects of nutrients and other river contaminants by using models of flowing streams to give watershed planners and managers insight into potential outcomes of land use activities near moving waterways.

(d) The Chair noted on October 22<sup>nd</sup> several Authority members and staff attended the unveiling of the five finalists for the Back to the River Project. She noted it was very exciting with several innovative and interesting ideas. The winners will be announced on November 2<sup>nd</sup>.

The members discussed the potential impact the winning design could have on the Authority in terms of issuing required permits and approvals.

M.Snowsell assured the members the Authority staff have been involved in the process since the project was initiated. The participants/jurors have been well informed and educated on the Authority policies.

I.Wilcox assured the members that the Authority and the City of London will be working together as they go forward with the project.

(e) I.Wilcox advised the members that five Board members will be attending the AD Latornell Symposium from November 17<sup>th</sup>-19<sup>th</sup> at the Nottawasaga Resort, Alliston, Ontario.

(f) T.Hollingsworth outlined information relating to the Lake Erie Student Conference scheduled for October 30, 2015 at the Port Stanley Area and Community Centre.

14. Adjournment

There being no further business the meeting was adjourned at 11:15 a.m. on a motion by N.Manning.



---

Ian Wilcox  
General Manager  
Att.

---

J.McKelvie, Authority Chair

**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** September 11, 2015  
(Revised October 8, 2015)  
**Subject:** Policy Handbook Edits

**Agenda #:** 5(a)

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RCA\_PO.File\_Centre\_Library:113  
127.1

**Note:** This report was prepared for the September meeting of the Board and, following debate, was referred back to staff for further clarification of Clause 5.0.9. A recommendation regarding that clause is included at the end of this report and the Board is asked to approve all edits as originally presented, as well as the new recommendation regarding Clause 5.0.9.

**Recommendation:** That the Board approve the recommended changes and edits to the UTRCA's Board of Directors' Policy Handbook.

### Discussion

The UTRCA developed and approved a new Board of Directors' Policy Handbook in 2013. This Handbook was developed as a guide to assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Authority. It is expected that the Handbook will be reviewed annually and revised as needed.

A copy of the Policy Handbook is attached with suggested revisions highlighted in yellow (primarily text additions). A summary of all changes is provided below. Changes proposed are relatively minor but do add clarity to the document. The Board of Directors is asked to review and approve these proposed changes, as well as consider if any further changes are needed. If so, Directors are asked to bring these suggestions forward to the September meeting for discussion.

### Summary of Amendments to the Board of Directors' Policy Handbook:

1. Added 1.1- Authority Membership description
2. Added 3.3- Insurance
3. Added 3.4- Indemnification
4. Deleted 5.1- E-mail voting procedures. Moved them to the Member's web site
5. 5.2- Per Diems- added "travel allowance."
6. 5.4- Added Hearing Committee membership
7. 5.1- Election Procedures- added "official" Authority meeting
8. 5.0 #4- include "official"

### October 8 Addition- Clause 5.0.9:

Approval of this report was deferred at the September meeting pending clarification of the Chair's voting rights as described in Section 5.0.9. This existing clause and a recommended amendment is provided below.

**Section 5.0.9 Existing Clause:**

9. At any meeting, each Director is entitled to one vote, including the Chair who, in the event of a tie vote, casts a deciding vote and/or votes at any time with the knowledge that he/she has only one vote. The only exception is the Authority's budget vote which follows a weighted voting procedure as prescribed by the Ministry of Natural Resources.

**Recommended Change:**

9. At any meeting, **and in consideration of any motion**, each Director is entitled to one vote, including the Chair. ~~who, in the event of a tie vote, casts a deciding vote and/or votes at any time with the knowledge that he/she has only one vote.~~ The only exception is the Authority's budget vote which follows a weighted voting procedure as prescribed by the Ministry of Natural Resources.

**Note:** The September Board debate included opinions regarding whether or not the Chair should, in practice, vote on individual motions or only exercise their voting right in the event of a tie. The draft policy above has been intentionally left silent on this matter to allow the Board Chair to exercise their preference, as both approaches are permitted under Parliamentary Procedure.

Prepared and Recommended by:

A handwritten signature in blue ink that reads "I. Wilcox for". The signature is written in a cursive, flowing style.

Ian Wilcox



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Upper Thames River Conservation Authority

# Board of Directors' Policy Handbook

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REVISED: October, 2015

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Cover photo: Tom Arban Photography Inc.



# 1.0 Introduction

This handbook has been developed as a guide to assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Upper Thames River Conservation Authority. The policies presented in this Handbook are designed to encourage and support a positive, cooperative culture for the Board of Directors and staff by clarifying roles and ensuring effective communications.

The Handbook is divided into five sections moving from broad, strategic directions to much more specific Board policies and meeting procedures. Fundamentally it is intended to explain to the Board what organizational ends are to be achieved, and by what means.

The Handbook is intended as a reference tool for Directors and it is expected to be evaluated and updated annually.

## 1.1 Authority Membership

The following 17 municipalities are members of the Upper Thames River Conservation Authority and appoint 15 individuals to the UTRCA's Board of Directors:

### *City of London & County of Middlesex*

- City of London (4 members)
- Township of Middlesex Centre (1 member)
- Township of Thames Centre & Township of Lucan-Biddulph (1 member)

### *County of Oxford*

- Township of Blandford-Blenheim & Township of East-Zorra Tavistock (1 member)
- Town of Ingersoll (1 member)
- Township of Norwich & Township of South-West Oxford (1 member)
- City of Woodstock (1 member)
- Township of Zorra (1 member)

### *County of Perth*

- Township of Perth East (1 member)
- Township of Perth South, Town of St. Marys & Municipality of South Huron (1 member)
- City of Stratford (1 member)
- Township of West Perth (1 member)

The directors represent the local urban and rural communities, deciding policies and programs that will lead to a healthy watershed.

## 2.0 Strategic Directions

(From approved UTRCA Strategic Plan, January 2010)

### 2.1 Vision

Inspiring a healthy environment.

### 2.2 Mission

Dedicated to achieving a healthy environment on behalf of the watershed municipalities through leadership, expertise, education, and community collaboration.

### 2.3 Ends

1. To protect life and property from flooding and erosion hazards;
2. To protect and improve water quality; and
3. To manage and expand natural areas.

### 2.4 Short-term Goals

*To be developed. (Targets e.g., % forest cover - "20% in twenty years.")*

### 2.5 Ownership

The UTRCA Board of Directors must be accountable to an ownership. While the private sector is typically represented by shareholders, not-for-profit ownership is less clear. For the purpose of policy development and implementation, the UTRCA has identified a two-part ownership:

1. The residents of the Upper Thames River Watershed; and
2. The natural systems of the Upper Thames River Watershed including specific natural features such as its water and soils, as well as the living flora and fauna, and the natural systems, functions, and connections between them that result in a healthy environment.

## 3.0 Director Responsibilities and Liability

The Board of Directors manage or supervise the management of the activities and affairs of the Authority.

### 3.1 Board Responsibilities

**Each Board Director is responsible to:**

1. Become aware and knowledgeable of the programs, projects, and activities of the Authority;
2. Articulate the Authority's mission and purpose;
3. Direct the development of the Authority's long-term plans;
4. Establish written policies;
5. Select, empower, and evaluate the General Manager;
6. Communicate with each other;
7. Ensure the financial viability of the Authority;
8. Develop annual budget guidelines;
9. Ensure they are adequately equipped to carry out their duties;
10. Ensure the governance system functions effectively and efficiently; and
11. Make decisions in the best interest of the Authority.

### 3.2 Liability

The law imposes generally two (2) types of responsibility and obligations upon the Directors – Fiduciary Duty and Standard of Care.

Directors, as trustees, are legally obligated to act honestly, in good faith, and in the best interest of the Authority at all times. Such legal expectations are imposed upon Directors because their actions have the power to expose others to financial risk. Directors must avoid conflicts of interest and maintain the confidentiality of the information of the Authority.

With respect to Standard of Care, Directors must exercise their duties with care, diligence, and skill.

Attendance at Board meetings is the responsibility of the Director. Regardless of whether or not a Director is present at a meeting where a decision is made, all Directors are deemed to have consented with the decisions of the Board unless they register their dissent in accordance with the applicable statute.

Directors are also responsible for understanding and operating within the laws affecting the Authority. These include, but are not limited to, environmental laws, safety standards, tax laws, etc. Ignorance is not a valid defence.

Directors are responsible to ensure proper records are kept. These include articles of incorporation, policies, minutes, etc.

**Directors may be personally liable for:**

1. Illegal actions of the Authority;
2. Unpaid wages owed to employees for work already completed (including vacation pay);
3. Unpaid sales taxes (RST, HST); and
4. Failure of the Authority to comply with the Health and Safety Legislation, and Federal and Provincial Environmental Statutes.

Directors will not be found liable for breach of duty or care or other liabilities when they act in good faith, relying on financial statements of the Authority, which the auditor/accountant represents to accurately reflect the financial status of the Authority. Further, the Directors are entitled to rely upon the report of a lawyer, accountant or other person whose profession offers credibility to their statements.

### **3.3 Insurance**

The UTRCA holds accidental insurance protecting members from personal injury while on Authority business. Directors and Officers Liability covers the Directors and Officers of the UTRCA against the liability arising out of a wrongful act, e.g. employee discrimination, wrongful dismissal, enforcement of Authority regulations, providing advice to members, or other acts

done or wrongfully attempted in the discharge of their duties solely in their capacity as a Director and Officer.

### **3.4 Indemnification**

The UTRCA indemnifies its members, officers and employees from and against the liability imposed by law (which includes amounts paid to settle an action or satisfy a judgement as well as interest thereon and legal costs in defending such proceeding) arising in respect of any civil, criminal or administrative action or proceeding to which any such member, officer or employee is made a party by reason of being a member, officer or employee of the Authority, to the extent that such liability is not covered by insurance, provided:

1. That the act complained of falls within the scope of such member's, officer's, or employee's duties and responsibilities with the Authority, and
2. That the member, officer or employee has acted honestly and in good faith with a view to the best interests of the Authority, and
3. If in the case of criminal or administrative action or proceeding, that is enforced by a monetary penalty, that such member, officer or employee had reasonable grounds for believing that the conduct complained of was lawful.

## 4.0 Governance Policies

### 4.1 The Policy Governance Model

This section of the Handbook is based on the Policy Governance model created by John Carver. This governance model is meant to promote strategic leadership by governing Boards. It includes the Board's job description and clarifies the Board's relationship with staff. The model also ensures the Board governs on behalf of an identifiable ownership which is defined in Section 2.5 above.

Written values and perspectives are identified and documented by the Board and exist as policies. These policies are grouped into four categories:

1. **Ends** prescribe desired organizational outcomes.
2. **Board/Staff Relationship policies** describe the relationship between the Board and its sole employee, the General Manager.
3. **Staff Limitations policies** impose legal, moral, and ethical boundaries on staff actions.
4. **Board Operations policies** clarify the Board's job and rules.

In practice, the last three categories remain relatively stable once in place, enabling the Board to focus on issues of long-term Ends and strategic leadership. It is critical the Board be familiar with its policies. The policies are formally reviewed at least annually as part of the Board's regular business.

These policy categories cover virtually all decisions the Board will legitimately make. The General Manager is empowered by the Board towards **Ends** and within **Staff Limitations**. This constraint approach to controlling staff actions makes it possible for the Board to stay out of internal operations, yet control the range of acceptable corporate actions. Fiscal administration, budgeting, personnel, risk, compensation, and all other functions are thus controllable with little Board time. Periodic monitoring of the Authority's performance with respect to these two policy categories constitutes the Board's evaluation of its General Manager.

In Policy Governance, the Board is proactive, explicit about its values, and considers a minimum 20-year vision regarding the majority of its concerns. It avoids both meddling and rubber-stamping. The Board is at all times mindful of keeping Board and General Manager jobs separate. Because these roles are clear, communications and interaction between the Board and staff can be enriching and effective.

## 4.2 Ends

Within the boundaries of the Upper Thames River Watershed, the UTRCA's goals are:

1. To protect life and property from flooding and erosion hazards;
2. To protect and improve water quality; and
3. To manage and expand natural areas.

Note: Property ownership is one of several tools used by the UTRCA to achieve its goals. As a result of property ownership, **outdoor recreation opportunities** are offered to the public when and where appropriate (e.g., camping, hiking, boating, hunting, etc.). These opportunities create value among users for the watershed's environmental features and therefore function as an important tool to assist in achieving the Authority's goals, or Ends.

## 4.3 Board/Staff Relationship Policies

The Board's sole official connection to the Authority's operational organization, its achievements, and conduct will be through the General Manager.

1. The Board delegates the complete operation of the Authority to the General Manager.
2. The General Manager is responsible for the operation of the Authority within the guidelines established by the Staff Limitations policies.
3. Decisions of the General Manager, which are consistent with any reasonable interpretation of Board policies related to Ends and Staff Limitations, are acceptable.
4. Only officially passed motions of the Board are binding on the General Manager.  
(Individual Directors' decisions or instructions are not binding on the General Manager.)



5. If Board Directors wish to make suggestions or requests to staff, they do so through the General Manager. The General Manager reserves the right to manage those requests at his/her discretion.
6. In the event of the resignation, termination, death, disability or otherwise unavailability of the General Manager to perform the responsibilities of the position, the Board appoints an Acting General Manager to assume the responsibilities within five (5) business days.
7. A positive indicator of General Manager success is the attainment of Board-stated Ends and Staff Limitations. The General Manager reports to the Board annually regarding compliance and accomplishments.

#### **4.4 Staff Limitations Policies**

Staff Limitations policies limit the latitude the General Manager may exercise in managing the operations of the Authority. These limiting policies describe the practices, activities, decisions, and circumstances unacceptable to the Board. The Board will never prescribe operational means to the General Manager; only what is unacceptable. Therefore, all means are considered pre-approved by the Board unless explicitly prohibited in the Staff Limitations policies below.

##### **4.4.1 Business Ethics**

1. The General Manager will not cause or allow any organizational practice, activity, decision or circumstance that is unlawful, imprudent or in violation of commonly accepted business and professional ethics.

##### **4.4.2 Interaction with Clients**

2. The General Manager will not cause or allow conditions, procedures, or decisions which are unsafe, untimely, disrespectful or unnecessarily intrusive.

##### **4.4.3 Treatment of Staff**

3. With respect to treatment of paid and volunteer staff, the General Manager will not allow unfair, discriminatory, undignified, disrespectful, unsafe, disorganized or unclear conditions.

4. The General Manager will operate with written personnel procedures clarifying expectations for staff and protecting against wrongful conditions (e.g. harassment, nepotism and grossly preferential treatment for personal reasons).
5. The General Manager will address employee concerns regarding any contravention of the law of the land or Board policies.

#### **4.4.4 Compensation and Benefits**

6. The General Manager will not change the General Manager's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
7. The General Manager will not establish compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

#### **4.4.5 Financial Controls**

8. The General Manager will not expend funds beyond the approved budget allocations without informing the Board.
9. The General Manager will not allow receivables and payables to accumulate in an untimely manner.

#### **4.4.6 Asset Protection**

10. The General Manager will ensure the Authority, Board Directors, staff, and volunteers are insured against theft, fire, and casualty losses to a prudent replacement value and against liability losses.
11. The General Manager will not unnecessarily expose the Authority, its Board, or staff to claims of liability.
12. The General Manager will not endanger the Authority's public image, credibility, or its ability to accomplish Ends.

#### **4.4.7 Communication and Support to and from the Board**

13. The General Manager will inform and support the Board in its work.

14. The General Manager will not present information to the Board in unnecessarily complex or lengthy form.
15. The General Manager will not favour or privilege certain Directors over others, except when (a) fulfilling individual requests for information, or (b) responding to officers or committees duly charged by the Board.

#### **4.4.8 Temporary Absence**

16. Where the General Manager is unavailable or out of contact from the workplace for more than five (5) consecutive working days, the General Manager will designate a senior staff member as Acting General Manager and inform the Chair and Vice-Chair of the appointment and the period of absence.

#### **4.4.9 Emergency Executive Succession**

17. Where sudden loss of General Manager services occurs, the General Manager will designate at least two (2) Coordinators familiar with the position. The interim successor is subject to Board approval.

## 4.5 Board Operations Policies

1. The Board governs lawfully, observing the principles of the Policy Governance model, with an emphasis on:
  - a) Outward vision rather than an internal preoccupation;
  - b) Encouragement of diversity in viewpoints;
  - c) Strategic leadership more than administrative detail;
  - d) Clear distinction between the Board's and General Manager's roles;
  - e) Collective rather than individual decisions;
  - f) Future rather than past or present; and
  - g) Proactive rather than reactive.
  
2. The Board functions with a sense of group responsibility and collective decision making. The Board will not use the expertise or opinion of an individual Director to substitute for the judgment of the Board as a whole.
  
3. The Board's major policy focus is on the Authority's Ends, not on the administrative or operational means of attaining those Ends.
  
4. Directors demonstrate a commitment to matters such as attendance, meeting preparation, respect for divergent opinions, and complete support for Board decisions. Although the Board can change its governance policies at any time, it honours and adheres to those currently in force.
  
5. Continual Board development includes orientation of new Directors in the Board's governance process and annual Board discussion of existing policies and process improvement.
  
6. The Board reviews the effectiveness of itself and its Directors annually. The objective is to monitor Board performance, encourage constructive feedback, and help the Board attain new levels of excellence in governance and effectiveness. This self-assessment is for the Directors' information only, treated as confidential, and does not form part of any records.

### 4.5.1 Board Directors' Code of Conduct

7. The Board supports the General Manager in the conduct of his duties.

8. The Board supports continuous professional development of the General Manager.
9. The Board commits itself and its Directors to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Directors.
  - a) Directors must have loyalty to the ownership, un-conflicted by loyalties to other organizations or any personal interest.
  - b) Directors must avoid conflict of interest with respect to their fiduciary responsibility.
    - i. There must be no self-dealing or business by a Director with another organization. Directors must disclose their involvements with other organizations, vendors, or any associations that might be, or might reasonably be seen as, being a conflict.
    - ii. When the Board is to decide upon an issue about which a Director has an unavoidable conflict of interest, that Director will withdraw without comment not only from the vote, but also from the deliberation.
    - iii. Directors considering application for staff positions will remove themselves from Board functions at the time their interest is declared and then resign from the Board at the time the offer of employment is accepted.
  - c) Directors do not exercise individual authority. Directors' interactions with the General Manager or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized. Directors' interactions with public, press, or other entities also must recognize the same limitation and the inability of any Director to speak for the Board except regarding explicitly-stated Board decisions.
  - d) Except for participation in Board deliberation about whether the General Manager has achieved any reasonable interpretation of Board policy, Directors will not express individual judgments of performance of employees or the General Manager.
  - e) Directors respect all matters of confidentiality. Directors will not reveal any confidential information they learn during the performance of their duties to anyone

not present at Board meetings. Breaches of confidentiality will be addressed with appropriate sanctions, including potential dismissal from the Board.

- f) Directors are properly prepared for Board deliberation.
- g) Directors support approved decisions of the Board on any matter, irrespective of the Directors' personal positions on the issue. All Directors support all Board decisions when outside of the Boardroom. The Board speaks with one voice. Board Directors report only results of Board decisions to the media. Breaches of this policy will be addressed with appropriate sanctions, including potential dismissal from the Board.
- h) Directors make attendance a priority. A Board Director is considered to have resigned if he/she is absent from three (3) consecutive meetings or five (5) meetings in a year. The Board Chair will notify the appointing municipality when this situation arises.
- i) The dress code for all Board meetings is 'business casual.'
- j) All Directors must review, agree to, and sign a 'Code of Conduct Agreement' as part of their Board Orientation. (A copy of the Code of Conduct Agreement is provided in Appendix A.)

## 5.0 Detailed Meeting Procedures

1. The fiscal year of the Authority shall be the calendar year.
2. At least sixty (60) days prior to the first Authority meeting of each year, the General Manager/Secretary-Treasurer will notify the Clerk of any Municipality for which the term of office of its Director will expire at the time of that meeting. Written notice from the appointing Municipality must be received by the General Manager/Secretary-Treasurer prior to the first Authority meeting of the year to permit voting privileges for any newly appointed Director.
3. The Authority meets at least ten (10) times each year in accordance with a predetermined schedule, with the Annual General Meeting required before March 1.
4. At the first **official** meeting of the Authority in each year, the Agenda includes:
  - a) The introduction of new Directors;
  - b) The election of the Board Chair;
  - c) The election of the Board Vice-Chair; and
  - d) The appointment of Directors to any Standing Committees.
5. The minutes of all meetings of the Authority are recorded by the Executive Assistant under the direction of the General Manager.
6. All matters arising out of Authority meetings and supporting technical reports form part of the public record and are publicly available. Exceptions to the foregoing include the following matters which will be dealt with 'in-camera':
  - a) Personnel records;
  - b) Property matters;
  - c) Legal matters and court cases in which the Authority is involved; and
  - d) Discussions which could adversely affect the interests of a third party.
7. The Executive Assistant provides an electronic copy of the previous meeting minutes and the agenda for the upcoming meeting to each Director ten (10) days prior to the meeting date.

8. At any meeting of the Authority, including all standing and *ad-hoc* committees, a quorum consists of a simple majority of the members of the body concerned. If no quorum is present one-half hour after the time appointed for a meeting of the Authority, the General Manager calls the roll and records the names of the people present and the meeting stands adjourned until the next meeting.
9. At any meeting, **and in consideration of any motion**, each Director is entitled to one vote, including the Chair. The only exception is the Authority's budget vote which follows a weighted voting procedure as prescribed by the Ministry of Natural Resources.
10. Rules of procedure for Authority meetings adhere to the current edition of Robert's Rules of Order, Bourinot's Rules of Order, or other generally accepted rules of parliamentary procedure.
11. A majority vote of the Directors present at any meeting is required for approval of all matters.
12. In the event of the absence of the Chair and Vice-Chair from any meeting, the Directors present appoint an acting Chair who, for the purposes of that meeting, has all the powers and performs all the duties of the Chair.

## 5.1 Election Procedures

13. At the first **official** Authority meeting of the calendar year, following the introduction of new Directors, the Chair requests that an Interim Chair be appointed by motion for the purpose of conducting the elections of officers for the ensuing year in the following order: Chair and Vice-Chair of the Authority, followed by standing and *ad hoc* committees. All elections are held by secret ballot and no Director may vote by proxy.

### **The election procedure is as follows:**

- a) Call for nominations three times.
- b) The Directors nominate nominees verbally.
- c) Request a motion to close nominations.
- d) Inquire whether the nominees are willing to let their names stand, and allow the nominees the opportunity to speak to the nomination, or proxy stating his/her willingness to stand.



- e) In the event more than one Director is nominated for the position, the Chair requests a motion to nominate two scrutineers.
- f) The scrutineers distribute secret ballots to vote for those accepting the nomination.
- g) The scrutineers collect and tally the ballots and announce the successful candidate, or announce a tie and proceed to conduct a second vote.
- h) Once the Chair announces the successful candidate, he/she requests a motion to destroy the ballots.
- i) Following the election of the Chair and Vice-Chair, the Interim Chair will hand over control of the meeting to the newly elected Chair who will continue with any standing and *ad hoc* committee elections.

## 5.2 Per Diems and Honorariums

- 14. a) Directors shall receive a per diem and **travel allowance** for attending Authority and Standing Committee meetings.
- b) If no quorum is present, the per diem rate shall be paid to those in attendance.
- c) Directors will be paid for expenses incurred on authorized Authority business.
- d) All per diem expenses, mileage, and allowances are to be in accordance with the Order issued by the Ontario Municipal Board.
- e) The Chair and Vice-Chair will each receive an annual honorarium.

## 5.3 Officer's Positions

### 15. Chair

The Chair of the Board of Directors will:

- a) Prepare the agenda in consultation with the General Manager;
- b) Preside at all Authority meetings;
- c) Be the public spokesperson for the Board unless someone else is appointed by the Board;
- d) Be the regular communication link between the Board and the General Manager;
- e) Communicate Board decisions; and
- f) Be the Authority's representative on Conservation Ontario Council (CO), unless otherwise designated.

## **16. Chair's Meeting Responsibilities**

- a) The Chair reserves the right to decline, admit, or defer to another meeting, issues not contained in the prepared and approved agenda and that Directors have no knowledge of. While 'walk on' approval items are usually discouraged, items for information may be added under the 'Other Business' section of the Board agenda, at the Chair's discretion.
- b) The Chair ensures the total meeting time be equitably shared among Directors and the business of the meeting. This may require the Chair to limit the number of times a Director may speak and their associated time with the floor. This prevents domination of meetings or an undue consumption of time by any one Director or issue.
- c) The Chair may set discussion time limits or defer further discussion of any specific agenda item to ensure the meeting runs in a thorough yet efficient manner.
- d) All questions and comments must be directed to and through the Chair.
- e) The Chair ensures discussion is relevant to the issue at hand. The Chair is entitled to interrupt a Director if deviating from the issue at hand.
- f) The Chair ensures no discussion relating to a motion takes place until the motion has been moved and seconded.
- g) The Chair reserves the right to approve circulation of the draft agenda and to ensure all agenda items and subsequent discussions are relevant to the Authority's Strategic Plan.
- h) The Chair officiates to ensure the efficient conduct of the business before the Board and facilitates the meeting without participating in the debate. The Chair remains objective and impartial. The Chair may exercise a deciding vote or cast a vote if the votes are otherwise equal.

## **17. Vice-Chair**

The Vice-Chair assists the Chair in all ways possible and in particular:

- a) Acts as Chair in the absence of the Chair;

- b) Acts on behalf of the Chair at any function upon the request of the Chair; and
- c) Serves as the Board's representative on the Board of the London Middlesex Heritage Museum (Fanshawe Pioneer Village).

## 5.4 Hearings Committee

18. The Hearings Committee is a Standing Committee that meets at the call of the Chair. The Committee consists of the Chair, Vice-Chair, the Past Chair provided they are a member of the Authority, and two other members shall be elected from the Board.

The Hearings Committee may also serve the function of an Executive Committee as per the requirement of *The Conservation Authorities Act*; however, the practice of the Board is to deal with all matters before the whole Board rather than an Executive Committee.

### **The Hearings Committee responsibilities include:**

- a) Conduct Hearings in accordance with Section 28(3) for regulations passed pursuant to Section 28(1) of *The Conservation Authorities Act*;
- b) Conduct an annual performance review for the General Manager; and
- c) Conduct the hiring, evaluation and, if necessary, discipline of the General Manager. If, after following due process including Progressive Discipline, the termination of the General Manager is warranted, the Hearings Committee must first seek approval of the full Board.

## 5.5 Confidential Matters

19. The Board, for purposes of dealing with legal, property or personnel and/or confidential matters, by resolution meet in 'Closed Session.' Minutes of 'Closed Session' meetings will be certified by the Executive Assistant and Chair and kept in the appropriate personnel and/or confidential file and not form part of the minutes of the regular Authority or Committee meeting.

No person other than UTRCA Members, the General Manager, and his/her delegate(s), and persons authorized by the Board of Directors shall attend 'Closed Session' meetings of the UTRCA.

## 5.7 Delegations

20. Delegations must request, in writing, their wish to appear before the Board prior to distribution of the meeting agenda which is typically mailed to Directors two weeks in advance of any scheduled meeting. The Chair's approval is required for all delegations.

## 6.0 Conclusion

This handbook is a tool to guide and assist the Board of Directors and General Manager in effectively and efficiently conducting business relevant to the Upper Thames River Conservation Authority. By clarifying the roles of the General Manager and Board of Directors, the policies presented encourage and support a positive, cooperative culture while ensuring effective communications.

# Appendix A

## Upper Thames River Conservation Authority Director's Code of Conduct Agreement

I, \_\_\_\_\_, a Director of the Upper Thames River Conservation Authority (UTRCA) Board of Directors declare that, in carrying out my duties as a Director, I will:

1. Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the Upper Thames River Conservation Authority.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the UTRCA's policies, Code of Conduct, and decisions of the Board and membership.
4. Review all related meeting information prepared in advance, attend and fully participate in discussions of the Board, at all times keeping in mind the best interests of the organization as a whole.
5. Keep confidential all information I learn about clients, personnel, and any other matters specifically determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board, both during my tenure on the Board and after leaving the Board.
6. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the UTRCA.
7. Immediately declare any personal conflict of interest that may come to my attention.
8. Immediately resign my position as Director in the event either I or my colleagues on the Board conclude I breached my 'Code of Conduct.'

Further, I hereby agree while carrying out my duties as a Director with the UTRCA, I will conduct myself in a manner that:

- Supports the Ends of the UTRCA;
- Serves the overall best interests of the UTRCA and its ownership rather than any particular constituency;
- Brings credibility and good will to the UTRCA;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of the UTRCA;
- Demonstrates good faith, prudent judgment, honesty, transparency, and openness in my activities on behalf of the UTRCA;
- Ensures the financial affairs of the UTRCA are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship;
- Avoids real or perceived conflicts of interest;
- Conforms with the policies approved by the Board, in particular this Code of Conduct; and
- Publicly demonstrates acceptance, respect, and support for decisions made by the Board of the UTRCA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Glen Cairn Community Day

Everyone's welcome at the Glen Cairn Community Day on Saturday, October 24 (11 am - 1 pm). The event takes place in London's Glen Cairn Park North. There will be tree planting, garbage pick up, face painting and displays. The Glen Cairn Community Partners and Starbucks are providing refreshments.

Contact: Julie Welker, Community Partnership Specialist



July 2009, Ron Thayer inspects seedlings in year 1.

### Then and ... Now!

The myth that trees take a long time to grow has been debunked on a farm in Perth East. An often heard phrase is, "the best time to plant a tree was 20 years ago." In this case it was only seven years ago!



September 2015, Ron inspects the trees after seven growing seasons.

In 2009, UTRCA reforested 5 hectares for Ben and Heidi Brown. The planting consisted of a diverse mix of 6,000 hardwood and conifer seedlings. The species planted were bur oak, black cherry, silver maple, bitternut hickory, white pine, Norway spruce, European larch and white cedar. These 1-4 year old seedlings were 15-40 cm tall when they were planted. Today, many of the trees are 5-7 m tall, with a survival rate of 95%. After only seven growing seasons, this site has developed into a very diverse and beautiful forest.

The phenomenal growth can be attributed to good soils, good site preparation, after planting care and an existing windbreak around the perimeter of the site. The UTRCA had planted that windbreak for Ben 32 years ago.

In early April 2009, Ben seeded the site down with a cover crop of barley, peas and Dutch white clover. The cover crop reduces weed pressure and allows the site to be maintained easily by mowing between the rows. In late April, UTRCA machine planted and band or strip sprayed the seedlings with herbicide. The herbicide is necessary to control the cover crop adjacent to the seedlings. A second application of herbicide was applied by UTRCA in April 2010.

Over the first seven years, Ben has mowed between the rows two to three times per year. Mowing reduces cover for rodents and, thus, reduces the potential for winter girdling damage. From year three onward, Ben has been pruning the hardwoods to encourage a single stem with a central terminal leader. The existing windbreak and mix of conifers provides shelter for the hardwoods, encouraging rapid growth.





The landowner's commitment to pruning is evident on these black cherry trees.

Landowner dedication and commitment cannot be over looked. Ben and Heidi have done an exceptional job in nurturing this new forest over the first seven years. From now on we can say, "the best time to plant a tree was only seven years ago."

Contact: John Enright, Forester

### Local Source Protection Plan Approved!

The UTRCA is pleased to announce that Ontario has approved our plan to protect municipal sources of drinking water in the Thames and Sydenham region. The Thames-Sydenham and Region Source Protection Plan was developed by local municipal, First Nation and community partners and will take effect December 31, 2015.

The Thames-Sydenham and Region Source Protection Committee's goal has been to develop a plan that is fair and equitable to all of the region's residents and based on sound science. The watershed municipalities, Ontario Ministry of the Environment and Climate Change, and Conservation Ontario helped to shape the committee's decision-making.

The Thames-Sydenham and Region Source Protection Plan represents an enormous effort from all those involved. The plan development began in 2007 with the recruitment of 25 very dedicated committee members from across the region to represent the local population and economy.

Understanding our sources of municipal drinking water and how vulnerable those sources are to human activity is very important. For many significant threats, the committee chose to use a new tool, the Risk Management Plan, which allows a risk management official and the landowner to negotiate a risk reduction strategy.

Provincial ministries, municipalities, and Conservation Authorities each have a role in implementing the Source Protection Plan. The Province will use existing approval mechanisms to ensure that risk is managed. Municipalities will use new tools to reduce risks to municipal drinking water sources. Risk Management Plans to be developed cooperatively between municipalities and landowners will require the use of established best management practices to reduce risks to drinking water

sources. In areas adjacent to municipal wells, Risk Management Plans may cover activities such as the application, handling and storage of commercial fertilizers, manure and pesticides; handling and storage of fuel, organic solvents and dense non-aqueous liquids; farm-animal yards; and the storage of road salt.

The local Source Protection Plan will be reviewed in three years and updated if appropriate.

Contact: Chris Tasker, Source Protection Project Manager



A sugar maple tree was planted at the memorial forest dedication service at Fanshawe CA.

### Memorial Forest Dedications

A commemorative sugar maple tree was planted by 250 people who attended the 24<sup>th</sup> annual George Furtney Memorial Forest dedication service on Sunday, September 27 at Fanshawe Conservation Area. This year, 243 memorial trees were planted in the day use area at FCA as living memorials of loved ones. Logan and Evans Funeral Homes plant a tree for each family they serve, as well as for anybody else who wishes to purchase a tree.

Thank you to Fanshawe CA staff for preparing the site and helping with traffic.

Approximately 200 people attended the 22<sup>nd</sup> annual City of Woodstock Memorial Forest dedication service, held on Sunday, October 4 at Pittock Conservation Area. More than 5000 trees have been planted through this program since 1994, including over 250 planted this year on the south side of Pittock reservoir.

A beech tree was planted by all in attendance as a symbolic tribute. Thank you to Woodstock's Mayor Trevor Birtch, who also represented the UTRCA Board of Directors, for speaking at the service.

Contact: Karen Pugh, Resources Specialist





TD Tree Days volunteers at the Dorchester Outdoor Recreation Complex.

## Thank You, TD Tree Days!

TD Tree Days events in September saw 3000 native trees planted throughout the watershed, all sponsored by TD. The kick off event took place on Sunday, September 13 at Dorchester's Outdoor Recreation Complex (a.k.a. the Field of Dreams). Thirty volunteers and staff from TD and TD Friends of the Environment Foundation joined UTRCA's Karlee Flear and Karen Pugh to plant 150 native trees. Thank you to Thames Centre staff for providing the land base for the project.



TD Tree Days in St. Marys.

A TD Tree Days event in St. Marys on Saturday, September 19 had 27 keen volunteers planting 150 native trees. The planting took place near the St. Marys Cemetery and Sparling's Bush. Thank you to the Town of St. Marys for partnering with TD and the UTRCA.

Fanshawe Conservation Area is the recipient of 150 new trees, thanks to TD Tree Days. On a warm September 24 afternoon, 25 TD staff planted the trees near the Oaks Shelter in the campground. The 15 species will add diversity to a trail buffer, help control soil erosion, provide shade and shelter, be a food source for birds and wildlife and help improve the water quality of Fanshawe Lake.



TD Tree Days at St. Julien Park, London.

On September 15, 50 dedicated TD staff from their Information Technology team planted 450 native trees in London's St. Julien Park. The trees are creating a buffer along the South Thames River, helping control erosion, creating diverse habitat for birds and wildlife and improving the health of the river by increasing urban tree cover. Thank you to the City of London Parks Department and TD Friends of the Environment Foundation.



TD Tree Days at Fanshawe Conservation Area, London.



TD Tree Days at St. Julien Park, London.





An enthusiastic crowd of 250 TD employees, families and friends were at Thompson Park on the morning of Saturday, September 26, and broke an event record by planting 1200 native trees. London's Mayor Matt Brown joined the effort. Thanks go to TD Friends of the Environment Foundation for making the planting possible, as well as the City of London Parks and Operations departments.



The volunteers at the TD Tree Days event at Thompson Park, London, included London Mayor Matt Brown (above, centre). Several UTRCA staff were on hand (below) to oversee the record-breaking planting.



TD Tree Days at Watson Street Park was attended by 40 people, who planted 500 trees on the warm afternoon of Saturday, September 26. This park has been gradually naturalized over many years as part of London's Earth Day event and a beautiful buffer



Volunteers get their planting instructions at TD Tree Days at Watson Street Park, London.

is being established on the South Thames River. The new trees will help to improve water quality in The Forks subwatershed.

Thank you to the Town of Mitchell, the Municipality of West Perth and 40 volunteers for the TD Tree Days event on Sunday, September 27. The "Husky Flats" site at James Street and Whirl Creek now has 150 new trees, creating wildlife habitat and species diversity.

Pitcock CA staff joined 26 TD employees and family members on Sunday, September 27 to plant more than 150 trees throughout the campground on TD Tree Day. Species such as Red Oak, Serviceberry, White Pine and Basswood are helping to replace the many dead ash trees removed due to the Emerald Ash Borer.

Contact: Karen Pugh, Resources Specialist



TD Tree Days at the Husky Flats, Mitchell.

**Species of the Month**

**White Oak (*Quercus alba*)**

Ten species of oak are native to Ontario, although some are found only in the extreme southern part of the province. Canadian oaks are divided into two groups: the white oaks have leaves with rounded lobes or larger, regular teeth (white, bur, swamp white, chinquapin, dwarf chinquapin), and the red oaks have leaves with bristle-tipped lobes (red, black, pin, northern pin, and Shumard). Most species hybridize with other species in the same group, producing intermediate forms that are confusing to identify.

The UTRCA plants White Oak (*Quercus alba*) in many naturalization projects. This species is one of the pre-eminent



Hikers pass by a large White Oak tree.





White Oak leaves (above) have rounded lobes, and Red Oak leaves (below) have bristle-tipped lobes.



hardwoods of the deciduous forest of eastern and central North America. In Ontario, White Oak grows mostly south of the Canadian Shield. It grows well in a variety of soils, usually mixed with other oaks and deciduous trees as well as White Pine.

This medium to tall tree reaches 35 m (115 ft) in height and 120 cm in diameter and can live several hundred years. Although called White Oak for its bark colour, it is much more likely to be grey. The trunk is often straight and branch-free for two-thirds of the tree height in the forest. In open-grown situations, the branches of the crown can be quite large, wide-spreading and gnarled, producing a tree as wide as it is tall. To support this large tree, the roots are spreading with a deep taproot.

The oak's deciduous leaves are arranged alternately on the branches and have 10 or more lobes. In the fall, they turn reddish-purple or brown, and some remain on the tree during the winter.

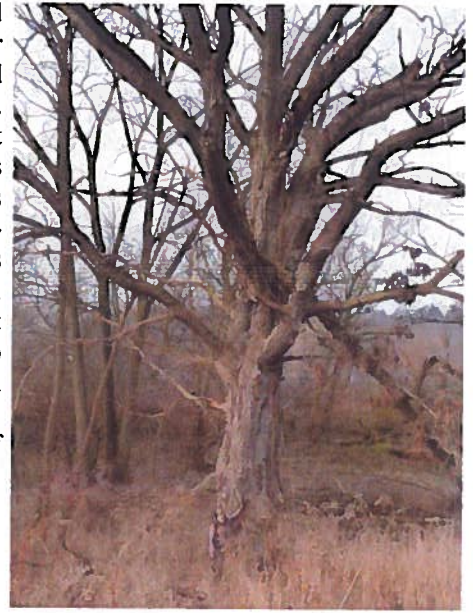
Tiny pollen and seed flowers occur on the same tree and are wind pollinated. The tree does not produce large crops of acorns until its 50th year. The 12-20 mm long acorns grow singly or in pairs on very short stalks. The cup encloses about a quarter of the nut.

The acorns of the red oak group are astringent due to tannins, but the white oaks have less tannin making them more palatable. In the forest, White Oak

acorns germinate right away or are eaten by animals, especially jays, Wild Turkeys, Wood Ducks, nuthatches, squirrels, deer and insects. By contrast, the acorns of the red oak group are often stored by animals in the ground and those that are not eaten germinate in the spring after soil moisture has leached out some of the tannins. Native Americans relied on the protein of White Oak acorns in their diet. They would soak, dry and grind the acorns into flour.

The wood of White Oak is used in wine and whisky barrels as it swells and resists leaking, and in furniture construction. The Celts considered the White Oak the tree of hospitality, which is why many golf courses, malls, and pubs use it in their name.

Contact: *Cathy Quinlan, Terrestrial Biologist, or Brenda Gallagher, Forestry Technician*



A massive, open-grown oak (note person standing in front of trunk).

## On the Agenda

The next UTRCA Board of Directors meeting will be October 27<sup>th</sup>, 2015. Approved board meeting minutes are posted at [www.thamesriver.on.ca](http://www.thamesriver.on.ca); click on "Publications."

- BOD Policy Handbook Revisions
- Fanshawe Pioneer Village
- Proposed 2016 Rental House Rates
- Administration and Enforcement - Section 28
- Letter from Ontario Soil and Crop Improvement Association

Contact: *Susan Shivas, Executive Assistant*

**To:** UTRCA Board of Directors  
**From:** Alex B. Shivas  
Manager, Lands & Facilities

**Date:** October 9, 2015

**Agenda #:** 10(a)

**Subject:** Proposed 2016 Rental House Rates

**Filename:** ::ODM\GRPWISE\UT\_MAIN.UT  
RCA\_PO.File\_Centre\_Library:111  
063.1

**Recommendation:**

**That the Board of Directors approve the proposed 2016 Rental House Rates as attached.**

**Report:**


The attached report outlines the proposed 2016 rates for Authority owned rental houses. Each year the Ontario Government announces the Provincial Rental Increase Guideline. The annual Rent Increase Guideline is the maximum percentage by which a landlord can increase the monthly rent for existing residential tenants. The 2016 guideline has been set at 2.0%

Rental increase guidelines are released under the auspices of the Ontario Landlord and Tenant Board pursuant to the Residential Tenancies Act (RTA).

Recommended by:

Prepared by:

  
\_\_\_\_\_  
Alex B. Shivas  
Manager, Lands & Facilities

  
\_\_\_\_\_  
Bill Mackie  
Lands & Facilities Supervisor

<i>LOCATION</i>	<i>PROPERTY</i>	<i>2014 PER MONTH RENTAL FEE 2013 + 0.8%</i>	<i>2015 PER MONTH RENTAL FEE 2014 + 1.6%</i>	<i>2016 PER MONTH RENTAL FEE 2015 + 2%</i>
WILDWOOD C.A. #1	Township of Perth South, Downie Ward Lot 24	\$638.00 (633. + 5.06)	\$648.00 (638. + 10.20)	\$660.00 (648.00 + 12.96)
GLENGOWAN AREA #2	Township of Perth South, Blanshard Ward Con. 15, Lot 3	\$647.00 (642. + 5.13)	\$657.00 (647. + 10.35)	\$670.00 (657.00 + 13.14)
#3	Township of Perth South, Blanshard Ward Con. 15, Lot 2	\$106.52 (105.68 + .84)	\$108.22 (106.52 + 1.70)	\$110.38 (108.22 + 2.16)
#4	Township of West Perth, Fullarton Ward Con. EMR, Lot 30	\$670.00 (665. + 5.32)	\$680.00 (670. +10.72)	\$693.00 (680.00 + 13.60)
#5	Township of West Perth, Fullarton Ward Con. 17, Lot 25	\$609.00 (605. + 4.84)	\$618.00 (609. +9.74)	\$630.00 (618.00 + 12.36)
				<hr/> <b>Total Monthly Increase = \$52.16</b>

**2016 Rental House Revenue Increase will be \$625.92.** (\$52.16/mo. X 12 months = \$625.92)

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**To:** Chair and Members of the UTRCA Board of Directors  
**From:** Tracy Annett, Manager – Environmental Planning and Regulations  
**Date:** October 15, 2015 **Agenda #:** 11(a)  
**Subject:** Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document  
Development, Interference of Wetlands and Alteration to **ENVP 2823**  
Shorelines and Watercourses Regulation

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This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from September 11, 2015 to October 14, 2015.

**Application #68/15**

**Pamela Creton**

**418 Henry Street – City of Woodstock**

- this proposed replacement of a single family residence was subject to a full Hearing for review and approval before the UTRCA Hearings and Personnel Committee due to its location in the floodway of Cedar Creek.
- plans prepared by Santarelli Engineering Services and DJDesign Architecture, with surveying by Brooks & Muir Ontario Land Surveyors.
- approved by the UTRCA Hearings and Personnel Committee on September 24, 2015 and permit issued September 28, 2015.

**Application #119/15**

**Sifton Properties Limited**

**555 Sunningdale Road East – London**

- proposed development of vacant land condominium adjacent to flood plain of Powell Drain
- revised plans submitted by Stantec Consulting Limited
- staff approved and permit issued September 17, 2015

**Application #133/15**

**City of London**

**7113 Longwoods Road – London**

- approval required for significant repair of storm outfall structure behind Copps Buildall property
- staff approved and permit issued October 9, 2015

**Application #135/15**  
**Township of Perth South**  
**Hepburn Drain**

- proposed bottom cleanout of 400 metres of Class C drain.
- UTRCA permit, SCR for bottom cleanout through a wetland and signed notification form issued September 15, 2015.

**Application #136/15**  
**Wasylo Architect Inc.**  
**Lot 15, Concession 8 –Municipality of Middlesex Centre**

- proposed construction of new single family residence, installation of two new septic systems, installation of a well and construction of irrigation/fire storage cisterns.
- plans prepared by Wasylo Architect Inc., Callidus Engineering and LVM Inc.
- staff approved and permit issued September 11, 2015.

**Application #137/15**  
**Union Gas**  
**Lot 4, Concession 8 Gore – Township of Perth South**

- proposed pipeline integrity dig adjacent Trout Creek.
- plans prepared by Union Gas Limited.
- staff approved and permit issued September 14, 2015.

**Application #138/15**  
**Quadro Communications Co-Operation Inc.**  
**Various Locations in Harrington – Township of Zorra**

- proposed high pressure directional drilling installation of fibre optic cable undercrossing Harrington Creek and three small tributaries to Trout Creek.
- plans prepared by Quadro Communications Co-Operation Inc. and Weber Contracting Limited.
- staff approved and permit issued September 17, 2015.

**Application #139/15**  
**Jeff and Jenifer Boere**  
**29 Millcreek Lane – Municipality of Middlesex Centre**

- proposed installation of inground pool in the flood fringe.
- plans prepared by Santarelli Engineering Services.
- staff approved and permit issued September 17, 2015.

**Application #140/15**  
**Trevor Rhodes**  
**636618 14<sup>th</sup> Line – Township of East Zorra-Tavistock**

- proposed pond creation.
- plans prepared in accordance with site-specific location and mitigation measures agreed to between proponents and UTRCA staff.
- staff approved and permit issued September 29, 2015.



**Application #141/15**

**Clifford Butler**

**55 Blackburn Crescent – Municipality of Middlesex Centre**

- proposed construction of attached carport with three “open” walled sides.
- plans prepared by landowner showing an open-walled, gravel base carport, in accordance with site-specific location agreed to between proponent and UTRCA staff.
- staff approved and permit issued September 29, 2015.

**Application #142/15**

**Bell Canada**

**Line 20 West of Highway #7 – Township of Perth South**

- proposed copper cable installation undercrossing the Gillard Municipal Drain.
- plans prepared by Bell Canada and Aecon Group Inc. including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
- staff approved and permit issued October 2, 2015.

**Application #143/15**

**Sun Canadian Pipeline Company Limited**

**Lots 6 & 7, Concession 10 – Township of East Zorra-Tavistock**

- proposed pipeline integrity dig involving temporary diversion/dewatering of a section of Sally Creek to allow for working “in-the-dry”, followed by post-construction reinstatement of the channel.
- plans prepared by NovaTox Inc. and Curran Contractors Ltd.
- staff approved and permit issued June 26, 2015.

**Application #144/15**

**R. J. Burnside and Associates Limited**

**Lot 20, Concession 13 – Township of Perth South**

- proposed culvert replacement on the Riley Municipal Drain.
- plans prepared by R. J. Burnside & Associates Limited.
- staff approved and permit issued October 6, 2015.

**Application #146/15**

**Middlesex Condo Corporation 263**

**1415 Commissioners Road West – London**

- permit required for repair to existing retaining wall adjacent to parking lot
- plans prepared by exp Services
- staff approved and permit issued September 25, 2015

**Application #147/15**

**Ivy Homes Limited**

**142 Paul Street – London**

- proposed construction of house addition
- structural drawings prepared by DC Buck Engineering
- staff approved and permit issued September 25, 2015

**Application #148/15**

**TLC Landscaping & Pools**

**139 Wychwood Place – London**

- proposal to construct deck in regulated area, outside flood and erosion hazard limits
- staff approved and permit issued September 29, 2015 following site visit to confirm location of deck

**Application #149/15**

**Township of Perth South**

**Blackler Drain**

- proposed bottom cleanout of 150 metres of Class C drain.
- UTRCA permit, SCR for bottom cleanout and signed notification form issued October 2, 2015.

**Application #150/15**

**City of London**

**815 Windermere Road – London**

- permit requested for relocation of osprey nest onto a new pole structure adjacent to North Thames River
- original nest located on floodlight pole overlooking baseball diamond
- new location endorsed by Environmental and Parks Planning staff of City
- staff approved and permit issued September 29, 2015

**Application #151/15**

**Pete de Groot**

**Part Lot 7, Concession 4 – Municipality of West Perth**

- site restoration permit – proposed creation of shallow water feature (wetland)
- plans prepared in accordance with site-specific location and mitigation measures agreed on site to between proponents and UTRCA staff.
- staff approved and permit issued October 1, 2015.

**Application #152/15**

**Creekside Landscaping**

**49 Byron Avenue – Municipality of Thames Centre**

- proposed construction/installation of outdoor entertainment area, patio with stairs, outdoor kitchen, outdoor covered pavilion and water feature.
- plans prepared by Creekside Landscaping in accordance with survey information and erosion access setback line provided by AGM Engineering Ltd.
- staff approved and permit issued October 2, 2015.

**Application #153/15**

**Ridgeline Contracting**

**60 Cavendish Crescent – London**

- approval required for reconstruction of deck in West London Candidate Special Policy Area
- staff approved and permit issued October 6, 2015

**Application #154/15**

**Michael and Kimberly Stock**

**965279 Maplewood Sideroad – Township of East Zorra-Township**

- proposed construction of storage shed.
- plans prepared by landowner showing raised foundation, in accordance with site-specific mitigation measures agreed to between proponent and UTRCA staff.
- staff approved and permit issued October 13, 2015.

**Application #157/15**

**Township of Southwest Oxford**

**Waite Drain (Lower)/Cedar Creek**

- proposed spot cleanout of 1300 metres of Class C drain and 500 metres of natural watercourse
- UTRCA permit, SCR for spot cleanout and signed notification form issued October 13, 2015.

**Application #158/15**

**Township of Southwest Oxford**

**Waite Drain (Middle)**

- proposed spot cleanout of 1500 metres of Class C drain
- UTRCA permit, SCR for spot cleanout and bottom clean out through a wetland and signed notification form issued October 13, 2015.

**Application #159/15**

**Township of Southwest Oxford**

**Waite Drain (Upper)**

- proposed spot cleanout of 1145 metres of Class C drain
- UTRCA permit, SCR for spot cleanout and bottom clean out through a wetland and signed notification form issued October 13, 2015.

**Status Report – Unauthorized Fill Placement, Site Grading, Culvert Works, Alteration to a Watercourse and Interference with a Wetland**

**Part Lot 26, Concession 1**

**Township of Zorra**

Following observations of unauthorized road construction, fill placement, culvert installation and tree removal in the regulated area of the above noted property a violation letter was sent to the landowner. Oxford County staff issued a stop work order under the Woodlands Conservation By-Law. Areas of the property identified as Provincially Significant Wetland (PSW) appeared to have been filled in to accommodate a new road. UTRCA staff, County staff and Township staff subsequently met on site (August 13, 2015) with the landowner to discuss site restoration measures. Landowner advised that instead of restoring the area he wishes to apply for a permit to allow for the road. UTRCA staff advised that the project meets neither provincial nor UTRCA wetland policies (i.e. no new development or site alteration in a PSW). Further advised that staff would not be able to issue a permit for the road works through a PSW and if the landowner wished to proceed with a permit application for the project as currently proposed it would need to go to our Hearing and Personnel Committee for approval. Landowner has since hired a consultant to undertake an Environmental Impact Study and a letter from the consultant

was provided to our office (October 13, 2015). UTRCA staff will continue to brief the board on the status of this project.

**Status Report – Unauthorized Excavation, Site Grading, Alteration to a Watercourse and Interference with a Wetland**

**Lot 15, Concession 2**

**Municipality of Thames Centre**

Following complaints of tree removal on the subject property, UTRCA staff and Middlesex County staff undertook a joint site visit to the property (September 9, 2015). County staff issued a stop work order under the Woodlands Conservation By-Law. The majority of the unauthorized work involved tree removal (approximately 5 acres of Natural Heritage Significant Woodland was removed before the stop work order was issued). However, a side channel has been excavated through a portion of the property identified as Provincially Significant Wetland (PSW) and site alteration has occurred on the banks of a cold-water, potentially salmonid-bearing creek. A violation letter has been sent to both the landowners and the contractor. UTRCA staff hope to hear from the landowners and/or contractor to arrange a site visit to discuss site restoration measures. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Fill Placement, Site Grading, Dam Alteration, Alteration to a Watercourse and Interference with a Wetland**

**30, 40 Holcroft Street**

**Town of Ingersoll**

Following complaints of construction activity on the subject property and lower than normal water levels through the creek on adjacent properties, UTRCA staff attended a site visit to the above noted property (September 18, 2015). Landowner of the subject property had previously been advised, both verbally and in writing, of the need for written approval (permits) from the Conservation Authority prior to undertaking any works in the regulated area. Fill placement, site grading and construction activity were actively occurring during our site visit. It was noted that fill had been used to potentially augment the earthen berms associated with the existing dam and fresh concrete had been poured in the vicinity of the spillway of the dam. Standpipes associated with the dam had been removed, lowering the water levels on upstream and downstream properties. Landowner was advised of the need for sediment and erosion control, permit(s) from the UTRCA and an assessment from a qualified professional engineer regarding a variety of UTRCA concerns related to the recent dam/spillway/earthen berm augmentation works. UTRCA staff subsequently met for a follow-up site visit with landowner and his consultant (October 7, 2015) to discuss our concerns regarding the dam work and our permit requirements. These concerns have subsequently been outlined in a violation letter issued to the landowner. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Filling and Site Grading**

**Part Lot 7, Concession 4**

**Municipality of West Perth**

Following complaints of filling and construction works occurring in and adjacent to a wetland pond on the above noted property, staff attended a site visit to the property (September 30, 2015). Staff met with the landowner(s) who were advised of the regulations on the property and the need for written pre-approval (permits) from the Conservation Authority prior to undertaking

works in the regulated area. Landowner(s) had previously been advised of the regulated areas and the need for permits during the purchase of their property as well as during a recent, related court case with Perth County where they have been charged with unauthorized tree removal on the same property. Landowner(s) advised they would be willing to restore the wetland pond area and subsequently provided written plans for the wetland restoration in conjunction with site-specific details and mitigation measures agreed to on site with UTRCA staff. UTRCA staff issued a restoration permit (October 1, 2015) for the work and will continue to monitor this project.

**Status Report – Unauthorized Watercourse Enclosure, Filling and Site Grading  
Part Lot 19, Concession 1N  
Township of Zorra**

Landowner of the subject property had previously being advised, both verbally and in writing, of the need for written approval (permits) from the Conservation Authority prior to undertaking any works in the regulated area of the property. In 2012 the landowner proceeded to enclose the creek on the property in the absence of said approval(s). The matter was forwarded to our legal counsel and subsequently charges were laid under the *Conservation Authorities Act*. A trial was scheduled with evidence having been heard earlier this year and final submissions being presented by both lawyers on September 21, 2015. A decision from the court is anticipated this December.

Reviewed by:



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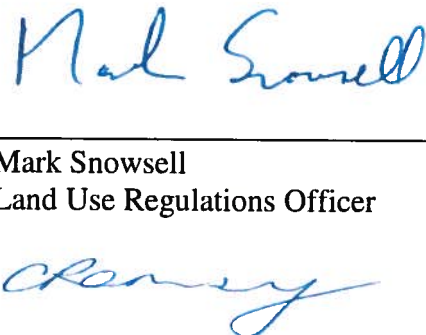
Tracy Annett, MCIP, RPP, Manager  
Environmental Planning and Regulations

Prepared by:



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Karen Winfield  
Land Use Regulations Officer



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Mark Snowsell  
Land Use Regulations Officer



---

Cari Ramsey  
Env. Regulations Technician



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October 2, 2015

Upper Thames River Conservation Authority  
c/o: Brad Glasman  
1424 Clarke Road  
London, ON N5V 5B9

OCT - 8 2015

Dear Brad,

On behalf of the OSCIA, I would like to thank you for the generous contribution towards our summer tour.

Everyone in attendance was very impressed by the tour of the various Upper Thames River Conservation Authority projects, including the electro fishing, partly restored mill, forestry demonstration, bio-filter to remove nitrogen from runoff and the erosion control structures.

Thanks again for your contribution to a very successful summer tour.

Sincerely,

Gord & Laura Green  
President Elect

...avdp

----- Forwarded message -----

From: **Ryan Deska** <[rdeska@ruralontarioinstitute.ca](mailto:rdeska@ruralontarioinstitute.ca)>  
Date: Tue, Nov 10, 2015 at 9:51 AM  
Subject: Nominations Open for ROI's Youth Engagement Showcase  
To:

Attention Clerks: This email is intended for Mayors and Councillors. Thank you for passing it along.

**Which young leaders are taking charge and tackling important local issues in your community? The Rural Ontario Institute would like to hear from you.**

Starting November 2<sup>nd</sup>, 2015 you have the opportunity to nominate an Engaged Rural Youth – or young adult (under 29) – from your community to be profiled in the Rural Ontario Institute's *Youth Engagement Showcase*.

Through this initiative ROI is looking to:

1. Profile compelling stories of youth engagement
2. Highlight the impact youth can have in their local communities
3. Demonstrate how communities of all shapes and sizes, are successfully engaging and supporting youth in addressing local challenges.

From these nominations, a selection committee will identify 4-8 compelling stories to be profiled through short video documentaries (3-4 minutes each) to be filmed in each nominee's hometown. These documentaries will showcase these individuals' accomplishments and the community of support around them. In addition to these showcase stories, other strong nominations will be considered for ROI's online blog.

For more details on this initiative, and for nomination criteria, please visit the link below.

**[Nominate an Engaged Rural Youth Now!](#)**

Note: While our focus is on gathering stories of individual youth, we are also interested in hearing about programs or organizations that have successfully promoted/enabled youth engagement in rural Ontario.

For more details, please contact:

Ryan Deska  
Project Lead| Youth Engagement Showcase  
Rural Ontario Institute

[rdeska@ruralontarioinstitute.ca](mailto:rdeska@ruralontarioinstitute.ca)

[519-826-4204](tel:519-826-4204)

Nomination Link: [http://www.ruralontarioinstitute.ca/youth\\_engagement\\_showcase.aspx](http://www.ruralontarioinstitute.ca/youth_engagement_showcase.aspx)

**Town of Ingersoll  
Monthly Cheque Disbursements  
November 2015**

<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ROYAL BANK OF CANADA, THE							
	76,633	45494	01-7000-4000-40610	MEETINGS & CONFERENCES	ADVANCE- JP YEN & KOREAN WON	\$2,036.38	
	76,633	45494	01-0000-0100-00100	BANK	ADVANCE- JP YEN & KOREAN WON	\$0.00	\$2,036.38
NEOPOST - DPOC							
	76,634	45495	01-1000-4000-40230	POSTAGE	POSTAGE AC#9042321009	\$3,602.12	
	76,634	45495	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE AC#9042321009	\$397.88	
	76,634	45495	01-0000-0100-00100	BANK	POSTAGE AC#9042321009	\$0.00	\$4,000.00
ACAPULCO ***							
	76,767	45496	01-5100-4100-41530	EQUIP REPAIRS & MAINT	DOUBLE WALL TANK	\$886.50	
	76,767	45496	01-0000-0200-00325	HST RECEIVABLE100%	DOUBLE WALL TANK	\$115.25	
	76,767	45496	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOUBLE WALL TANK	\$0.00	\$1,001.75
	76,768	45496	01-5100-4100-41710	CHEMICALS	ACID BICARB CHLORINE VPCC	\$1,583.30	
	76,768	45496	01-0000-0200-00325	HST RECEIVABLE100%	ACID BICARB CHLORINE VPCC	\$205.83	
	76,768	45496	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ACID BICARB CHLORINE VPCC	\$0.00	\$1,789.13
ALBERT'S BURNER SERVICE							
	76,637	45497	01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	INSPECTION-FUEL TANK	\$167.90	
	76,637	45497	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INSPECTION-FUEL TANK	\$18.55	
	76,637	45497	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSPECTION-FUEL TANK	\$0.00	\$186.45
	76,703	45497	01-3000-4100-41550	MAINTENANCE CONTRACTS	GENERATOR INSPECTION	\$167.90	
	76,703	45497	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GENERATOR INSPECTION	\$18.55	
	76,703	45497	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GENERATOR INSPECTION	\$0.00	\$186.45
BACKYARD BY DESIGN							
	76,680	45498	01-5000-6050-41720	HORTICULTURAL SUPPLIES	POTTING SOIL	\$78.16	
	76,680	45498	01-0000-0200-00325	HST RECEIVABLE100%	POTTING SOIL	\$10.16	
	76,680	45498	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POTTING SOIL	\$0.00	\$88.32
BANK OF NOVA SCOTIA							
	76,759	45499	01-0000-0090-99910	TAXES - CLEARING	FINAL TAX PAYMENT	\$4,713.64	
	76,759	45499	01-0000-0090-99910	TAXES - CLEARING	FINAL TAX PAYMENT	\$4,298.07	
	76,759	45499	01-0000-0090-99910	TAXES - CLEARING	FINAL TAX PAYMENT	\$3,859.81	
	76,759	45499	01-1300-4000-01499	MISCELLANEOUS REVENUE	FINAL TAX PAYMENT	\$0.00	\$75.00
	76,759	45499	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL TAX PAYMENT	\$0.00	\$12,796.52
BICKLE'S ORCHARD PARK FARMS							
	76,673	45500	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$171.00	
	76,673	45500	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$171.00
K&H DISTRIBUTING							
	76,814	45604	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE FIREWORKS 11/20	\$4,400.00	
	76,814	45604	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE FIREWORKS 11/20	\$572.00	
	76,814	45604	01-0000-0100-00100	BANK	SANTA VILLAGE FIREWORKS 11/20	\$0.00	\$4,972.00
BORLAND, STEVE							
	76,791	45605	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND #G15-818	\$1,000.00	
	76,791	45605	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND #G15-818	\$0.00	\$1,000.00



**Town of Ingersoll  
Monthly Cheque Disbursements  
November 2015**

<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
BRATT, MURRAY							
	76,788	45606	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND #2014-75	\$1,000.00	
	76,788	45606	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND #2014-75	\$0.00	\$1,000.00
EMPLOYEE REIMBURSEMENT							
	76,699	45607	01-5200-6090-40620	MILEAGE	KILOMETRAGE SEP	\$41.10	
	76,699	45607	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE SEP	\$5.34	
	76,699	45607	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE SEP	\$0.00	\$46.44
	76,700	45607	01-5200-6090-40620	MILEAGE	KILOMETRAGE SEP	\$34.02	
	76,700	45607	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE SEP	\$0.00	\$34.02
EMPLOYEE REIMBURSEMENT							
	76,659	45608	01-0000-0250-60817	GC14-669-CLARK W-SAN.SEWR	KILOMETRAGE OCT	\$7.78	
	76,659	45608	10-0000-3266-80100	PRIME CONTRACT	KILOMETRAGE OCT	\$81.69	
	76,659	45608	10-0000-3264-80100	PRIME CONTRACT	KILOMETRAGE OCT	\$8.75	
	76,659	45608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$0.86	
	76,659	45608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$9.03	
	76,659	45608	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$0.97	
	76,659	45608	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$109.08
BUTTERWORTH'S SERVICE CENTRE							
	76,641	45609	01-4500-4230-46382	938200 T2-07 DODGE 3500	TRUCK #2-OIL SPRAY	\$120.53	
	76,641	45609	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #2-OIL SPRAY	\$13.32	
	76,641	45609	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #2-OIL SPRAY	\$0.00	\$133.85
CAMPBELL'S							
	76,755	45610	01-5200-6090-40200	OFFICE SUPPLIES	TAPE+CALENDAR-FUSION	\$7.77	
	76,755	45610	01-0000-0200-00325	HST RECEIVABLE100%	TAPE+CALENDAR-FUSION	\$1.01	
	76,755	45610	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE+CALENDAR-FUSION	\$0.00	\$8.78
CANADIAN NATIONAL RAILWAYS							
	76,722	45611	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	RAIL SIGNAL MAIN-NOV	\$776.25	
	76,722	45611	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAIL SIGNAL MAIN-NOV	\$0.00	\$776.25
CANPAR TRANSPORT L.P.							
	76,741	45612	01-5200-6090-40240	COURIER CHARGES	RETURN KITCHEN EQUIP	\$32.51	
	76,741	45612	01-0000-0200-00325	HST RECEIVABLE100%	RETURN KITCHEN EQUIP	\$4.23	
	76,741	45612	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETURN KITCHEN EQUIP	\$0.00	\$36.74
CANSEL - TORONTO*****							
	76,661	45613	01-4000-4000-40205	SURVEY SUPPLIES	SURVEY ANTENNA	\$129.23	
	76,661	45613	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY ANTENNA	\$14.28	
	76,661	45613	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY ANTENNA	\$0.00	\$143.51
	76,662	45613	01-4000-4000-40220	TELEPHONE	GPS SURVEY SERVICE	\$264.58	
	76,662	45613	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SURVEY SERVICE	\$29.22	
	76,662	45613	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SURVEY SERVICE	\$0.00	\$293.80
CAREY'S PRODUCE							
	76,672	45614	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$836.00	

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,672	45614	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$836.00
CARR, JIM							
	76,787	45615	01-5000-6100-40500	SPECIAL EVENTS	SANTA VILLAGE ENTERTAIN.	\$100.00	
	76,787	45615	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN.	\$0.00	\$100.00
CARTER,GRANT							
	76,790	45616	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND#GC15-750	\$1,000.00	
	76,790	45616	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND#GC15-750	\$0.00	\$1,000.00
CEASER WORK COUNSEL							
	76,635	45617	01-0900-4000-40710	LEGAL FEES	WORKPLACE INVESTIGATION-LEGAL	\$4,069.91	
	76,635	45617	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WORKPLACE INVESTIGATION-LEGAL	\$449.55	
	76,635	45617	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORKPLACE INVESTIGATION-LEGAL	\$0.00	\$4,519.46
CHRIS PRODUCE							
	76,702	45618	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIE	\$210.00	
	76,702	45618	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIE	\$0.00	\$210.00
C-MAX FIRE SOLUTIONS							
	76,781	45619	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	VEHICLE REPAIR PUMP 2	\$457.92	
	76,781	45619	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VEHICLE REPAIR PUMP 2	\$50.58	
	76,781	45619	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VEHICLE REPAIR PUMP 2	\$0.00	\$508.50
	76,782	45619	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	VEHICLE REPAIR-PUMP#1	\$457.92	
	76,782	45619	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VEHICLE REPAIR-PUMP#1	\$50.58	
	76,782	45619	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VEHICLE REPAIR-PUMP#1	\$0.00	\$508.50
	76,783	45619	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	VEHICLE REPAIR-ARIAL#1	\$457.92	
	76,783	45619	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VEHICLE REPAIR-ARIAL#1	\$50.58	
	76,783	45619	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VEHICLE REPAIR-ARIAL#1	\$0.00	\$508.50
COCA-COLA BOTTLING COMPANY							
	76,679	45620	01-5100-6090-40420	PROGRAM SUPPLIES	POP FOR PROGRAM	\$190.50	
	76,679	45620	01-0000-0200-00325	HST RECEIVABLE100%	POP FOR PROGRAM	\$11.57	
	76,679	45620	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POP FOR PROGRAM	\$0.00	\$202.07
	76,775	45620	01-5000-6020-40430	CANTEEN SUPPLIES	POP,WATER&POWERADE	\$365.85	
	76,775	45620	01-0000-0200-00325	HST RECEIVABLE100%	POP,WATER&POWERADE	\$38.10	
	76,775	45620	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POP,WATER&POWERADE	\$0.00	\$403.95
COMMISSIONAIRES							
	76,780	45621	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 9/27-10/10	\$751.80	
	76,780	45621	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 9/27-10/10	\$83.04	
	76,780	45621	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 9/27-10/10	\$0.00	\$834.84
COMPASS MINERALS							
	76,720	45622	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	WINTER SALT 197.57TON	\$13,218.86	
	76,720	45622	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER SALT 197.57TON	\$1,460.09	
	76,720	45622	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER SALT 197.57TON	\$0.00	\$14,678.95
CULLIGAN							
	76,762	45623	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$56.38	

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	76,762	45623	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
	76,762	45623	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$56.67
PAUL DAVIES PLUMBING & HEATING							
	76,716	45624	10-0000-3066-80000	MATERIALS	NEW BOILER	\$6,560.13	
	76,716	45624	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW BOILER	\$724.60	
	76,716	45624	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW BOILER	\$0.00	\$7,284.73
DEKRA-LITE							
	76,681	45625	01-5000-6110-40420	PROGRAM SUPPLIES	ROPE LT & SUPPLIES	\$3,353.04	
	76,681	45625	01-0000-0200-00325	HST RECEIVABLE100%	ROPE LT & SUPPLIES	\$435.91	
	76,681	45625	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE LT & SUPPLIES	\$0.00	\$3,788.95
DPA CONTRACTING LTD.							
	76,707	45626	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	PC#1-SIDEWALK REPAIRS	\$26,791.36	
	76,707	45626	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	PC#1-SIDEWALK REPAIRS	\$0.00	\$526.74
	76,707	45626	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PC#1-SIDEWALK REPAIRS	\$2,901.03	
	76,707	45626	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PC#1-SIDEWALK REPAIRS	\$0.00	\$29,165.65
EMPLOYEE REIMBURSEMENT							
	76,682	45627	01-5100-6070-40620	MILEAGE	KILOMETRAGE OCT	\$93.81	
	76,682	45627	01-5100-6090-40620	MILEAGE	KILOMETRAGE OCT	\$20.07	
	76,682	45627	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT	\$12.19	
	76,682	45627	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT	\$2.61	
	76,682	45627	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$128.68
	76,683	45627	01-5100-6090-40620	MILEAGE	KILOMETRAGE OCT	\$16.73	
	76,683	45627	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT	\$2.17	
	76,683	45627	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$18.90
EASY WAY CLEANING PRODUCTS LIM							
	76,708	45628	01-2000-4025-40210	JANITORIAL SUPPLIES	WHEELS-JANITOR CART	\$61.58	
	76,708	45628	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WHEELS-JANITOR CART	\$6.80	
	76,708	45628	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHEELS-JANITOR CART	\$0.00	\$68.38
EMPLOYEE REIMBURSEMENT							
	76,658	45629	01-4000-4000-40620	MILEAGE	KILOMETRAGE OCT	\$24.31	
	76,658	45629	10-0000-3261-80010	LABOUR & BURDEN	KILOMETRAGE OCT	\$5.35	
	76,658	45629	10-0000-3228-80010	DIRECT COSTS-LABOUR&BURDEN	KILOMETRAGE OCT	\$7.30	
	76,658	45629	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$2.69	
	76,658	45629	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$0.59	
	76,658	45629	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE OCT	\$0.80	
	76,658	45629	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$41.04
EMBREE INDUSTRIES LIMITED							
	76,636	45630	01-3600-4000-41010	GRAPHICS & PRINTING	2016 DOG TAGS	\$198.73	
	76,636	45630	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2016 DOG TAGS	\$21.95	
	76,636	45630	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2016 DOG TAGS	\$0.00	\$220.68
ERIE THAMES POWERLINES CORP							

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76,656	45631	10-0000-3261-80000	MATERIALS - CATHERINE ST RECONST	8' ST LT ARMS-CATHERINE ST	\$1,029.80		
76,656	45631	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	8' ST LT ARMS-CATHERINE ST	\$113.75		
76,656	45631	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	8' ST LT ARMS-CATHERINE ST	\$0.00	\$1,143.55	
EURO-EX CONSTRUCITON							
76,795	45632	01-0000-0250-60816	GC14-668-CULLODEN-SAN.SEWR	PC5-SOUTH END SERVICING	\$57,215.68		
76,795	45632	10-0000-3268-80100	PRIME CONTRACT	PC5-SOUTH END SERVICING	\$66,595.31		
76,795	45632	01-0000-0250-60248	GC11-99 WHITING ST FROM HOLCROFT TO CLARK R	PC5-SOUTH END SERVICING	\$15,237.37		
76,795	45632	10-0000-3267-80100	PRIME CONTRACT	PC5-SOUTH END SERVICING	\$24,430.16		
76,795	45632	01-0000-0250-60250	GC11-101 - BRICKWOOD BLVD & MAPLE LANE COUN	PC5-SOUTH END SERVICING	\$37,676.64		
76,795	45632	10-0000-3264-80100	PRIME CONTRACT	PC5-SOUTH END SERVICING	\$31,321.97		
76,795	45632	01-0000-0250-60817	GC14-669-CLARK W-SAN.SEWR	PC5-SOUTH END SERVICING	\$85,728.97		
76,795	45632	10-0000-3266-80100	PRIME CONTRACT	PC5-SOUTH END SERVICING	\$116,404.25		
76,795	45632	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	PC5-SOUTH END SERVICING	\$0.00	\$42,783.27	
76,795	45632	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PC5-SOUTH END SERVICING	\$43,278.79		
76,795	45632	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PC5-SOUTH END SERVICING	\$0.00	\$435,105.87	\$0.00
FASTENAL CANADA ***							
76,644	45633	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SHOVELS	\$40.24		
76,644	45633	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SHOVELS	\$4.44		
76,644	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SHOVELS	\$0.00	\$44.68	
76,709	45633	01-5000-6050-41700	BLDG REPAIRS AND MAINT	NUTS&BOLTS	\$88.74		
76,709	45633	01-0000-0200-00325	HST RECEIVABLE100%	NUTS&BOLTS	\$11.54		
76,709	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS&BOLTS	\$0.00	\$100.28	
76,710	45633	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CABLE TIES	\$129.26		
76,710	45633	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$16.80		
76,710	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$146.06	
76,711	45633	01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$101.38		
76,711	45633	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$13.18		
76,711	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$114.56	
76,712	45633	01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$231.82		
76,712	45633	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$30.14		
76,712	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$261.96	
76,713	45633	01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$253.45		
76,713	45633	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$32.95		
76,713	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$286.40	
76,714	45633	01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$154.55		
76,714	45633	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$20.09		
76,714	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$174.64	
76,723	45633	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SUPPLIES	\$24.23		
76,723	45633	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$2.68		
76,723	45633	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$26.91	\$0.00
FLOORS XTRA							

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76,750	45634	01-5200-4100-41700	BLDG REPAIRS AND MAINT	NEW CARPET IMAC STUDIO	\$790.01			
76,750	45634	01-0000-0200-00325	HST RECEIVABLE100%	NEW CARPET IMAC STUDIO	\$102.70			
76,750	45634	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW CARPET IMAC STUDIO	\$0.00	\$892.71	\$0.00	
FLORAL OCCASIONS ***								
76,764	45635	40-8000-6950-41430	STREET DECORATIONS	DEPOSIT-DT HOLIDAY DECOR	\$1,068.48			
76,764	45635	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEPOSIT-DT HOLIDAY DECOR	\$118.02			
76,764	45635	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEPOSIT-DT HOLIDAY DECOR	\$0.00	\$1,186.50		
76,765	45635	01-1000-4000-41160	HONOURS & AWARDS	EX-COUCILLOR&FAMILY DEATH	\$59.02			
76,765	45635	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EX-COUCILLOR&FAMILY DEATH	\$6.52			
76,765	45635	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EX-COUCILLOR&FAMILY DEATH	\$0.00	\$65.54	\$0.00	
G&M HOWE & SONS LTD.								
76,748	45636	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE PUMPLINS	\$150.00			
76,748	45636	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE PUMPLINS	\$0.00	\$150.00	\$0.00	
GONDER, JIM								
76,786	45637	01-5000-6100-40500	SPECIAL EVENTS	OPENING NITE CONTRIBUTION	\$50.00			
76,786	45637	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPENING NITE CONTRIBUTION	\$0.00	\$50.00	\$0.00	
GRA - HAM ENERGY								
76,687	45638	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$157.97			
76,687	45638	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$20.54			
76,687	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$178.51		
76,688	45638	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$63.31			
76,688	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$7.00			
76,688	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$70.31		
76,735	45638	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL-PW	\$652.79			
76,735	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL-PW	\$72.11			
76,735	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL-PW	\$0.00	\$724.90		
76,736	45638	01-4500-4230-41420	FUEL- GASOLINE	GAS-PW	\$451.97			
76,736	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS-PW	\$49.92			
76,736	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GAS-PW	\$0.00	\$501.89		
76,737	45638	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL-PW	\$748.89			
76,737	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL-PW	\$82.72			
76,737	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL-PW	\$0.00	\$831.61		
76,738	45638	01-4500-4230-46431	VEHICLE MAINTENANCE	HYDRO OIL+DRUM-PW	\$539.02			
76,738	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HYDRO OIL+DRUM-PW	\$59.54			
76,738	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HYDRO OIL+DRUM-PW	\$0.00	\$598.56		
76,739	45638	01-3000-4000-41470	VEHICLE FUEL	FUEL-FIRE HALL	\$46.07			
76,739	45638	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL-FIRE HALL	\$5.09			
76,739	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-FIRE HALL	\$0.00	\$51.16		
76,740	45638	01-5000-6050-41470	VEHICLE FUEL	FUEL-PARK&REC	\$289.04			
76,740	45638	01-0000-0200-00325	HST RECEIVABLE100%	FUEL-PARK&REC	\$37.58			
76,740	45638	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-PARK&REC	\$0.00	\$326.62	\$0.00	

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GROOVE IDENTIFICATION SOLUTION									
	76,689	45639	01-3000-4000-42900	MISCELLANEOUS EXPENSE	BREAK-AWAY LANYARD	\$60.50			
	76,689	45639	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BREAK-AWAY LANYARD	\$6.68			
	76,689	45639	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BREAK-AWAY LANYARD	\$0.00	\$67.18	\$0.00	
EMPLOYEE REIMBURSEMENT									
	76,728	45640	01-3400-4000-40620	MILEAGE	KILOMETRAGE-OCT	\$350.61			
	76,728	45640	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE-OCT	\$38.73			
	76,728	45640	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-OCT	\$0.00	\$389.34	\$0.00	
EMPLOYEE REIMBURSEMENT									
	76,665	45641	01-5200-4100-40620	MILEAGE	KILOMETRAGE OCT	\$101.79			
	76,665	45641	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT	\$13.23			
	76,665	45641	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$115.02	\$0.00	
HILLSIDE KENNELS									
	76,777	45642	01-3600-4000-41560	CONTRACTS	VET+ANIMAL CONTROL-OCT	\$1,272.00			
	76,777	45642	01-3600-4000-41557	VETERINARY SERVICES	VET+ANIMAL CONTROL-OCT	\$440.71			
	76,777	45642	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VET+ANIMAL CONTROL-OCT	\$140.50			
	76,777	45642	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VET+ANIMAL CONTROL-OCT	\$0.00	\$1,853.21	\$0.00	
HOT,COLD & FREEZING									
	76,638	45643	01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	REPAIR PUMP ON BOILER	\$1,159.15			
	76,638	45643	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR PUMP ON BOILER	\$128.03			
	76,638	45643	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR PUMP ON BOILER	\$0.00	\$1,287.18		
	76,639	45643	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	REPAIR BOILER-SR CENTRE	\$122.11			
	76,639	45643	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR BOILER-SR CENTRE	\$13.49			
	76,639	45643	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR BOILER-SR CENTRE	\$0.00	\$135.60		
	76,774	45643	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPLACE STORAGE TANK	\$2,769.26			
	76,774	45643	01-0000-0200-00325	HST RECEIVABLE100%	REPLACE STORAGE TANK	\$360.00			
	76,774	45643	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE STORAGE TANK	\$0.00	\$3,129.26	\$0.00	
HUNTER STEEL SALES									
	76,721	45644	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	STEEL	\$42.19			
	76,721	45644	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STEEL	\$4.66			
	76,721	45644	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STEEL	\$0.00	\$46.85		
INGERSOLL DISTRICT CHAMBER ***									
	76,766	45645	01-7000-4000-41020	PROMOTION & MEALS	AWARDS OF EXCELLENCE	\$90.00			
	76,766	45645	01-0100-4000-41020	PROMOTION & MEALS	AWARDS OF EXCELLENCE	\$450.00			
	76,766	45645	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AWARDS OF EXCELLENCE	\$0.00	\$540.00		
INGERSOLL GLASS & MIRROR ***									
	76,686	45646	01-5100-4100-41700	BLDG REPAIRS AND MAINT	INSTALL CLOSER-POOL CHANGE RM	\$262.50			
	76,686	45646	01-0000-0200-00325	HST RECEIVABLE100%	INSTALL CLOSER-POOL CHANGE RM	\$34.13			
	76,686	45646	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSTALL CLOSER-POOL CHANGE RM	\$0.00	\$296.63		
	76,769	45646	01-5000-6020-41700	BLDG REPAIRS & MAINT	REPAIR PANIC BAR-ARENA	\$75.00			
	76,769	45646	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR PANIC BAR-ARENA	\$9.75			

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76,769	45646	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR PANIC BAR-ARENA	\$0.00	\$84.75	\$0.00	
INGERSOLL HOME CENTRE LTD								
76,632	45647	01-4500-5013-80000	MATERIALS - LEAF COLLECTION	SCREWS	\$3.77			
76,632	45647	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCREWS	\$0.42			
76,632	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$4.19		
76,802	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CONDUIT	\$10.98			
76,802	45647	01-0000-0200-00325	HST RECEIVABLE100%	CONDUIT	\$1.43			
76,802	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDUIT	\$0.00	\$12.41		
76,803	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	O TUBING&SCREWS	\$92.99			
76,803	45647	01-0000-0200-00325	HST RECEIVABLE100%	O TUBING&SCREWS	\$12.09			
76,803	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	O TUBING&SCREWS	\$0.00	\$105.08		
76,804	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ANTIFREEZE	\$38.32			
76,804	45647	01-0000-0200-00325	HST RECEIVABLE100%	ANTIFREEZE	\$4.98			
76,804	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTIFREEZE	\$0.00	\$43.30		
76,805	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ANTIFREEZE	\$4.79			
76,805	45647	01-0000-0200-00325	HST RECEIVABLE100%	ANTIFREEZE	\$0.62			
76,805	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTIFREEZE	\$0.00	\$5.41		
76,806	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ANTIFREEZE	\$14.37			
76,806	45647	01-0000-0200-00325	HST RECEIVABLE100%	ANTIFREEZE	\$1.87			
76,806	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTIFREEZE	\$0.00	\$16.24		
76,807	45647	01-5100-4100-41700	BLDG REPAIRS AND MAINT	CONDUIT	\$21.96			
76,807	45647	01-0000-0200-00325	HST RECEIVABLE100%	CONDUIT	\$2.85			
76,807	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDUIT	\$0.00	\$24.81		
76,808	45647	01-5100-4100-41700	BLDG REPAIRS AND MAINT	MORTAR TROWEL	\$28.20			
76,808	45647	01-0000-0200-00325	HST RECEIVABLE100%	MORTAR TROWEL	\$3.67			
76,808	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MORTAR TROWEL	\$0.00	\$31.87		
76,809	45647	01-5100-4100-40210	JANITORIAL SUPPLIES	MOP+BUCKET	\$39.17			
76,809	45647	01-0000-0200-00325	HST RECEIVABLE100%	MOP+BUCKET	\$5.09			
76,809	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOP+BUCKET	\$0.00	\$44.26		
76,810	45647	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CONDUIT	\$32.94			
76,810	45647	01-0000-0200-00325	HST RECEIVABLE100%	CONDUIT	\$4.28			
76,810	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDUIT	\$0.00	\$37.22		
76,811	45647	01-5100-4100-41700	BLDG REPAIRS AND MAINT	HAMMER+PAINT	\$23.50			
76,811	45647	01-0000-0200-00325	HST RECEIVABLE100%	HAMMER+PAINT	\$3.06			
76,811	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAMMER+PAINT	\$0.00	\$26.56		
76,812	45647	01-5100-4100-41700	BLDG REPAIRS AND MAINT	PAINT	\$13.71			
76,812	45647	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$1.78			
76,812	45647	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$15.49	\$0.00	
INGERSOLL RENT-ALL ***								
76,642	45648	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	REPAIR WACKER PACKER	\$245.40			
76,642	45648	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR WACKER PACKER	\$27.11			

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		76,642	45648	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR WACKER PACKER	\$0.00	\$272.51	
		76,772	45648	01-5200-4100-41700	BLDG REPAIRS AND MAINT	DELIVER CHRGS-RETURNED LIFT	\$56.00		
		76,772	45648	01-0000-0200-00325	HST RECEIVABLE100%	DELIVER CHRGS-RETURNED LIFT	\$7.28		
		76,772	45648	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DELIVER CHRGS-RETURNED LIFT	\$0.00	\$63.28	
JC GRAPHICS									
		76,671	45649	01-5000-6100-41000	ADVERTISING	SANTA'S VILLAGE FULL PG AD	\$1,940.00		
		76,671	45649	01-0000-0200-00325	HST RECEIVABLE100%	SANTA'S VILLAGE FULL PG AD	\$252.20		
		76,671	45649	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA'S VILLAGE FULL PG AD	\$0.00	\$2,192.20	
J/E BEARING & MACHINE LTD.									
		76,646	45650	01-4500-4230-46395	939500 ELGIN SWEEPER	2 BOLT FLANGE BEARINGS X 4	\$115.19		
		76,646	45650	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2 BOLT FLANGE BEARINGS X 4	\$12.73		
		76,646	45650	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2 BOLT FLANGE BEARINGS X 4	\$0.00	\$127.92	
EMPLOYEE REIMBURSEMENT									
		76,784	45651	01-3000-4000-40290	UNIFORMS & CLOTHING	WORK BOOTS-	\$90.06		
		76,784	45651	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WORK BOOTS-	\$9.94		
		76,784	45651	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS-	\$0.00	\$100.00	
LAFARGE CANADA INC									
		76,655	45652	01-0000-0250-61006	C15-858-106 FRANCES-WTRMN	CONCRETE SIDEWALK & CURB	\$524.65		
		76,655	45652	01-0000-0250-61023	R15-875-315 NORTHTOWN-CABLE	CONCRETE SIDEWALK & CURB	\$154.25		
		76,655	45652	01-0000-0250-61005	C15-857-113 MUTUAL-WTRMN	CONCRETE SIDEWALK & CURB	\$709.87		
		76,655	45652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE SIDEWALK & CURB	\$57.96		
		76,655	45652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE SIDEWALK & CURB	\$17.03		
		76,655	45652	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE SIDEWALK & CURB	\$78.41		
		76,655	45652	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE SIDEWALK & CURB	\$0.00	\$1,542.17	\$0.00
LAW ENGINEERING (LONDON) INC									
		76,660	45653	01-0000-0250-60816	GC14-668-CULLODEN-SAN.SEWR	ASPHALT&CONCRETE TEST-#4-2015	\$2,170.37		
		76,660	45653	01-0000-0250-60250	GC11-101 - BRICKWOOD BLVD & MAPLE LANE COUN	ASPHALT&CONCRETE TEST-#4-2015	\$2,170.37		
		76,660	45653	10-0000-3268-80100	PRIME CONTRACT	ASPHALT&CONCRETE TEST-#4-2015	\$2,170.38		
		76,660	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT&CONCRETE TEST-#4-2015	\$239.73		
		76,660	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT&CONCRETE TEST-#4-2015	\$239.73		
		76,660	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT&CONCRETE TEST-#4-2015	\$239.73		
		76,660	45653	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT&CONCRETE TEST-#4-2015	\$0.00	\$7,230.31	
		76,727	45653	10-0000-3268-80100	PRIME CONTRACT	SOUTH END SERVIC. REPORTS	\$1,971.60		
		76,727	45653	10-0000-3267-80100	PRIME CONTRACT	SOUTH END SERVIC. REPORTS	\$1,971.60		
		76,727	45653	10-0000-3264-80100	PRIME CONTRACT	SOUTH END SERVIC. REPORTS	\$1,971.60		
		76,727	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOUTH END SERVIC. REPORTS	\$217.78		
		76,727	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOUTH END SERVIC. REPORTS	\$217.78		
		76,727	45653	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOUTH END SERVIC. REPORTS	\$217.77		
		76,727	45653	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOUTH END SERVIC. REPORTS	\$0.00	\$6,568.13	\$0.00
LIFESAVING SOCIETY									
		76,666	45654	01-5100-6060-41450	LEADERSHIP	L.S INSTRUCTOR	\$53.00		



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	76,666	45654	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	L.S INSTRUCTOR	\$0.00	\$53.00
LOCAL DAIRY							
	76,754	45655	01-5200-6090-40500	SPECIAL EVENTS	CHEESE-HALL'S CREEK FEST	\$95.00	
	76,754	45655	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHEESE-HALL'S CREEK FEST	\$0.00	\$95.00
LONDON FIRE EQUIPMENT LTD ***							
	76,756	45656	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE FIRE EXT RENTAL	\$170.00	
	76,756	45656	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE FIRE EXT RENTAL	\$22.10	
	76,756	45656	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE FIRE EXT RENTAL	\$0.00	\$192.10
LONG & McQUADE							
	76,757	45657	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE AUDIO+LITS	\$410.38	
	76,757	45657	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE AUDIO+LITS	\$53.35	
	76,757	45657	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE AUDIO+LITS	\$0.00	\$463.73
	76,758	45657	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE AUDIO+LITS	\$18.00	
	76,758	45657	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE AUDIO+LITS	\$2.34	
	76,758	45657	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE AUDIO+LITS	\$0.00	\$20.34
TIM LOVETT INSTALLATIONS INC.							
	76,726	45658	01-2000-4025-41700	BLDG REPAIRS & MAINT	REPLACE TIMER-EXTERIOR LIT	\$348.31	
	76,726	45658	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPLACE TIMER-EXTERIOR LIT	\$38.48	
	76,726	45658	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE TIMER-EXTERIOR LIT	\$0.00	\$386.79
LPL PLUMBING							
	76,667	45659	01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION CENTRE DRAIN	\$399.00	
	76,667	45659	01-0000-0200-00325	HST RECEIVABLE100%	FUSION CENTRE DRAIN	\$51.87	
	76,667	45659	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION CENTRE DRAIN	\$0.00	\$450.87
	76,668	45659	01-5100-4100-41700	BLDG REPAIRS AND MAINT	POOL WATER LINE REPLACE	\$2,792.29	
	76,668	45659	01-0000-0200-00325	HST RECEIVABLE100%	POOL WATER LINE REPLACE	\$363.00	
	76,668	45659	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POOL WATER LINE REPLACE	\$0.00	\$3,155.29
	76,669	45659	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA REPLACE BROKEN TAPS	\$854.00	
	76,669	45659	01-0000-0200-00325	HST RECEIVABLE100%	ARENA REPLACE BROKEN TAPS	\$111.02	
	76,669	45659	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA REPLACE BROKEN TAPS	\$0.00	\$965.02
MAXIMUM SIGNS							
	76,643	45660	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW SIGNS	\$577.13	
	76,643	45660	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SIGNS	\$63.75	
	76,643	45660	01-0000-0010-00350	DUE TO/FROM ACCOUNT	PW SIGNS	\$0.00	\$640.88
MCCABE PROMOTIONAL ADVERT.							
	76,701	45661	01-5000-6020-40290	UNIFORMS & CLOTHING	UNIFORMS-VPCC & ARENA	\$197.06	
	76,701	45661	01-5100-4100-40290	UNIFORMS AND CLOTHING	UNIFORMS-VPCC & ARENA	\$197.06	
	76,701	45661	01-0000-0200-00325	HST RECEIVABLE100%	UNIFORMS-VPCC & ARENA	\$25.62	
	76,701	45661	01-0000-0200-00325	HST RECEIVABLE100%	UNIFORMS-VPCC & ARENA	\$25.62	
	76,701	45661	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNIFORMS-VPCC & ARENA	\$0.00	\$445.36
EMPLOYEE REIMBURSEMENT							
	76,664	45662	01-5100-6060-40620	MILEAGE	KILOMETRAGE OCT MCCRYSTAL	\$118.04	

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	76,664	45662	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT MCCRYSTAL	\$15.34	
	76,664	45662	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT MCCRYSTAL	\$0.00	\$133.38
MCKIM HARDWARE							
	76,717	45663	01-5100-4100-41700	BLDG REPAIRS AND MAINT	SILICONE SEAL-PARK&REC	\$8.48	
	76,717	45663	01-0000-0200-00325	HST RECEIVABLE100%	SILICONE SEAL-PARK&REC	\$1.10	
	76,717	45663	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SILICONE SEAL-PARK&REC	\$0.00	\$9.58
	76,718	45663	01-5100-4100-41700	BLDG REPAIRS AND MAINT	LEAK SEALER-PARK&REC	\$20.94	
	76,718	45663	01-0000-0200-00325	HST RECEIVABLE100%	LEAK SEALER-PARK&REC	\$2.72	
	76,718	45663	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEAK SEALER-PARK&REC	\$0.00	\$23.66
MCNAIN COMMUNICATIONS							
	76,778	45664	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	CELLPHONE CHRGR-A BROWN	\$81.35	
	76,778	45664	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CELLPHONE CHRGR-A BROWN	\$8.98	
	76,778	45664	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CELLPHONE CHRGR-A BROWN	\$0.00	\$90.33
	76,779	45664	01-4000-4000-40220	TELEPHONE	CELLPHONE-J SANGERS	\$437.35	
	76,779	45664	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CELLPHONE-J SANGERS	\$48.31	
	76,779	45664	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CELLPHONE-J SANGERS	\$0.00	\$485.66
MILLCREEK PRINTING INC							
	76,776	45665	01-1000-4000-41010	GRAPHICS & PRINTING	BIZ CARDS+NAME TAGS	\$151.38	
	76,776	45665	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIZ CARDS+NAME TAGS	\$16.72	
	76,776	45665	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIZ CARDS+NAME TAGS	\$0.00	\$168.10
MINISTER OF FINANCE - EHT ***							
	76,684	45666	01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	EHT PMT FOR OCT	\$7,728.76	
	76,684	45666	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EHT PMT FOR OCT	\$0.00	\$7,728.76
MISTER SAFETY SHOES							
	76,685	45667	01-5100-4100-40290	UNIFORMS AND CLOTHING	WORK BOOTS-JIM DAVIS	\$154.90	
	76,685	45667	01-0000-0200-00325	HST RECEIVABLE100%	WORK BOOTS-JIM DAVIS	\$20.14	
	76,685	45667	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS-JIM DAVIS	\$0.00	\$175.04
NABCO CANADA INC.							
	76,663	45668	01-2000-4025-41700	BLDG REPAIRS & MAINT	FIXING SLIDING DOOR	\$1,438.14	
	76,663	45668	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIXING SLIDING DOOR	\$158.86	
	76,663	45668	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIXING SLIDING DOOR	\$0.00	\$1,597.00
OAK COUNTRY HOMES LTD.							
	76,715	45669	01-0000-2000-00768	OAK COUNTRY - CLOVER RIDGE MAINT GUARANTEE	MAINT. REDUCTION	\$56,439.53	
	76,715	45669	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAINT. REDUCTION	\$0.00	\$56,439.53
OLDE TYME TAXI							
	76,763	45670	01-1001-4000-41560	CONTRACTS	TAXI CONTRACT-OCT	\$3,933.40	
	76,763	45670	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAXI CONTRACT-OCT	\$485.36	
	76,763	45670	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAXI CONTRACT-OCT	\$0.00	\$4,418.76
ONTARIO SOUTHLAND RAILWAY INC.							
	76,645	45671	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	RAILWAY LT MAINT	\$2,970.90	
	76,645	45671	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAILWAY LT MAINT	\$0.00	\$2,970.90

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ONTARIO ONE CALL LTD.							
	76,724	45672	01-4000-5020-41500	CONTRACTED SERVICES	LOCATE CHRGS-OCT	\$237.71	
	76,724	45672	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOCATE CHRGS-OCT	\$26.26	
	76,724	45672	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOCATE CHRGS-OCT	\$0.00	\$263.97
ORCO SIGNS							
	76,733	45673	01-5000-6050-41010	GRAPHICS & PRINTING	VIC PARK SIGN	\$260.00	
	76,733	45673	01-0000-0200-00325	HST RECEIVABLE100%	VIC PARK SIGN	\$33.80	
	76,733	45673	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VIC PARK SIGN	\$0.00	\$293.80
OXFORD COUNTY ***							
	76,771	45674	01-6200-4000-41000	ADVERTISING	CHEESE TRAIL MEMBERSHIP	\$300.00	
	76,771	45674	01-0000-0200-00325	HST RECEIVABLE100%	CHEESE TRAIL MEMBERSHIP	\$39.00	
	76,771	45674	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHEESE TRAIL MEMBERSHIP	\$0.00	\$339.00
OXFORD CREATIVE CONNECTIONS IN							
	76,770	45675	01-6200-4000-40420	PROGRAM SUPPLIES	WWI BUTTONS	\$63.95	
	76,770	45675	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WWI BUTTONS	\$0.00	\$63.95
PARKS & RECREATION ONTARIO ***							
	76,690	45676	01-5100-6090-40600	MEMBERSHIP FEES	HIGH 5 REG FEES 2016	\$200.00	
	76,690	45676	01-5100-6060-40600	MEMBERSHIP FEES	HIGH 5 REG FEES 2016	\$200.00	
	76,690	45676	01-0000-0200-00325	HST RECEIVABLE100%	HIGH 5 REG FEES 2016	\$26.00	
	76,690	45676	01-0000-0200-00325	HST RECEIVABLE100%	HIGH 5 REG FEES 2016	\$26.00	
	76,690	45676	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HIGH 5 REG FEES 2016	\$0.00	\$452.00
PA SHOP SALES & RENTALS							
	76,749	45677	01-5200-6290-41500	CONTRACTED SERVICES	DRAPERY RENTAL 10/29	\$374.00	
	76,749	45677	01-0000-0200-00325	HST RECEIVABLE100%	DRAPERY RENTAL 10/29	\$48.62	
	76,749	45677	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAPERY RENTAL 10/29	\$0.00	\$422.62
P M HYDRAULICS ***							
	76,640	45678	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SUPPLIES	\$39.79	
	76,640	45678	01-4500-4230-46395	939500 ELGIN SWEEPER	PW SUPPLIES	\$812.47	
	76,640	45678	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	PW SUPPLIES	\$117.65	
	76,640	45678	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$4.39	
	76,640	45678	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$89.75	
	76,640	45678	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$13.00	
	76,640	45678	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$1,077.05
PRACTICA LTD							
	76,691	45679	01-5000-6050-40210	JANITORIAL SUPPLIES	PICK UP BAGS	\$216.67	
	76,691	45679	01-0000-0200-00325	HST RECEIVABLE100%	PICK UP BAGS	\$28.17	
	76,691	45679	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICK UP BAGS	\$0.00	\$244.84
PRECISION CURB CUTTING LTD.							
	76,719	45680	01-0000-0250-61030	GC15-882-128 BELL-SEW/WTR HOOK UP	CURB CUT-128 BELL CT.	\$198.43	
	76,719	45680	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT-128 BELL CT.	\$21.92	
	76,719	45680	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CURB CUT-128 BELL CT.	\$0.00	\$220.35

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REGIS AUTO PARTS							
	76,649	45681	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VOLT JUMP STARTER	\$712.27	
	76,649	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VOLT JUMP STARTER	\$78.67	
	76,649	45681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLT JUMP STARTER	\$0.00	\$790.94
	76,650	45681	01-4500-4230-46389	938900 T9-13 CHEV SIERRA	OIL FILTER	\$7.68	
	76,650	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$0.85	
	76,650	45681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$8.53
	76,651	45681	01-4500-4230-46397	939700 SIDEWALK TRACTOR	SIDEWALK TRACTOR FILTER	\$17.31	
	76,651	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK TRACTOR FILTER	\$1.91	
	76,651	45681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK TRACTOR FILTER	\$0.00	\$19.22
	76,652	45681	01-4500-4230-46381	938100 T1-14 DODGE RAM	TRUCK #1 OIL FILTER	\$6.32	
	76,652	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #1 OIL FILTER	\$0.70	
	76,652	45681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #1 OIL FILTER	\$0.00	\$7.02
	76,653	45681	01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK #5&#6 PARTS	\$14.53	
	76,653	45681	01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	TRUCK #5&#6 PARTS	\$112.14	
	76,653	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #5&#6 PARTS	\$1.61	
	76,653	45681	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #5&#6 PARTS	\$12.38	
	76,653	45681	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #5&#6 PARTS	\$0.00	\$140.66
RELIANCE HOME COMFORT							
	76,785	45682	01-5100-4100-41550	MAINTENANCE CONTRACTS	BOILER RENTAL	\$384.93	
	76,785	45682	01-0000-0200-00325	HST RECEIVABLE100%	BOILER RENTAL	\$50.05	
	76,785	45682	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOILER RENTAL	\$0.00	\$434.98
RESURFICE CORP ***							
	76,773	45683	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	SHAFT,BLADE SHARPENING-ARENA	\$466.65	
	76,773	45683	01-0000-0200-00325	HST RECEIVABLE100%	SHAFT,BLADE SHARPENING-ARENA	\$60.66	
	76,773	45683	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHAFT,BLADE SHARPENING-ARENA	\$0.00	\$527.31
ROCK SOLID DESIGNS							
	76,725	45684	10-0000-3267-80100	PRIME CONTRACT	BRICK DRIVEWAY-314 WHITING ST	\$1,221.12	
	76,725	45684	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICK DRIVEWAY-314 WHITING ST	\$134.88	
	76,725	45684	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICK DRIVEWAY-314 WHITING ST	\$0.00	\$1,356.00
ROOKE, PAUL ***							
	76,704	45685	01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	GRASS CUTTING 10/22&11/07	\$40.00	
	76,704	45685	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRASS CUTTING 10/22&11/07	\$0.00	\$40.00
SAFEDSIGN APPAREL LTD							
	76,692	45686	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	NEW GEAR-R BAKER	\$2,091.37	
	76,692	45686	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW GEAR-R BAKER	\$231.01	
	76,692	45686	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW GEAR-R BAKER	\$0.00	\$2,322.38
EMPLOYEE REIMBURSEMENT							
	76,705	45687	01-4000-4000-40620	MILEAGE	KILOMETRAGE 11/06	\$148.32	
	76,705	45687	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE 11/06	\$16.38	
	76,705	45687	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE 11/06	\$0.00	\$164.70

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	76,706	45687	01-4000-4000-40630	STAFF TRAINING	MEALS-ASSET MGMT COURSE	\$92.79	
	76,706	45687	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEALS-ASSET MGMT COURSE	\$8.21	
	76,706	45687	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEALS-ASSET MGMT COURSE	\$0.00	\$101.00
TAX REFUND OVERPAID							
	76,760	45688	01-0000-0090-99910	TAXES - CLEARING	OVERPAID TAX REFUND	\$555.00	
	76,760	45688	01-1300-4000-01499	MISCELLANEOUS REVENUE	OVERPAID TAX REFUND	\$0.00	\$25.00
	76,760	45688	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OVERPAID TAX REFUND	\$0.00	\$530.00
SOAK IT UP INC							
	76,729	45689	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MATS	\$18.00	
	76,729	45689	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MATS	\$2.34	
	76,729	45689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MATS	\$0.00	\$20.34
	76,730	45689	01-5200-4100-41500	CONTRACTED SERVICES	FUSION MATS&MOPS	\$26.50	
	76,730	45689	01-0000-0200-00325	HST RECEIVABLE100%	FUSION MATS&MOPS	\$3.45	
	76,730	45689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION MATS&MOPS	\$0.00	\$29.95
	76,731	45689	01-2000-4015-41540	RENTAL	CARR BUILDING-MAT RENTAL	\$11.00	
	76,731	45689	01-0000-0200-00325	HST RECEIVABLE100%	CARR BUILDING-MAT RENTAL	\$1.43	
	76,731	45689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR BUILDING-MAT RENTAL	\$0.00	\$12.43
	76,732	45689	01-2000-4025-41540	RENTAL	TOWN HALL-MAT RENTAL	\$29.00	
	76,732	45689	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL-MAT RENTAL	\$3.21	
	76,732	45689	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL-MAT RENTAL	\$0.00	\$32.21
STONETOWN SUPPLY SERVICES(ING)							
	76,693	45690	01-3000-4100-40210	JANITORIAL SUPPLIES	WASHROOM SUPPLIES	\$104.58	
	76,693	45690	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WASHROOM SUPPLIES	\$11.55	
	76,693	45690	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHROOM SUPPLIES	\$0.00	\$116.13
	76,751	45690	01-3000-4100-40210	JANITORIAL SUPPLIES	GARBAGE BAGS-FIRE HALL	\$51.36	
	76,751	45690	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE BAGS-FIRE HALL	\$5.67	
	76,751	45690	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS-FIRE HALL	\$0.00	\$57.03
	76,752	45690	01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	GARBAGE BAGS-PW	\$98.30	
	76,752	45690	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE BAGS-PW	\$10.86	
	76,752	45690	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS-PW	\$0.00	\$109.16
	76,753	45690	01-5200-4100-40210	JANITORIAL SUPPLIES	GARBAGE BAGS-FUSION	\$203.39	
	76,753	45690	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE BAGS-FUSION	\$26.44	
	76,753	45690	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS-FUSION	\$0.00	\$229.83
SUN LIFE OF CANADA							
	76,694	45691	01-0000-2100-00716	HEALTH CARE PAYABLE	NOV PREMIUM-SUN LIFE	\$41,894.83	
	76,694	45691	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV PREMIUM-SUN LIFE	\$0.00	\$41,894.83
SUN MEDIA, A DIVISION OF POSTM							
	76,678	45692	01-1000-4000-41000	ADVERTISING	DEVELP ASSIST. PROGRAM AD	\$320.54	
	76,678	45692	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEVELP ASSIST. PROGRAM AD	\$35.41	
	76,678	45692	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEVELP ASSIST. PROGRAM AD	\$0.00	\$355.95
SUPERIOR ELECTRIC MOTORS INC							

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	76,696	45693	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	ACTUATOR	\$290.06	
	76,696	45693	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ACTUATOR	\$32.04	
	76,696	45693	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ACTUATOR	\$0.00	\$322.10
SWAN DUST CONTROL							
	76,695	45694	01-5000-6100-41500	CONTRACTED SERVICES	MATS-VILLAGE	\$647.00	
	76,695	45694	01-0000-0200-00325	HST RECEIVABLE100%	MATS-VILLAGE	\$84.11	
	76,695	45694	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MATS-VILLAGE	\$0.00	\$731.11
TABOR BROS & SONS LTD ***							
	76,648	45695	01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	TREE REMOVAL,SUFFERIN ST	\$742.85	
	76,648	45695	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TREE REMOVAL,SUFFERIN ST	\$82.05	
	76,648	45695	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL,SUFFERIN ST	\$0.00	\$824.90
TALBOT MARKETING							
	76,677	45696	01-1000-4000-41160	HONOURS & AWARDS	SERVICE PINS-FRONT DESK	\$284.45	
	76,677	45696	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SERVICE PINS-FRONT DESK	\$31.42	
	76,677	45696	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SERVICE PINS-FRONT DESK	\$0.00	\$315.87
DOUG TARRY LTD							
	76,792	45697	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND#2014-160	\$1,000.00	
	76,792	45697	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND#2014-160	\$0.00	\$1,000.00
	76,793	45697	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND#2014-121	\$1,000.00	
	76,793	45697	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND#2014-121	\$0.00	\$1,000.00
	76,794	45697	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND#2014-52	\$1,000.00	
	76,794	45697	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND#2014-52	\$0.00	\$1,000.00
THAMES RIVER MELON FARMS							
	76,674	45698	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$300.00	
	76,674	45698	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$300.00
THE COFFEE MAN SALES & SERVICE							
	76,697	45699	01-5000-6020-40430	CANTEEN SUPPLIES	COFFEE & HOT CHOC	\$152.00	
	76,697	45699	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE & HOT CHOC	\$0.00	\$152.00
TOROMONT INDUSTRIES LTD							
	76,647	45701	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	TRUCK #13 PARTS	\$482.59	
	76,647	45701	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #13 PARTS	\$53.30	
	76,647	45701	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #13 PARTS	\$0.00	\$535.89
EMPLOYEE REIMBURSEMENT							
	76,670	45702	01-5000-4000-40620	MILEAGE	KILOMETRAGE OCT	\$72.16	
	76,670	45702	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE OCT	\$9.38	
	76,670	45702	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE OCT	\$0.00	\$81.54
WASTE MANAGEMENT							
	76,654	45703	01-4500-4100-41550	MAINTENANCE CONTRACTS	COLLECTION SERVICE NOV'15	\$553.41	
	76,654	45703	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLLECTION SERVICE NOV'15	\$61.13	
	76,654	45703	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLLECTION SERVICE NOV'15	\$0.00	\$614.54
WFS INDUSTRY'S SUPPLY PARTNER							

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,698	45704	01-5000-6020-41700	BLDG REPAIRS & MAINT	SPIKES FOR WORK BOOTS	\$164.36	
	76,698	45704	01-0000-0200-00325	HST RECEIVABLE100%	SPIKES FOR WORK BOOTS	\$21.37	
	76,698	45704	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPIKES FOR WORK BOOTS	\$0.00	\$185.73
WHITECREST MUSHROOMS							
	76,675	45705	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$77.00	
	76,675	45705	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$77.00
WORKPLACE SAFETY & INS. BOARD							
	76,761	45706	01-0000-2100-00708	WSIB PAYABLE	WSIB OCT PREMIUM	\$10,681.87	
	76,761	45706	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSIB OCT PREMIUM	\$0.00	\$10,681.87
EMPLOYEE REIMBURSEMENT							
	76,676	45707	01-1000-4000-40620	MILEAGE	OCT EXP	\$135.19	
	76,676	45707	01-0900-4000-40610	MEETINGS & CONFERENCES	OCT EXP	\$150.47	
	76,676	45707	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP	\$14.93	
	76,676	45707	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP	\$16.62	
	76,676	45707	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT EXP	\$0.00	\$317.21
XEROX CANADA LTD.							
	76,657	45708	01-4000-4000-40250	PHOTOCOPIER	PRINTER USAGE-PW, ENG & BUILD	\$28.74	
	76,657	45708	01-4500-4000-40250	PHOTOCOPIER	PRINTER USAGE-PW, ENG & BUILD	\$34.49	
	76,657	45708	01-3400-4000-40250	PHOTOCOPIER	PRINTER USAGE-PW, ENG & BUILD	\$51.73	
	76,657	45708	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PRINTER USAGE-PW, ENG & BUILD	\$3.17	
	76,657	45708	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PRINTER USAGE-PW, ENG & BUILD	\$3.81	
	76,657	45708	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PRINTER USAGE-PW, ENG & BUILD	\$5.72	
	76,657	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRINTER USAGE-PW, ENG & BUILD	\$0.00	\$127.66
	76,742	45708	01-5200-6170-40250	PHOTOCOPIER	TVDSB COPIES 8/13-10/27	\$29.25	
	76,742	45708	01-0000-0200-00325	HST RECEIVABLE100%	TVDSB COPIES 8/13-10/27	\$3.80	
	76,742	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TVDSB COPIES 8/13-10/27	\$0.00	\$33.05
	76,743	45708	01-4500-4000-40250	PHOTOCOPIER	PW COPIES 7/27-10/27	\$27.58	
	76,743	45708	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW COPIES 7/27-10/27	\$3.04	
	76,743	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW COPIES 7/27-10/27	\$0.00	\$30.62
	76,744	45708	01-5000-4000-40250	PHOTOCOPIER	ARENA COPIES 7/25-10/27	\$29.19	
	76,744	45708	01-0000-0200-00325	HST RECEIVABLE100%	ARENA COPIES 7/25-10/27	\$3.79	
	76,744	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COPIES 7/25-10/27	\$0.00	\$32.98
	76,745	45708	01-5100-4000-40250	PHOTOCOPIER	VPCC COPIES 7/25-10/27	\$1,239.33	
	76,745	45708	01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 7/25-10/27	\$161.11	
	76,745	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 7/25-10/27	\$0.00	\$1,400.44
	76,746	45708	01-5200-6170-40250	PHOTOCOPIER	FUSION COPIES 7/28-10/27	\$742.44	
	76,746	45708	01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES 7/28-10/27	\$96.52	
	76,746	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES 7/28-10/27	\$0.00	\$838.96
	76,747	45708	01-6200-4000-40250	PHOTOCOPIER	MUSEUM COPIES 7/25-10/27	\$19.11	
	76,747	45708	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM COPIES 7/25-10/27	\$2.48	
	76,747	45708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM COPIES 7/25-10/27	\$0.00	\$21.59

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STEEP, DANIEL							
	76,815	45709	40-8000-6900-40570	MIDNITE MADNESS	MIDNITE MADNESS COSTUME RENTAL	\$106.85	
	76,815	45709	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MIDNITE MADNESS COSTUME RENTAL	\$11.80	
	76,815	45709	01-0000-0100-00100	BANK	MIDNITE MADNESS COSTUME RENTAL	\$0.00	\$118.65
BULA, KELLY							
	76,845	45710	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE-MRS CLAU	\$75.00	
	76,845	45710	01-0000-0100-00100	BANK	SANTA VILLAGE-MRS CLAU	\$0.00	\$75.00
ACAPULCO ***							
	76,879	45711	01-5100-4100-41710	CHEMICALS	CHLORINE ACID BICARBONATE	\$1,438.38	
	76,879	45711	01-0000-0200-00325	HST RECEIVABLE100%	CHLORINE ACID BICARBONATE	\$187.00	
	76,879	45711	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHLORINE ACID BICARBONATE	\$0.00	\$1,625.38
ACTIVE NETWORK LTD, THE							
	77,036	45712	01-0000-0400-00280	PREPAID EXPENSES	CLASS ENHANCEMENT 2016	\$7,244.67	
	77,036	45712	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLASS ENHANCEMENT 2016	\$800.21	
	77,036	45712	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLASS ENHANCEMENT 2016	\$0.00	\$8,044.88
AKA SOLUTIONS O/A BLACKS ADVEN							
	76,976	45713	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	HELMETS-FIRE HALL	\$427.39	
	76,976	45713	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HELMETS-FIRE HALL	\$47.21	
	76,976	45713	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HELMETS-FIRE HALL	\$0.00	\$474.60
AKIRA STUDIO LTD							
	76,841	45714	01-5200-6090-41000	ADVERTISING	WEBSITE SUPPORT-FUSION	\$95.00	
	76,841	45714	01-0000-0200-00325	HST RECEIVABLE100%	WEBSITE SUPPORT-FUSION	\$12.35	
	76,841	45714	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBSITE SUPPORT-FUSION	\$0.00	\$107.35
PETTY CASH - FIRE HALL							
	76,882	45715	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PETTY CASH, JUL-OCT, FIRE	\$5.38	
	76,882	45715	01-3000-4000-41205	FIRE PREVENTION	PETTY CASH, JUL-OCT, FIRE	\$2.02	
	76,882	45715	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	PETTY CASH, JUL-OCT, FIRE	\$70.00	
	76,882	45715	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH, JUL-OCT, FIRE	\$0.59	
	76,882	45715	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH, JUL-OCT, FIRE	\$0.23	
	76,882	45715	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH, JUL-OCT, FIRE	\$0.00	\$78.22
BELL CANADA ***							
	76,978	45716	01-1000-4000-40220	TELEPHONE	PHONE-OCT'15	\$650.36	
	76,978	45716	01-2000-4025-40220	TELEPHONE	PHONE-OCT'15	\$141.54	
	76,978	45716	01-1001-4000-40220	TELEPHONE	PHONE-OCT'15	\$68.82	
	76,978	45716	01-1001-4000-40220	TELEPHONE	PHONE-OCT'15	\$59.56	
	76,978	45716	01-1002-4000-40220	TELEPHONE	PHONE-OCT'15	\$178.32	
	76,978	45716	01-3000-4000-40220	TELEPHONE	PHONE-OCT'15	\$220.22	
	76,978	45716	01-4500-4100-40220	TELEPHONE	PHONE-OCT'15	\$221.54	
	76,978	45716	01-5000-6020-40220	TELEPHONE	PHONE-OCT'15	\$185.45	
	76,978	45716	01-5000-6050-40220	TELEPHONE	PHONE-OCT'15	\$88.57	
	76,978	45716	01-5100-4000-40220	TELEPHONE	PHONE-OCT'15	\$613.86	



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<b><u>VENDOR NAME</u></b>							
<b><u>VOUCHER #</u></b>	<b><u>CHEQUE #</u></b>	<b><u>ACCOUNT</u></b>	<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>TRANSACTION DESCRIPTION</u></b>	<b><u>DEBITS</u></b>	<b><u>CREDITS</u></b>	
76,978	45716	01-5100-4000-40220	TELEPHONE	PHONE-OCT'15	\$190.30		
76,978	45716	01-5200-6090-40220	TELEPHONE	PHONE-OCT'15	\$444.70		
76,978	45716	01-6200-4000-40220	TELEPHONE	PHONE-OCT'15	\$56.87		
76,978	45716	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHONE-OCT'15	\$173.02		
76,978	45716	01-0000-0200-00325	HST RECEIVABLE100%	PHONE-OCT'15	\$204.52		
76,978	45716	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHONE-OCT'15	\$0.00		\$3,497.65
77,049	45716	10-0000-3259-80000	MATERIALS-BRIDGE HENDERSON @ CATHERINE	RELOCATE CATHERINE ST FACILITY	\$8,904.69		
77,049	45716	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RELOCATE CATHERINE ST FACILITY	\$983.57		
77,049	45716	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RELOCATE CATHERINE ST FACILITY	\$0.00		\$9,888.26
<b>EMPLOYEE REIMBURSEMENT</b>							
76,894	45717	01-5200-6090-40500	SPECIAL EVENTS	KILOMETRAGE-OCT	\$34.41		
76,894	45717	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-OCT	\$4.47		
76,894	45717	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-OCT	\$0.00		\$38.88
<b>BES-OXFORD UPHOLSTERY LTD.</b>							
76,893	45718	01-5100-6070-41530	EQUIP REPAIRS & MAINT	WEIGHT ROOM EQUIPMENT	\$445.00		
76,893	45718	01-0000-0200-00325	HST RECEIVABLE100%	WEIGHT ROOM EQUIPMENT	\$57.85		
76,893	45718	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEIGHT ROOM EQUIPMENT	\$0.00		\$502.85
<b>EMPLOYEE REIMBURSEMENT</b>							
76,831	45719	01-5200-6090-40500	SPECIAL EVENTS	KILOMETRAGE-OCT	\$210.27		
76,831	45719	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-OCT	\$27.33		
76,831	45719	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-OCT	\$0.00		\$237.60
76,832	45719	01-5200-6090-40630	STAFF TRAINING	PRO SYMPOSIUM TRAINING	\$615.00		
76,832	45719	01-0000-0200-00325	HST RECEIVABLE100%	PRO SYMPOSIUM TRAINING	\$79.95		
76,832	45719	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRO SYMPOSIUM TRAINING	\$0.00		\$694.95
<b>BRAGG, JEFF</b>							
77,012	45720	01-2000-4015-41550	MAINTENANCE CONTRACTS	CARR WALKWAY CLEANING	\$610.56		
77,012	45720	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CARR WALKWAY CLEANING	\$67.44		
77,012	45720	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR WALKWAY CLEANING	\$0.00		\$678.00
<b>BULA, KELLY</b>							
76,981	45721	40-8000-6900-40570	MIDNIGHT MADNESS	MOONLIT MADNESS SANTA	\$200.00		
76,981	45721	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS SANTA	\$0.00		\$200.00
<b>R.J.BURNSIDE &amp; ASSOCIATES</b>							
77,013	45722	01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	FALL PROTECTION-INITIAL VISIT	\$661.44		
77,013	45722	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FALL PROTECTION-INITIAL VISIT	\$73.06		
77,013	45722	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FALL PROTECTION-INITIAL VISIT	\$0.00		\$734.50
77,054	45722	01-4000-4000-40810	STUDIES & SURVEYS	2015 BRIDGE INSPECTION	\$7,937.28		
77,054	45722	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2015 BRIDGE INSPECTION	\$876.72		
77,054	45722	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2015 BRIDGE INSPECTION	\$0.00		\$8,814.00
<b>POLICE SERVICE BOARD REIMBURSEMENT</b>							
76,851	45723	01-3230-4000-41020	PROMOTION & MEALS	OCT EXP CLAIM-POLICE	\$158.00		
76,851	45723	01-3230-4000-40630	STAFF TRAINING	OCT EXP CLAIM-POLICE	\$58.53		

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	76,851	45723	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP CLAIM-POLICE	\$15.71	
	76,851	45723	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP CLAIM-POLICE	\$6.47	
	76,851	45723	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT EXP CLAIM-POLICE	\$0.00	\$238.71
CAMPBELL'S							
	76,989	45724	01-5200-6090-40500	SPECIAL EVENTS	CASH BOX-SANTA'S VILLAGE	\$27.98	
	76,989	45724	01-0000-0200-00325	HST RECEIVABLE100%	CASH BOX-SANTA'S VILLAGE	\$3.64	
	76,989	45724	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CASH BOX-SANTA'S VILLAGE	\$0.00	\$31.62
CANADIAN RED CROSS-MISSISSAUGA							
	76,877	45725	01-3000-4000-40630	STAFF TRAINING	RED CROSS TRAINING	\$100.00	
	76,877	45725	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RED CROSS TRAINING	\$0.00	\$100.00
	76,985	45725	01-5100-6060-41450	LEADERSHIP	WSIT RECERT	\$336.00	
	76,985	45725	01-0000-0200-00325	HST RECEIVABLE100%	WSIT RECERT	\$18.08	
	76,985	45725	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSIT RECERT	\$0.00	\$354.08
	76,986	45725	01-5100-6090-40420	PROGRAM SUPPLIES	BABYSITTING KITS	\$117.33	
	76,986	45725	01-0000-0200-00325	HST RECEIVABLE100%	BABYSITTING KITS	\$6.32	
	76,986	45725	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BABYSITTING KITS	\$0.00	\$123.65
CANADIAN TIRE ASSOCIATE STORE							
	76,817	45726	01-5200-6090-40420	PROGRAM SUPPLIES	FUEL-SKATE COMP	\$47.94	
	76,817	45726	01-0000-0200-00325	HST RECEIVABLE100%	FUEL-SKATE COMP	\$6.23	
	76,817	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-SKATE COMP	\$0.00	\$54.17
	76,818	45726	01-5000-6020-41700	BLDG REPAIRS & MAINT	BATHROOM SUPPLIES	\$15.98	
	76,818	45726	01-0000-0200-00325	HST RECEIVABLE100%	BATHROOM SUPPLIES	\$2.08	
	76,818	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATHROOM SUPPLIES	\$0.00	\$18.06
	76,819	45726	01-5000-6020-41700	BLDG REPAIRS & MAINT	BLINKER BULB	\$4.99	
	76,819	45726	01-0000-0200-00325	HST RECEIVABLE100%	BLINKER BULB	\$0.65	
	76,819	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLINKER BULB	\$0.00	\$5.64
	76,820	45726	01-5100-4100-41700	BLDG REPAIRS AND MAINT	BRUSH+PAINT	\$35.63	
	76,820	45726	01-0000-0200-00325	HST RECEIVABLE100%	BRUSH+PAINT	\$4.63	
	76,820	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRUSH+PAINT	\$0.00	\$40.26
	76,821	45726	01-5000-6020-41700	BLDG REPAIRS & MAINT	TOILET FLAPPER	\$4.99	
	76,821	45726	01-0000-0200-00325	HST RECEIVABLE100%	TOILET FLAPPER	\$0.65	
	76,821	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET FLAPPER	\$0.00	\$5.64
	76,822	45726	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE SUPPLIES	\$19.99	
	76,822	45726	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$2.60	
	76,822	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$22.59
	76,823	45726	01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR HOSE	\$27.38	
	76,823	45726	01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR HOSE	\$3.56	
	76,823	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR HOSE	\$0.00	\$30.94
	76,824	45726	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ROPE	\$17.99	
	76,824	45726	01-0000-0200-00325	HST RECEIVABLE100%	ROPE	\$2.34	
	76,824	45726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE	\$0.00	\$20.33

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<b>CANSEL - TORONTO*****</b>							
	77,050	45727	01-4000-4000-40220	TELEPHONE	GPS UNIT	\$264.58	
	77,050	45727	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS UNIT	\$29.22	
	77,050	45727	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS UNIT	\$0.00	\$293.80
<b>CEDAR SIGNS</b>							
	76,908	45728	01-5000-6110-41500	CONTRACTED SERVICES	SHIPPING CHRGS-INV#39010&39011	\$90.00	
	76,908	45728	01-0000-0200-00325	HST RECEIVABLE100%	SHIPPING CHRGS-INV#39010&39011	\$11.70	
	76,908	45728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHIPPING CHRGS-INV#39010&39011	\$0.00	\$101.70
	77,017	45728	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	SIGN POSTS	\$423.68	
	77,017	45728	01-0000-0200-00325	HST RECEIVABLE100%	SIGN POSTS	\$55.08	
	77,017	45728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGN POSTS	\$0.00	\$478.76
<b>CHECKERS CLEANING SUPPLY</b>							
	76,875	45729	01-5100-4100-40210	JANITORIAL SUPPLIES	DISINFECTANT WIPES	\$103.26	
	76,875	45729	01-0000-0200-00325	HST RECEIVABLE100%	DISINFECTANT WIPES	\$13.42	
	76,875	45729	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT WIPES	\$0.00	\$116.68
	77,025	45729	01-5100-4100-40210	JANITORIAL SUPPLIES	DISINFECTANT WIPES	\$103.26	
	77,025	45729	01-0000-0200-00325	HST RECEIVABLE100%	DISINFECTANT WIPES	\$13.42	
	77,025	45729	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT WIPES	\$0.00	\$116.68
<b>POLICE SERVICE BOARD REIMBURSEMENT</b>							
	77,026	45730	01-3230-4000-41105	PUBLIC RELATIONS	GIFT FOR TERRU BUSHELL	\$458.00	
	77,026	45730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIFT FOR TERRU BUSHELL	\$0.00	\$458.00
<b>COCA-COLA BOTTLING COMPANY</b>							
	77,023	45731	01-5000-6020-40430	CANTEEN SUPPLIES	POP,POWERADE,WATER	\$468.90	
	77,023	45731	01-0000-0200-00325	HST RECEIVABLE100%	POP,POWERADE,WATER	\$46.73	
	77,023	45731	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POP,POWERADE,WATER	\$0.00	\$515.63
<b>COUNCILOR REIMBURSEMENT</b>							
	77,038	45732	01-0100-4000-40610	MEETINGS & CONFERENCES	OCT EXP REIMBURSE	\$249.88	
	77,038	45732	01-0100-4000-40620	MILEAGE	OCT EXP REIMBURSE	\$255.30	
	77,038	45732	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP REIMBURSE	\$7.18	
	77,038	45732	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP REIMBURSE	\$28.20	
	77,038	45732	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT EXP REIMBURSE	\$0.00	\$540.56
<b>COMMANDER INDUSTRIES INC.</b>							
	77,006	45733	01-4500-4230-46382	938200 T2-07 DODGE 3500	DUMP BODY UPDATE TRUCK#2	\$457.92	
	77,006	45733	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DUMP BODY UPDATE TRUCK#2	\$50.58	
	77,006	45733	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DUMP BODY UPDATE TRUCK#2	\$0.00	\$508.50
<b>COMMISSIONAIRES</b>							
	76,888	45734	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC CONTROL 10/11-10/24	\$751.80	
	76,888	45734	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC CONTROL 10/11-10/24	\$83.04	
	76,888	45734	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC CONTROL 10/11-10/24	\$0.00	\$834.84
<b>CON. SCOLAIRE VIAMONDE</b>							
	76,862	45735	01-1400-9962-75010	PUBLIC SCHOOL BD FR - RES & COMM	FINAL TAX INSTAL-CON. SCOLAIRE	\$4,791.81	

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<u>VENDOR NAME</u>							
<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
76,862	45735	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL TAX INSTAL-CON. SCOLAIRE	\$0.00	\$4,791.81	
CONSEIL SCOLAIRE CATHOLIQUE PR							
76,861	45736	01-1400-9963-75010	SEPARATE SCHOOL BD FR - RES & COMM	FINAL TAX INSTAL-CONSEIL SCOLA	\$13,153.60		
76,861	45736	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL TAX INSTAL-CONSEIL SCOLA	\$0.00	\$13,153.60	
CORE-MARK INTERNATIONAL, INC.							
76,905	45737	01-5000-6020-40430	CANTEEN SUPPLIES	CANDY,CHIPS&POPS	\$319.46		
76,905	45737	01-0000-0200-00325	HST RECEIVABLE100%	CANDY,CHIPS&POPS	\$30.36		
76,905	45737	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANDY,CHIPS&POPS	\$0.00	\$349.82	
77,032	45737	01-5000-6020-40430	CANTEEN SUPPLIES	CHOC BARS,FRIES,CANDY	\$295.26		
77,032	45737	01-0000-0200-00325	HST RECEIVABLE100%	CHOC BARS,FRIES,CANDY	\$31.83		
77,032	45737	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHOC BARS,FRIES,CANDY	\$0.00	\$327.09	
CRIME STOPPERS OF OXFORD INC.							
76,844	45738	01-3230-4000-41105	PUBLIC RELATIONS	GALA DINNER TABLE OF 8	\$750.00		
76,844	45738	01-0000-0010-00350	DUE TO/FROM ACCOUNT	GALA DINNER TABLE OF 8	\$0.00	\$750.00	
PAUL DAVIES PLUMBING & HEATING							
76,991	45739	01-5000-6050-41700	BLDG REPAIRS AND MAINT	GREENHOUSE HEATER MAINT	\$79.00		
76,991	45739	01-0000-0200-00325	HST RECEIVABLE100%	GREENHOUSE HEATER MAINT	\$10.27		
76,991	45739	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GREENHOUSE HEATER MAINT	\$0.00	\$89.27	
DEVION, DAN							
76,866	45740	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE ENTERTAIN.	\$750.00		
76,866	45740	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN.	\$97.50		
76,866	45740	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN.	\$0.00	\$847.50	
DIRECTOR OF FAMILY RESPONSIBIL							
76,857	45741	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUP CASE#1005697	\$2,255.92		
76,857	45741	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUP CASE#1005697	\$0.00	\$2,255.92	
76,858	45741	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUP CASE#648113	\$192.00		
76,858	45741	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUP CASE#648113	\$0.00	\$192.00	
DOUBLE DUTCH							
77,028	45742	01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF XMAS PARTY DJ	\$660.42		
77,028	45742	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF XMAS PARTY DJ	\$72.95		
77,028	45742	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF XMAS PARTY DJ	\$0.00	\$733.37	
DUFFERIN CONSTRUCTION COMPANY							
77,000	45743	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLDMIX	\$965.23		
77,000	45743	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLDMIX	\$109.05		
77,000	45743	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLDMIX	\$0.00	\$1,074.28	
EDPRO ENERGY GROUP INC ***							
76,899	45744	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$55.17		
76,899	45744	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.17		
76,899	45744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$62.34	
76,900	45744	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$54.72		
76,900	45744	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.11		

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,900	45744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$61.83
	76,901	45744	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$18.39	
	76,901	45744	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$2.39	
	76,901	45744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$20.78
	76,902	45744	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$55.89	
	76,902	45744	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.27	
	76,902	45744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$63.16
	76,903	45744	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$55.89	
	76,903	45744	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.27	
	76,903	45744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$63.16
ELGIN CONSTRUCTION							
	77,048	45745	10-0000-3259-80100	PRIME CONTRACT	CATHERINE ST. CULVERT PC#5	\$1,981.38	
	77,048	45745	01-0000-0250-60858	C15-710-CATHERINE-SAN SEWR	CATHERINE ST. CULVERT PC#5	\$433.93	
	77,048	45745	01-0000-0250-60859	C15-711-CATHERINE-WTR MAIN	CATHERINE ST. CULVERT PC#5	\$855.42	
	77,048	45745	10-0000-3261-80100	PRIME CONTRACT	CATHERINE ST. CULVERT PC#5	\$13,754.77	
	77,048	45745	01-0000-0250-60824	GC14-676-MUTUAL-NEW WTRMN	CATHERINE ST. CULVERT PC#5	\$0.00	\$2,467.85
	77,048	45745	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	CATHERINE ST. CULVERT PC#5	\$112,037.28	
	77,048	45745	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATHERINE ST. CULVERT PC#5	\$13,982.89	
	77,048	45745	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATHERINE ST. CULVERT PC#5	\$0.00	\$140,577.82
ERTH HOLDINGS INC.							
	77,052	45746	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	ST LIT MAINT OCT	\$1,373.17	
	77,052	45746	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ST LIT MAINT OCT	\$151.67	
	77,052	45746	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ST LIT MAINT OCT	\$0.00	\$1,524.84
ESTATE OF JOHN MATTHEWS							
	77,041	45747	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$1,131.86	
	77,041	45747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$125.02	
	77,041	45747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$1,256.88
POLICE SERVICE BOARD REIMBURSEMENT							
	76,854	45748	01-3230-4000-40630	STAFF TRAINING	OCT EXP-R. EUS	\$58.53	
	76,854	45748	01-3230-4000-40620	MILEAGE	OCT EXP-R. EUS	\$71.49	
	76,854	45748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP-R. EUS	\$6.47	
	76,854	45748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT EXP-R. EUS	\$7.89	
	76,854	45748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT EXP-R. EUS	\$0.00	\$144.38
FASTENAL CANADA ***							
	76,904	45749	01-5000-6110-41500	CONTRACTED SERVICES	CABLE TIES	\$121.67	
	76,904	45749	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$15.82	
	76,904	45749	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$137.49
	76,965	45749	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	TOOLS-POLICE	\$30.18	
	76,965	45749	01-0000-0200-00325	HST RECEIVABLE100%	TOOLS-POLICE	\$3.92	
	76,965	45749	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOOLS-POLICE	\$0.00	\$34.10
	76,966	45749	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOOLS-PARKS	\$51.96	

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	76,966	45749	01-0000-0200-00325	HST RECEIVABLE100%	TOOLS-PARKS	\$6.75	
	76,966	45749	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOOLS-PARKS	\$0.00	\$58.71
	76,967	45749	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CABLE TIES-PARKS	\$201.14	
	76,967	45749	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES-PARKS	\$26.15	
	76,967	45749	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES-PARKS	\$0.00	\$227.29
FLORAL OCCASIONS ***							
	76,979	45750	40-8000-6950-41430	STREET DECORATIONS	REMAINING BAL-INV000951	\$1,068.48	
	76,979	45750	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REMAINING BAL-INV000951	\$118.02	
	76,979	45750	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMAINING BAL-INV000951	\$0.00	\$1,186.50
	77,027	45750	01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF XMAS PARTY FLOWERS	\$529.15	
	77,027	45750	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF XMAS PARTY FLOWERS	\$58.45	
	77,027	45750	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF XMAS PARTY FLOWERS	\$0.00	\$587.60
FRONTLINE OUTFITTERS							
	76,881	45751	01-3000-4000-40290	UNIFORMS & CLOTHING	SHIRT+SHOULDER FLASH	\$467.25	
	76,881	45751	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHIRT+SHOULDER FLASH	\$51.61	
	76,881	45751	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHIRT+SHOULDER FLASH	\$0.00	\$518.86
GEDDIE, DOROTHY							
	77,042	45752	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$605.01	
	77,042	45752	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$66.83	
	77,042	45752	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$671.84
GRA - HAM ENERGY							
	76,876	45753	01-3000-4000-41470	VEHICLE FUEL	FUEL-FIRE HALL	\$95.05	
	76,876	45753	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL-FIRE HALL	\$10.50	
	76,876	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-FIRE HALL	\$0.00	\$105.55
	76,925	45753	01-5000-6050-41470	VEHICLE FUEL	FUEL-PARK	\$177.65	
	76,925	45753	01-0000-0200-00325	HST RECEIVABLE100%	FUEL-PARK	\$23.09	
	76,925	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-PARK	\$0.00	\$200.74
	76,926	45753	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL-PW	\$1,046.47	
	76,926	45753	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL-PW	\$115.59	
	76,926	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL-PW	\$0.00	\$1,162.06
	76,927	45753	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS-PW	\$489.07	
	76,927	45753	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS-PW	\$54.02	
	76,927	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS-PW	\$0.00	\$543.09
	76,928	45753	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL-PW	\$1,041.92	
	76,928	45753	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL-PW	\$115.09	
	76,928	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL-PW	\$0.00	\$1,157.01
	76,929	45753	01-3000-4000-41470	VEHICLE FUEL	FUEL-FIRE HALL	\$44.14	
	76,929	45753	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL-FIRE HALL	\$4.88	
	76,929	45753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL-FIRE HALL	\$0.00	\$49.02
HAGERMAN, BRIAN							
	77,044	45754	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$3,454.49	

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	77,044	45754	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$381.57	
	77,044	45754	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$3,836.06
AUDIT COMMITTEE MEMBER							
	76,849	45755	01-0100-4000-40790	ELECTION EXPENSES	JOINT COMPLIANCE AUDIT COMMIT	\$200.00	
	76,849	45755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOINT COMPLIANCE AUDIT COMMIT	\$0.00	\$200.00
HOT,COLD & FREEZING							
	76,880	45756	01-5200-4100-41530	EQUIP REPAIRS & MAINT	RAD REPAIR-FUSION	\$120.00	
	76,880	45756	01-0000-0200-00325	HST RECEIVABLE100%	RAD REPAIR-FUSION	\$15.60	
	76,880	45756	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAD REPAIR-FUSION	\$0.00	\$135.60
	76,922	45756	01-2000-4025-41700	BLDG REPAIRS & MAINT	LIBRARY AC REPAIR	\$577.28	
	76,922	45756	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIBRARY AC REPAIR	\$63.77	
	76,922	45756	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIBRARY AC REPAIR	\$0.00	\$641.05
	76,923	45756	01-2000-4025-41700	BLDG REPAIRS & MAINT	LIBRARY FAN+GAS LINE	\$122.11	
	76,923	45756	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIBRARY FAN+GAS LINE	\$13.49	
	76,923	45756	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIBRARY FAN+GAS LINE	\$0.00	\$135.60
	76,924	45756	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	REPAIR HEATER-ARENA	\$210.00	
	76,924	45756	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR HEATER-ARENA	\$27.30	
	76,924	45756	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR HEATER-ARENA	\$0.00	\$237.30
HUNTER STEEL SALES							
	77,019	45757	01-5000-6110-41500	CONTRACTED SERVICES	TUBE+FLATBARS	\$50.00	
	77,019	45757	01-0000-0200-00325	HST RECEIVABLE100%	TUBE+FLATBARS	\$6.50	
	77,019	45757	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUBE+FLATBARS	\$0.00	\$56.50
IDEAL SUPPLY COMPANY LTD							
	76,874	45758	01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHTS	\$93.74	
	76,874	45758	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS	\$12.19	
	76,874	45758	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS	\$0.00	\$105.93
IMAGES PUPPET PRODUCTIONS INC.							
	76,865	45759	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE ENTERTAIN.	\$400.00	
	76,865	45759	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN.	\$52.00	
	76,865	45759	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN.	\$0.00	\$452.00
IMPERIAL COFFEE & SERVICES INC							
	76,921	45760	01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$258.40	
	76,921	45760	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE SUPPLIES	\$13.84	
	76,921	45760	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$272.24
INFORMATION NETWORK SYSTEMS							
	76,983	45761	01-1000-4000-40230	POSTAGE	POSTAGE MACHINE INK CARTRIDGE	\$305.28	
	76,983	45761	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE MACHINE INK CARTRIDGE	\$33.72	
	76,983	45761	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE MACHINE INK CARTRIDGE	\$0.00	\$339.00
INGERSOLL DISTRICT CHAMBER ***							
	76,982	45762	01-0100-4000-41020	PROMOTION & MEALS	RETAILERS BREAKFAST	\$27.02	
	76,982	45762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETAILERS BREAKFAST	\$2.98	

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<b><u>VENDOR NAME</u></b>							
<b><u>VOUCHER #</u></b>	<b><u>CHEQUE #</u></b>	<b><u>ACCOUNT</u></b>	<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>TRANSACTION DESCRIPTION</u></b>	<b><u>DEBITS</u></b>	<b><u>CREDITS</u></b>	
76,982	45762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETAILERS BREAKFAST	\$0.00	\$30.00	
77,057	45762	40-8000-6900-41000	ADVERTISING	RETAILER BREAKFAST	\$25.44		
77,057	45762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETAILER BREAKFAST	\$2.81		
77,057	45762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETAILER BREAKFAST	\$0.00	\$28.25	
<b>INGERSOLL HOME CENTRE LTD</b>							
76,796	45763	01-5200-4100-41700	BLDG REPAIRS AND MAINT	OECYC RAD COVER	\$28.80		
76,796	45763	01-0000-0200-00325	HST RECEIVABLE100%	OECYC RAD COVER	\$3.74		
76,796	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OECYC RAD COVER	\$0.00	\$32.54	
76,797	45763	01-5200-4100-40210	JANITORIAL SUPPLIES	FRUIT FLY TRAPS	\$15.18		
76,797	45763	01-0000-0200-00325	HST RECEIVABLE100%	FRUIT FLY TRAPS	\$1.97		
76,797	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FRUIT FLY TRAPS	\$0.00	\$17.15	
76,798	45763	01-5200-6090-40500	SPECIAL EVENTS	THANKSGIVING FUEL	\$19.13		
76,798	45763	01-0000-0200-00325	HST RECEIVABLE100%	THANKSGIVING FUEL	\$2.49		
76,798	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THANKSGIVING FUEL	\$0.00	\$21.62	
76,799	45763	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE SUPPLIES	\$61.89		
76,799	45763	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$8.05		
76,799	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$69.94	
76,800	45763	01-5200-4100-41700	BLDG REPAIRS AND MAINT	KITCHEN RACK REPAIR	\$6.90		
76,800	45763	01-0000-0200-00325	HST RECEIVABLE100%	KITCHEN RACK REPAIR	\$0.90		
76,800	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KITCHEN RACK REPAIR	\$0.00	\$7.80	
76,801	45763	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE DECOR	\$13.40		
76,801	45763	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE DECOR	\$1.74		
76,801	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE DECOR	\$0.00	\$15.14	
76,813	45763	01-5200-6090-40270	NEW EQUIPMENT	NEW PING PONG TABLE	\$48.04		
76,813	45763	01-0000-0200-00325	HST RECEIVABLE100%	NEW PING PONG TABLE	\$6.24		
76,813	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW PING PONG TABLE	\$0.00	\$54.28	
76,816	45763	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE SUPPLIES	\$15.18		
76,816	45763	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$1.97		
76,816	45763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$17.15	
<b>INSIGHT CANADA</b>							
77,059	45764	01-1002-4000-40270	NEW EQUIPMENT	HD REPLACEMENT NAS	\$428.28		
77,059	45764	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HD REPLACEMENT NAS	\$47.30		
77,059	45764	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HD REPLACEMENT NAS	\$0.00	\$475.58	
77,060	45764	01-1002-4000-40410	LICENCES, TAGS, ETC.	MSELECT OFFICE STD 2016	\$3,667.43		
77,060	45764	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MSELECT OFFICE STD 2016	\$405.09		
77,060	45764	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MSELECT OFFICE STD 2016	\$0.00	\$4,072.52	
<b>EMPLOYEE REIMBURSEMENT</b>							
77,037	45765	40-8000-6900-40570	MIDNIGHT MADNESS	MAIL-FESTIV SEASON BROCHURE	\$879.93		
77,037	45765	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAIL-FESTIV SEASON BROCHURE	\$96.20		
77,037	45765	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAIL-FESTIV SEASON BROCHURE	\$0.00	\$976.13	
<b>D.H. JUTZI LIMITED</b>							



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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,891	45766	01-5000-6020-41550	MAINTENANCE CONTRACTS	WATER TREATMENT	\$375.00	
	76,891	45766	01-0000-0200-00325	HST RECEIVABLE100%	WATER TREATMENT	\$48.75	
	76,891	45766	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER TREATMENT	\$0.00	\$423.75
	76,892	45766	01-5000-6020-41550	MAINTENANCE CONTRACTS	WATER CONDITIONING	\$375.00	
	76,892	45766	01-0000-0200-00325	HST RECEIVABLE100%	WATER CONDITIONING	\$48.75	
	76,892	45766	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER CONDITIONING	\$0.00	\$423.75
REFUND							
	77,030	45767	01-0000-0090-99910	TAXES - CLEARING	REFUND DOUBLE PMT	\$616.00	
	77,030	45767	01-1300-4000-01499	MISCELLANEOUS REVENUE	REFUND DOUBLE PMT	\$0.00	\$25.00
	77,030	45767	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DOUBLE PMT	\$0.00	\$591.00
EMPLOYEE REIMBURSEMENT							
	77,039	45768	01-4000-4000-40620	MILEAGE	KILOMETRAGE-NOV	\$318.03	
	77,039	45768	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KILOMETRAGE-NOV	\$35.13	
	77,039	45768	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-NOV	\$0.00	\$353.16
LIFESAVING SOCIETY							
	76,984	45769	01-5100-6060-41450	LEADERSHIP	NATIONAL LIFEGUARD CERTS	\$120.80	
	76,984	45769	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NATIONAL LIFEGUARD CERTS	\$0.00	\$120.80
LIPPERT & WRIGHT FUELS LTD							
	76,830	45770	01-3000-4000-41470	VEHICLE FUEL	FILL FIRE HALL TANK	\$974.13	
	76,830	45770	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILL FIRE HALL TANK	\$107.60	
	76,830	45770	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILL FIRE HALL TANK	\$0.00	\$1,081.73
LONDON CIVIC EMPLOY,LOCAL 107							
	76,856	45771	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	NOV UNION DUE	\$1,404.54	
	76,856	45771	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV UNION DUE	\$0.00	\$1,404.54
LONDON DIST. CATH. SCHOOL BD.							
	76,863	45772	01-1400-9961-75010	SEP SCHOOL BD - ENG. - RES & COMM	FINAL TAX INSTAL-LONDON CATHOL	\$200,583.72	
	76,863	45772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL TAX INSTAL-LONDON CATHOL	\$0.00	\$200,583.72
LONDON FIRE EQUIPMENT LTD ***							
	76,898	45773	01-5000-6020-41550	MAINTENANCE CONTRACTS	MAINT. ARENA KITCHEN FIRE SYS	\$985.00	
	76,898	45773	01-5000-6020-41700	BLDG REPAIRS & MAINT	MAINT. ARENA KITCHEN FIRE SYS	\$339.05	
	76,898	45773	01-0000-0200-00325	HST RECEIVABLE100%	MAINT. ARENA KITCHEN FIRE SYS	\$128.05	
	76,898	45773	01-0000-0200-00325	HST RECEIVABLE100%	MAINT. ARENA KITCHEN FIRE SYS	\$44.08	
	76,898	45773	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAINT. ARENA KITCHEN FIRE SYS	\$0.00	\$1,496.18
	76,990	45773	01-5200-4100-41550	MAINTENANCE CONTRACTS	ANNUAL INSPECTION+BATTERIES	\$704.00	
	76,990	45773	01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL INSPECTION+BATTERIES	\$91.52	
	76,990	45773	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL INSPECTION+BATTERIES	\$0.00	\$795.52
LONG & McQUADE							
	77,014	45774	01-5200-6090-40500	SPECIAL EVENTS	BLACK LITS+DANCE LITS-FUSION	\$57.05	
	77,014	45774	01-0000-0200-00325	HST RECEIVABLE100%	BLACK LITS+DANCE LITS-FUSION	\$7.41	
	77,014	45774	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLACK LITS+DANCE LITS-FUSION	\$0.00	\$64.46
TIM LOVETT INSTALLATIONS INC.							

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<u>VENDOR NAME</u>							
<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
77,015	45775	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ELECTRICAL REPAIR	\$206.40		
77,015	45775	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL REPAIR	\$26.83		
77,015	45775	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL REPAIR	\$0.00	\$233.23	
LWR AUTOMOTIVE							
77,002	45776	01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	DIESEL FLUID + GREASE	\$23.29		
77,002	45776	01-4500-4230-46395	939500 ELGIN SWEEPER	DIESEL FLUID + GREASE	\$23.29		
77,002	45776	01-4500-4230-46431	VEHICLE MAINTENANCE	DIESEL FLUID + GREASE	\$29.20		
77,002	45776	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DIESEL FLUID + GREASE	\$2.57		
77,002	45776	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DIESEL FLUID + GREASE	\$2.57		
77,002	45776	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DIESEL FLUID + GREASE	\$3.23		
77,002	45776	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL FLUID + GREASE	\$0.00	\$84.16	
77,003	45776	01-4500-4230-46397	939700 SIDEWALK TRACTOR	SPRAY PAINT	\$20.44		
77,003	45776	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRAY PAINT	\$2.26		
77,003	45776	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAY PAINT	\$0.00	\$22.70	
77,004	45776	01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	LIGHT HOUSING	\$65.64		
77,004	45776	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIGHT HOUSING	\$7.25		
77,004	45776	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT HOUSING	\$0.00	\$72.89	
LYRECO CANADA INC.							
76,889	45777	01-3000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES-FIRE	\$165.03		
76,889	45777	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES-FIRE	\$18.23		
76,889	45777	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES-FIRE	\$0.00	\$183.26	
77,029	45777	01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES-TOWN HALL	\$358.96		
77,029	45777	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES-TOWN HALL	\$33.37		
77,029	45777	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES-TOWN HALL	\$0.00	\$392.33	
AUDIT COMMITTEE MEMBER							
76,850	45778	01-0100-4000-40790	ELECTION EXPENSES	JOINT COMPLIANCE AUDIT COMMIT	\$200.00		
76,850	45778	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOINT COMPLIANCE AUDIT COMMIT	\$0.00	\$200.00	
M & L SUPPLY							
76,883	45779	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	WHIP	\$392.42		
76,883	45779	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WHIP	\$43.34		
76,883	45779	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHIP	\$0.00	\$435.76	
76,971	45779	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	ADAPTER-TED	\$1,120.05		
76,971	45779	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADAPTER-TED	\$123.72		
76,971	45779	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADAPTER-TED	\$0.00	\$1,243.77	
MARQUIS CONSTRUCTION							
77,055	45780	10-0000-3611-80000	MATERIALS-MUSEUM ACCESS WASHRM	HANDICAP DR,GRAB BAR,EMER SIGN	\$4,223.04		
77,055	45780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HANDICAP DR,GRAB BAR,EMER SIGN	\$466.46		
77,055	45780	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HANDICAP DR,GRAB BAR,EMER SIGN	\$0.00	\$4,689.50	
MARTIN, DENNIS							
77,047	45781	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$506.48		
77,047	45781	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$55.94		

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<u>VENDOR NAME</u>							
<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
77,047	45781	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$562.42	
MCCABE PROMOTIONAL ADVERT.							
77,022	45782	01-5000-6020-40290	UNIFORMS & CLOTHING	UNIFORM-PARK,VPCC,ARENA	\$136.44		
77,022	45782	01-5000-6050-40290	UNIFORMS & CLOTHING	UNIFORM-PARK,VPCC,ARENA	\$71.44		
77,022	45782	01-5100-4000-40290	UNIFORMS AND CLOTHING	UNIFORM-PARK,VPCC,ARENA	\$428.95		
77,022	45782	01-0000-0200-00325	HST RECEIVABLE100%	UNIFORM-PARK,VPCC,ARENA	\$17.74		
77,022	45782	01-0000-0200-00325	HST RECEIVABLE100%	UNIFORM-PARK,VPCC,ARENA	\$9.29		
77,022	45782	01-0000-0200-00325	HST RECEIVABLE100%	UNIFORM-PARK,VPCC,ARENA	\$55.76		
77,022	45782	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNIFORM-PARK,VPCC,ARENA	\$0.00	\$719.62	
77,056	45782	01-7000-4000-41010	GRAPHICS & PRINTING	PROMO BAGS	\$1,714.23		
77,056	45782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PROMO BAGS	\$189.35		
77,056	45782	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROMO BAGS	\$0.00	\$1,903.58	
McILWAIN, REG							
76,840	45783	01-5200-6290-41500	CONTRACTED SERVICES	VOICE OVER AWARD	\$100.00		
76,840	45783	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOICE OVER AWARD	\$0.00	\$100.00	
MINISTRY OF FINANCE - M.T.O. *							
76,842	45784	01-1000-4240-01627	VIOLATIONS - M.O.T.	COURT COST-OCT 2015	\$8.25		
76,842	45784	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURT COST-OCT 2015	\$0.00	\$8.25	
MINISTRY OF FINANCE (OPP)***							
76,864	45785	01-3200-4000-40450	OPP CONTRACTED SERVICES	OPP SERVICE NOV 2015	\$234,711.00		
76,864	45785	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP SERVICE NOV 2015	\$0.00	\$234,711.00	
76,885	45785	01-3000-4000-40630	STAFF TRAINING	COURSES-FIRE DEP	\$260.00		
76,885	45785	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURSES-FIRE DEP	\$0.00	\$260.00	
AUDIT COMMITTEE MEMBER							
76,848	45786	01-0100-4000-40790	ELECTION EXPENSES	JOINT COMPLIANCE AUDIT COMMIT	\$200.00		
76,848	45786	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOINT COMPLIANCE AUDIT COMMIT	\$0.00	\$200.00	
NANCEKIVELL, CAROL							
76,920	45787	01-3000-4000-40290	UNIFORMS & CLOTHING	UNIFORM BADGES	\$10.00		
76,920	45787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNIFORM BADGES	\$0.00	\$10.00	
OAK COUNTRY HOMES LTD.							
76,993	45788	01-0000-2000-00750	SITE PLAN SECURITY - DEPOSIT	REMAIN. DEPOSIT REFUND	\$2,846.63		
76,993	45788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMAIN. DEPOSIT REFUND	\$0.00	\$2,846.63	
OLDE BAKERY CAFE							
76,906	45789	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$15.00		
76,906	45789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$15.00	
76,907	45789	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE+CUPCAKES	\$15.00		
76,907	45789	01-5100-6090-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE+CUPCAKES	\$14.40		
76,907	45789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE+CUPCAKES	\$0.00	\$29.40	
76,987	45789	01-5000-6100-40420	PROGRAM SUPPLIES	SANTA'S VILLAGE	\$50.00		
76,987	45789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA'S VILLAGE	\$0.00	\$50.00	
76,988	45789	01-5100-6090-40420	PROGRAM SUPPLIES	COOKIES-P.P DAY	\$28.80		

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,988	45789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COOKIES-P.P DAY	\$0.00	\$28.80
O.M.E.R.S. ***							
	76,855	45790	01-0000-2100-00704	OMERS (15000)	OMERS NOV REMITTANCE	\$61,776.58	
	76,855	45790	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OMERS NOV REMITTANCE	\$0.00	\$61,776.58
ORCO SIGNS							
	76,867	45791	01-5000-6100-41000	ADVERTISING	SANTA VILLAGE ENTRANCE SIGN	\$225.00	
	76,867	45791	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTRANCE SIGN	\$29.25	
	76,867	45791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTRANCE SIGN	\$0.00	\$254.25
	76,868	45791	01-5000-6100-41000	ADVERTISING	ADJ SANTA VILLAGE SIGN	\$70.00	
	76,868	45791	01-0000-0200-00325	HST RECEIVABLE100%	ADJ SANTA VILLAGE SIGN	\$9.10	
	76,868	45791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADJ SANTA VILLAGE SIGN	\$0.00	\$79.10
	77,053	45791	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NEW NO SMOKING BYLAW SIGN	\$130.25	
	77,053	45791	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW NO SMOKING BYLAW SIGN	\$14.39	
	77,053	45791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW NO SMOKING BYLAW SIGN	\$0.00	\$144.64
	77,061	45791	40-8000-6900-40570	MIDNIGHT MADNESS	CHANGE DATES ON SIGNS	\$10.18	
	77,061	45791	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHANGE DATES ON SIGNS	\$1.12	
	77,061	45791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHANGE DATES ON SIGNS	\$0.00	\$11.30
ORKIN CANADA CORP.							
	77,062	45792	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	PEST CONTROL	\$131.00	
	77,062	45792	01-0000-0200-00325	HST RECEIVABLE100%	PEST CONTROL	\$17.03	
	77,062	45792	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEST CONTROL	\$0.00	\$148.03
OTIS CANADA INC.							
	76,992	45793	01-5100-4100-41550	MAINTENANCE CONTRACTS	ELEVATOR MAINT	\$5,628.12	
	76,992	45793	01-0000-0200-00325	HST RECEIVABLE100%	ELEVATOR MAINT	\$731.66	
	76,992	45793	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELEVATOR MAINT	\$0.00	\$6,359.78
OXFORD COUNTY ***							
	76,843	45794	01-1000-4240-01626	VIOLATIONS - COURT	COURT COST-OCT	\$3.00	
	76,843	45794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURT COST-OCT	\$0.00	\$3.00
	76,859	45794	01-1400-9950-75010	COUNTY OF OXFORD - GENERAL	FINAL TAX INSTAL DUE 12/15	\$1,590,822.97	
	76,859	45794	01-0000-0200-00235	A/R-COUNTY TX CAPPING	FINAL TAX INSTAL DUE 12/15	\$4,070.33	
	76,859	45794	01-0000-0200-00235	A/R-COUNTY TX CAPPING	FINAL TAX INSTAL DUE 12/15	\$1,014.62	
	76,859	45794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL TAX INSTAL DUE 12/15	\$0.00	\$1,595,907.92
	77,033	45794	01-0000-2550-00940	DEBT-HARRIS ST CTY BL5193-2010	DEBENTURE 5215-2010 LAI	\$11,166.52	
	77,033	45794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEBENTURE 5215-2010 LAI	\$0.00	\$11,166.52
	77,034	45794	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DEBENTURE 5113-2009a	\$100,143.47	
	77,034	45794	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DEBENTURE 5113-2009a	\$47,950.85	
	77,034	45794	01-0000-2550-00921	DEBENTURE PAYABLE-CMHC 2009	DEBENTURE 5113-2009a	\$100,143.47	
	77,034	45794	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DEBENTURE 5113-2009a	\$0.00	\$100,143.47
	77,034	45794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEBENTURE 5113-2009a	\$0.00	\$148,094.32
	77,035	45794	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DEBENTURE 5114-2009	\$33,174.32	
	77,035	45794	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DEBENTURE 5114-2009	\$6,384.70	

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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	77,035	45794	01-0000-2550-00921	DEBENTURE PAYABLE-CMHC 2009	DEBENTURE 5114-2009	\$33,174.32	
	77,035	45794	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DEBENTURE 5114-2009	\$0.00	\$33,174.32
	77,035	45794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEBENTURE 5114-2009	\$0.00	\$39,559.02
OXFORD FEED SUPPLY LTD							
	76,895	45795	01-5000-6020-41700	BLDG REPAIRS & MAINT	SOFTNER SALT	\$447.20	
	76,895	45795	01-0000-0200-00325	HST RECEIVABLE100%	SOFTNER SALT	\$58.13	
	76,895	45795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTNER SALT	\$0.00	\$505.33
	76,896	45795	01-5100-4100-41710	CHEMICALS	ACID	\$43.75	
	76,896	45795	01-0000-0200-00325	HST RECEIVABLE100%	ACID	\$5.69	
	76,896	45795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ACID	\$0.00	\$49.44
OXFORD SAND & GRAVEL LTD							
	76,998	45796	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$469.83	
	76,998	45796	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$51.89	
	76,998	45796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$521.72
	76,999	45796	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SAND SEAL	\$1,184.00	
	76,999	45796	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAND SEAL	\$130.78	
	76,999	45796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAND SEAL	\$0.00	\$1,314.78
PARKSMART INC.							
	76,890	45797	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE. OCT	\$473.95	
	76,890	45797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE. OCT	\$52.35	
	76,890	45797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE. OCT	\$0.00	\$526.30
PELLOW, LLOYD							
	77,046	45798	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$646.44	
	77,046	45798	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$71.40	
	77,046	45798	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$717.84
AUDIT COMMITTEE MEMBER							
	76,847	45799	01-0100-4000-40790	ELECTION EXPENSES	JOINT COMPLIANCE AUDIT COMMIT	\$200.00	
	76,847	45799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOINT COMPLIANCE AUDIT COMMIT	\$0.00	\$200.00
PILLAR NONPROFIT NETWORK							
	76,835	45800	01-5200-6090-40260	SUBSCRIP AND PUBLICATIONS	PILLAR MEMBERSHIP-FUSION	\$180.00	
	76,835	45800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PILLAR MEMBERSHIP-FUSION	\$0.00	\$180.00
PK SNACKS							
	77,024	45801	01-5000-6020-40430	CANTEEN SUPPLIES	ARENA SNACKS	\$358.99	
	77,024	45801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA SNACKS	\$0.00	\$358.99
PRECISION CURB CUTTING LTD.							
	76,969	45802	01-0000-0250-61019	GC15-871-212 OXFORD ST-CCUT	CURB CUTS	\$109.90	
	76,969	45802	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CURB CUTS	\$152.64	
	76,969	45802	01-0000-0250-61001	GC15-853-271 HARRIS-CCUT	CURB CUTS	\$183.17	
	76,969	45802	01-0000-0250-61015	GC15-867-185 CLARK-CCUT	CURB CUTS	\$305.28	
	76,969	45802	01-0000-0250-60922	GC15-774-315 BELL-CCUT	CURB CUTS	\$109.90	
	76,969	45802	01-0000-0250-61046	GC15-898-8 ROYLAND-CCUT	CURB CUTS	\$244.22	

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76,969	45802	10-0000-3264-80000	MATERIALS - BRICKWOOD/MAPLE LN RECONSTRUCTI	CURB CUTS	\$122.11			
76,969	45802	10-0000-3264-80000	MATERIALS - BRICKWOOD/MAPLE LN RECONSTRUCTI	CURB CUTS	\$152.64			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$12.14			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$16.86			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$20.23			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$33.72			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$12.14			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$26.98			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$13.49			
76,969	45802	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$16.86			
76,969	45802	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CURB CUTS	\$0.00	\$1,532.28		
PROGRESSIVE WASTE SOLUTIONS								
76,887	45803	01-3000-4100-41550	MAINTENANCE CONTRACTS	GARBAGE PICKUP	\$157.73			
76,887	45803	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE PICKUP	\$17.42			
76,887	45803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE PICKUP	\$0.00	\$175.15		
76,897	45803	01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SRV NOV	\$203.58			
76,897	45803	01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SRV NOV	\$238.99			
76,897	45803	01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SRV NOV	\$238.99			
76,897	45803	01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SRV NOV	\$238.99			
76,897	45803	01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SRV NOV	\$238.99			
76,897	45803	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SRV NOV	\$26.47			
76,897	45803	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SRV NOV	\$31.07			
76,897	45803	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SRV NOV	\$31.07			
76,897	45803	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SRV NOV	\$31.07			
76,897	45803	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SRV NOV	\$31.07			
76,897	45803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SRV NOV	\$0.00	\$1,310.29		
PUROLATOR COURIER LTD								
76,973	45804	01-1000-4000-40240	COURIER CHARGES	CHQ TO REFILL POSTAGE METRE	\$12.02			
76,973	45804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHQ TO REFILL POSTAGE METRE	\$1.33			
76,973	45804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHQ TO REFILL POSTAGE METRE	\$0.00	\$13.35		
76,974	45804	01-4500-4230-46401	940100 SNOW BLOWER	SNOW BLOWER PARTS DELIVERY	\$20.60			
76,974	45804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNOW BLOWER PARTS DELIVERY	\$2.28			
76,974	45804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNOW BLOWER PARTS DELIVERY	\$0.00	\$22.88		
76,975	45804	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR SAMPLES DELIVERY	\$8.65			
76,975	45804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR SAMPLES DELIVERY	\$0.95			
76,975	45804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR SAMPLES DELIVERY	\$0.00	\$9.60		
AUDIT COMMITTEE MEMBER								
76,846	45805	01-0100-4000-40790	ELECTION EXPENSES	JOINT COMPLIANCE AUDIT COMMIT	\$200.00			
76,846	45805	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOINT COMPLIANCE AUDIT COMMIT	\$0.00	\$200.00		
RIETTA'S DECOR & DESIGN CENTRE								
76,829	45806	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PAINT	\$24.19			

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		76,829	45806	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$3.14	
		76,829	45806	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$27.33
ROGERS (WIRELESS)								
		77,001	45807	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PW ON CALL PHONE	\$39.79	
		77,001	45807	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW ON CALL PHONE	\$4.39	
		77,001	45807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW ON CALL PHONE	\$0.00	\$44.18
		77,040	45807	01-1300-4000-40220	TELEPHONE EXPENSE	OCT MOBILE PHONE CHRGS	\$55.51	
		77,040	45807	01-4500-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$79.43	
		77,040	45807	01-5200-6090-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.05	
		77,040	45807	01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$68.31	
		77,040	45807	01-5000-6020-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.05	
		77,040	45807	01-5200-6090-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.05	
		77,040	45807	01-1002-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$65.37	
		77,040	45807	01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$228.30	
		77,040	45807	01-5200-6090-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$64.05	
		77,040	45807	01-0900-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$55.15	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$144.93	
		77,040	45807	01-5000-6020-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$54.25	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.55	
		77,040	45807	01-5000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.85	
		77,040	45807	01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.97	
		77,040	45807	01-4500-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$56.17	
		77,040	45807	01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$53.88	
		77,040	45807	01-1002-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$76.46	
		77,040	45807	01-1000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$94.89	
		77,040	45807	01-3000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$19.89	
		77,040	45807	01-3000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$53.07	
		77,040	45807	01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$52.97	
		77,040	45807	01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$96.47	
		77,040	45807	01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$53.73	
		77,040	45807	01-7000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$624.52	
		77,040	45807	01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$65.53	
		77,040	45807	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT MOBILE PHONE CHRGS	\$197.15	
		77,040	45807	01-0000-0200-00325	HST RECEIVABLE100%	OCT MOBILE PHONE CHRGS	\$81.75	

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77,040	45807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT MOBILE PHONE CHRGS	\$0.00	\$2,760.15	
77,051	45807	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$52.91		
77,051	45807	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$5.85		
77,051	45807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$58.76	
SAFEDESIGN APPAREL LTD							
76,977	45808	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	HELMET-FIRE HALL	\$362.19		
76,977	45808	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HELMET-FIRE HALL	\$40.01		
76,977	45808	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HELMET-FIRE HALL	\$0.00	\$402.20	
SHAW DIRECT							
76,970	45809	01-3000-4000-40300	UTILITIES	SATELLITE-FIRE HALL	\$107.86		
76,970	45809	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE-FIRE HALL	\$11.91		
76,970	45809	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE-FIRE HALL	\$0.00	\$119.77	
SHOPPERS DRUG MART							
76,836	45810	01-5200-6090-40420	PROGRAM SUPPLIES	SHOPPERS-OCT 15-FUSION	\$4.98		
76,836	45810	01-5200-6090-40500	SPECIAL EVENTS	SHOPPERS-OCT 15-FUSION	\$48.17		
76,836	45810	01-0000-0200-00325	HST RECEIVABLE100%	SHOPPERS-OCT 15-FUSION	\$1.30		
76,836	45810	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOPPERS-OCT 15-FUSION	\$0.00	\$54.45	
EMPLOYEE REIMBURSEMENT							
76,869	45811	01-5200-6090-40620	MILEAGE	KILOMETRAGE-MAY	\$21.03		
76,869	45811	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-MAY	\$2.73		
76,869	45811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-MAY	\$0.00	\$23.76	
76,870	45811	01-5200-6090-40620	MILEAGE	KILOMETRAGE-JUN	\$42.05		
76,870	45811	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-JUN	\$5.47		
76,870	45811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-JUN	\$0.00	\$47.52	
76,871	45811	01-5200-6090-40620	MILEAGE	KILOMETRAGE-JUL	\$37.27		
76,871	45811	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-JUL	\$4.85		
76,871	45811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-JUL	\$0.00	\$42.12	
76,872	45811	01-5200-6090-40620	MILEAGE	KILOMETRAGE-AUG	\$55.43		
76,872	45811	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-AUG	\$7.21		
76,872	45811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-AUG	\$0.00	\$62.64	
76,873	45811	01-5200-6090-40620	MILEAGE	KILOMETRAGE-SEP	\$68.81		
76,873	45811	01-0000-0200-00325	HST RECEIVABLE100%	KILOMETRAGE-SEP	\$8.95		
76,873	45811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KILOMETRAGE-SEP	\$0.00	\$77.76	
SOAK IT UP INC							
76,837	45812	01-5100-4100-41550	MAINTENANCE CONTRACTS	MAT SRV-VPCC	\$305.80		
76,837	45812	01-0000-0200-00325	HST RECEIVABLE100%	MAT SRV-VPCC	\$39.75		
76,837	45812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT SRV-VPCC	\$0.00	\$345.55	
76,838	45812	01-5200-4100-41500	CONTRACTED SERVICES	MAT+SUPPLIES-FUSION	\$26.50		
76,838	45812	01-0000-0200-00325	HST RECEIVABLE100%	MAT+SUPPLIES-FUSION	\$3.45		
76,838	45812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT+SUPPLIES-FUSION	\$0.00	\$29.95	
77,010	45812	01-2000-4025-41540	RENTAL	MAT RENTAL-TOWN HALL	\$29.00		



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	77,010	45812	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-TOWN HALL	\$3.21	
	77,010	45812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-TOWN HALL	\$0.00	\$32.21
	77,011	45812	01-2000-4015-41540	RENTAL	MAT RENTAL-CARRS	\$11.19	
	77,011	45812	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-CARRS	\$1.24	
	77,011	45812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-CARRS	\$0.00	\$12.43
SPOT MARKETING GROUP							
	76,839	45813	01-5200-6195-41000	ADVERTISING	FUSION SWIM START PROGRAM AD	\$675.00	
	76,839	45813	01-0000-0200-00325	HST RECEIVABLE100%	FUSION SWIM START PROGRAM AD	\$87.75	
	76,839	45813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION SWIM START PROGRAM AD	\$0.00	\$762.75
	77,058	45813	01-6200-4000-41000	ADVERTISING	MUSEUM AD	\$125.00	
	77,058	45813	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM AD	\$16.25	
	77,058	45813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM AD	\$0.00	\$141.25
STAPLES ***							
	77,020	45814	01-5100-4000-40200	OFFICE SUPPLIES	AGENDA+DSK PADS	\$230.51	
	77,020	45814	01-0000-0200-00325	HST RECEIVABLE100%	AGENDA+DSK PADS	\$35.38	
	77,020	45814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AGENDA+DSK PADS	\$0.00	\$265.89
STAPLES ADVANTAGE							
	77,021	45815	01-1000-4000-40220	TELEPHONE	FY2016 BUDGET BINDERS	\$59.94	
	77,021	45815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FY2016 BUDGET BINDERS	\$6.62	
	77,021	45815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FY2016 BUDGET BINDERS	\$0.00	\$66.56
STONETOWN SUPPLY SERVICES(ING)							
	76,884	45816	01-3000-4100-40210	JANITORIAL SUPPLIES	BATHROOM SUPPLIES	\$105.95	
	76,884	45816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATHROOM SUPPLIES	\$11.71	
	76,884	45816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATHROOM SUPPLIES	\$0.00	\$117.66
	76,968	45816	01-3000-4100-40210	JANITORIAL SUPPLIES	BATHROOM SUPPLIES-FIRE HALL	\$179.91	
	76,968	45816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATHROOM SUPPLIES-FIRE HALL	\$19.87	
	76,968	45816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATHROOM SUPPLIES-FIRE HALL	\$0.00	\$199.78
AJ STONE COMPANY LTD							
	76,878	45817	01-3000-4000-40630	STAFF TRAINING	MANIKIN	\$932.72	
	76,878	45817	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MANIKIN	\$103.03	
	76,878	45817	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MANIKIN	\$0.00	\$1,035.75
SWAN DUST CONTROL							
	76,994	45818	01-4500-4100-41540	RENTAL	MAT RENTAL-PW	\$20.66	
	76,994	45818	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-PW	\$2.28	
	76,994	45818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-PW	\$0.00	\$22.94
	76,995	45818	01-4500-4100-41540	RENTAL	MAT RENTAL-PW	\$20.66	
	76,995	45818	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-PW	\$2.28	
	76,995	45818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-PW	\$0.00	\$22.94
	76,996	45818	01-4500-4100-41540	RENTAL	MAT RENTAL-PW	\$20.66	
	76,996	45818	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-PW	\$2.28	
	76,996	45818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-PW	\$0.00	\$22.94

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	76,997	45818	01-4500-4100-41540	RENTAL	MAT RENTAL-PW	\$20.66	
	76,997	45818	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAT RENTAL-PW	\$2.28	
	76,997	45818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAT RENTAL-PW	\$0.00	\$22.94
THAMES VALLEY DIST. SCHOOL BD.							
	76,860	45819	01-1400-9960-75010	PUBLIC SCHOOL BD ENG - RES & COMM	FINAL PMT-THAMES VALLEY SCHOOL	\$1,019,550.70	
	76,860	45819	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FINAL PMT-THAMES VALLEY SCHOOL	\$0.00	\$1,019,550.70
THAMESFORD PIZZA							
	76,919	45820	01-5200-6090-40420	PROGRAM SUPPLIES	LEON'S PIZZA NITE-FUSION	\$47.62	
	76,919	45820	01-0000-0200-00325	HST RECEIVABLE100%	LEON'S PIZZA NITE-FUSION	\$2.38	
	76,919	45820	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEON'S PIZZA NITE-FUSION	\$0.00	\$50.00
THE COFFEE MAN SALES & SERVICE							
	77,031	45821	01-5000-6020-40430	CANTEEN SUPPLIES	ARENA COFFEE	\$112.00	
	77,031	45821	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COFFEE	\$0.00	\$112.00
THAMES DEVELOPMENT							
	76,789	45822	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMAGE DEPOSIT REFUND#2011-186	\$1,000.00	
	76,789	45822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMAGE DEPOSIT REFUND#2011-186	\$0.00	\$1,000.00
TILLSONBURG FIRE & SAFETY EQUI							
	76,972	45823	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR BOTTLE REPAIRS	\$81.31	
	76,972	45823	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR BOTTLE REPAIRS	\$8.98	
	76,972	45823	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR BOTTLE REPAIRS	\$0.00	\$90.29
TREMBLETT'S YOUR INDEPENDENT G							
	76,825	45824	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY+GALA	\$45.99	
	76,825	45824	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY+GALA	\$4.28	
	76,825	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY+GALA	\$0.00	\$50.27
	76,826	45824	01-5100-6090-40420	PROGRAM SUPPLIES	PARTY SUPPLIES	\$38.45	
	76,826	45824	01-0000-0200-00325	HST RECEIVABLE100%	PARTY SUPPLIES	\$2.11	
	76,826	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTY SUPPLIES	\$0.00	\$40.56
	76,827	45824	01-0900-4000-41030	STAFF CHRISTMAS PARTY	SNACKS-COUNCIL MEETING	\$49.77	
	76,827	45824	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNACKS-COUNCIL MEETING	\$5.06	
	76,827	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACKS-COUNCIL MEETING	\$0.00	\$54.83
	76,828	45824	01-0900-4000-41030	STAFF CHRISTMAS PARTY	SNACKS-BOUNDARY ADJ MEETING	\$90.16	
	76,828	45824	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNACKS-BOUNDARY ADJ MEETING	\$7.65	
	76,828	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACKS-BOUNDARY ADJ MEETING	\$0.00	\$97.81
	76,930	45824	01-5200-6090-40500	SPECIAL EVENTS	HALLS CREEK FEST	\$16.45	
	76,930	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HALLS CREEK FEST	\$0.00	\$16.45
	76,931	45824	01-5200-6090-40500	SPECIAL EVENTS	HALLS CREEK FEST	\$112.56	
	76,931	45824	01-0000-0200-00325	HST RECEIVABLE100%	HALLS CREEK FEST	\$0.26	
	76,931	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HALLS CREEK FEST	\$0.00	\$112.82
	76,932	45824	01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER	\$42.20	
	76,932	45824	01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER	\$0.01	
	76,932	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER	\$0.00	\$42.21

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76,933	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION	\$30.14		
76,933	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION	\$0.01		
76,933	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION	\$0.00	\$30.15	
76,934	45824	01-5200-6090-40420	PROGRAM SUPPLIES	NUTRITION	\$12.16		
76,934	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION	\$0.52		
76,934	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION	\$0.00	\$12.68	
76,935	45824	01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER	\$32.65		
76,935	45824	01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER	\$0.01		
76,935	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER	\$0.00	\$32.66	
76,936	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION&GM TOUR	\$58.43		
76,936	45824	01-5200-6090-40610	MEETINGS & CONFERENCES	NUTRITION&GM TOUR	\$30.55		
76,936	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION&GM TOUR	\$0.00	\$88.98	
76,937	45824	01-5200-6090-40610	MEETINGS & CONFERENCES	GM TOUR	\$75.92		
76,937	45824	01-0000-0200-00325	HST RECEIVABLE100%	GM TOUR	\$9.87		
76,937	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GM TOUR	\$0.00	\$85.79	
76,938	45824	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK	\$14.04		
76,938	45824	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK	\$0.01		
76,938	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK	\$0.00	\$14.05	
76,939	45824	01-5200-6090-40420	PROGRAM SUPPLIES	GIRLS GROUP+TRACY'S DINER	\$32.38		
76,939	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIRLS GROUP+TRACY'S DINER	\$0.00	\$32.38	
76,940	45824	01-5200-6090-40460	NUTRITION PURCHASES	SUPPLIES	\$15.44		
76,940	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$15.44	
76,941	45824	01-5200-6090-40460	NUTRITION PURCHASES	OPEN HOUSE	\$5.41		
76,941	45824	01-5200-6090-40500	SPECIAL EVENTS	OPEN HOUSE	\$175.17		
76,941	45824	01-0000-0200-00325	HST RECEIVABLE100%	OPEN HOUSE	\$0.03		
76,941	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPEN HOUSE	\$0.00	\$180.61	
76,942	45824	01-5200-6090-40500	SPECIAL EVENTS	ANDREA'S OPEN HOUSE	\$39.68		
76,942	45824	01-0000-0200-00325	HST RECEIVABLE100%	ANDREA'S OPEN HOUSE	\$1.47		
76,942	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANDREA'S OPEN HOUSE	\$0.00	\$41.15	
76,943	45824	01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER	\$32.83		
76,943	45824	01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER	\$0.26		
76,943	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER	\$0.00	\$33.09	
76,944	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION,THANKSGIVING+HH	\$31.30		
76,944	45824	01-5200-6090-40500	SPECIAL EVENTS	NUTRITION,THANKSGIVING+HH	\$194.92		
76,944	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION,THANKSGIVING+HH	\$1.60		
76,944	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION,THANKSGIVING+HH	\$0.00	\$227.82	
76,945	45824	01-5200-6090-40460	NUTRITION PURCHASES	BBQ,THANKSGIVING,NUTRITION	\$36.66		
76,945	45824	01-5200-6090-40500	SPECIAL EVENTS	BBQ,THANKSGIVING,NUTRITION	\$51.78		
76,945	45824	01-0000-0200-00325	HST RECEIVABLE100%	BBQ,THANKSGIVING,NUTRITION	\$1.01		
76,945	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BBQ,THANKSGIVING,NUTRITION	\$0.00	\$89.45	
76,946	45824	01-5200-6090-40500	SPECIAL EVENTS	THANKSGIVING DINNER	\$25.63		

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76,946	45824	01-0000-0200-00325	HST RECEIVABLE100%	THANKSGIVING DINNER	\$2.08		
76,946	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THANKSGIVING DINNER	\$0.00	\$27.71	
76,947	45824	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK	\$12.61		
76,947	45824	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK	\$0.01		
76,947	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK	\$0.00	\$12.62	
76,948	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION	\$26.30		
76,948	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION	\$0.01		
76,948	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION	\$0.00	\$26.31	
76,949	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION	\$49.49		
76,949	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION	\$0.01		
76,949	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION	\$0.00	\$49.50	
76,950	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$11.51		
76,950	45824	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE	\$0.01		
76,950	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$11.52	
76,951	45824	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK	\$9.02		
76,951	45824	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK	\$0.01		
76,951	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK	\$0.00	\$9.03	
76,952	45824	01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER+HAUNTED HOUSE	\$31.42		
76,952	45824	01-5200-6090-40500	SPECIAL EVENTS	TRACY'S DINER+HAUNTED HOUSE	\$148.63		
76,952	45824	01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER+HAUNTED HOUSE	\$14.95		
76,952	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER+HAUNTED HOUSE	\$0.00	\$195.00	
76,953	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$49.95		
76,953	45824	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE	\$6.49		
76,953	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$56.44	
76,954	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$11.28		
76,954	45824	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE	\$0.82		
76,954	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$12.10	
76,955	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$68.16		
76,955	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$68.16	
76,956	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$25.79		
76,956	45824	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE	\$0.01		
76,956	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$25.80	
76,957	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$9.95		
76,957	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$9.95	
76,958	45824	01-5200-6090-40500	SPECIAL EVENTS	HAUNTED HOUSE	\$14.94		
76,958	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE	\$0.00	\$14.94	
76,959	45824	01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER+NUTRITION	\$23.58		
76,959	45824	01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER+NUTRITION	\$22.55		
76,959	45824	01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER+NUTRITION	\$0.01		
76,959	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER+NUTRITION	\$0.00	\$46.14	
76,960	45824	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK	\$12.46		

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76,960	45824	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK	\$0.28		
76,960	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK	\$0.00	\$12.74	
76,961	45824	01-5200-6090-40420	PROGRAM SUPPLIES	SNACK SHACK	\$37.48		
76,961	45824	01-0000-0200-00325	HST RECEIVABLE100%	SNACK SHACK	\$0.51		
76,961	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNACK SHACK	\$0.00	\$37.99	
76,962	45824	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION SUPPLIES	\$62.75		
76,962	45824	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION SUPPLIES	\$0.49		
76,962	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION SUPPLIES	\$0.00	\$63.24	
76,963	45824	01-5200-6090-40460	NUTRITION PURCHASES	LUNCHEON LIBRARY MTG CATERING	\$62.78		
76,963	45824	01-0000-0200-00325	HST RECEIVABLE100%	LUNCHEON LIBRARY MTG CATERING	\$0.15		
76,963	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUNCHEON LIBRARY MTG CATERING	\$0.00	\$62.93	
76,964	45824	01-5200-6090-40460	NUTRITION PURCHASES	LUNCHEON LIBRARY MTG CATERING	\$23.12		
76,964	45824	01-0000-0200-00325	HST RECEIVABLE100%	LUNCHEON LIBRARY MTG CATERING	\$0.01		
76,964	45824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUNCHEON LIBRARY MTG CATERING	\$0.00	\$23.13	
WALMSLEY BROS LTD							
77,008	45825	01-0000-0250-61009	C15-861-73 CATHCART-WTRMN	ASPHALT	\$670.09		
77,008	45825	01-0000-0250-61005	C15-857-113 MUTUAL-WTRMN	ASPHALT	\$107.21		
77,008	45825	01-0000-0250-61006	C15-858-106 FRANCES-WTRMN	ASPHALT	\$929.19		
77,008	45825	01-0000-0250-61032	C15-884-106 CARNEGIE-WTR REPAIR	ASPHALT	\$321.64		
77,008	45825	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$18,550.10		
77,008	45825	01-0000-0250-61040	C15-892-210 THAMES S-WTRMN	ASPHALT	\$1,000.66		
77,008	45825	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$7,907.07		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$74.01		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$11.85		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$102.63		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$35.53		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$2,048.95		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$110.53		
77,008	45825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$873.38		
77,008	45825	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$32,742.84	
PETTY CASH - PARK & REC							
77,018	45826	01-5100-6090-40420	PROGRAM SUPPLIES	B WARD PETTY CASH 9/05-11/17	\$94.01		
77,018	45826	01-5000-6051-40420	PROGRAM SUPPLIES	B WARD PETTY CASH 9/05-11/17	\$7.50		
77,018	45826	01-5100-4000-40200	OFFICE SUPPLIES	B WARD PETTY CASH 9/05-11/17	\$5.00		
77,018	45826	01-5100-6060-40420	PROGRAM SUPPLIES	B WARD PETTY CASH 9/05-11/17	\$5.00		
77,018	45826	01-0000-0200-00325	HST RECEIVABLE100%	B WARD PETTY CASH 9/05-11/17	\$10.21		
77,018	45826	01-0000-0200-00325	HST RECEIVABLE100%	B WARD PETTY CASH 9/05-11/17	\$0.98		
77,018	45826	01-0000-0200-00325	HST RECEIVABLE100%	B WARD PETTY CASH 9/05-11/17	\$0.65		
77,018	45826	01-0000-0200-00325	HST RECEIVABLE100%	B WARD PETTY CASH 9/05-11/17	\$0.65		
77,018	45826	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	B WARD PETTY CASH 9/05-11/17	\$0.00	\$124.00	
WHITE, DEREK							

**Town of Ingersoll  
Monthly Cheque Disbursements  
November 2015**

<b><u>VENDOR NAME</u></b>							
<b><u>VOUCHER #</u></b>	<b><u>CHEQUE #</u></b>	<b><u>ACCOUNT</u></b>	<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>TRANSACTION DESCRIPTION</u></b>	<b><u>DEBITS</u></b>	<b><u>CREDITS</u></b>	
77,045	45827	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$1,290.78		
77,045	45827	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$142.57		
77,045	45827	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$1,433.35	
<b>EMPLOYEE REIMBURSEMENT</b>							
76,852	45828	01-3230-4000-41520	COMMUNICATION	SEP EXP	\$53.88		
76,852	45828	01-3230-4000-41105	PUBLIC RELATIONS	SEP EXP	\$35.61		
76,852	45828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP EXP	\$5.95		
76,852	45828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP EXP	\$3.93		
76,852	45828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP EXP	\$0.00	\$99.37	
76,853	45828	01-3230-4000-41520	COMMUNICATION	SEP EXP	\$56.73		
76,853	45828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP EXP	\$6.26		
76,853	45828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP EXP	\$0.00	\$62.99	
<b>PETTY CASH - FUSION YOUTH CENTRE</b>							
77,016	45829	01-5200-6090-40500	SPECIAL EVENTS	S WOLFE PETTY CASH 9/15-10/13	\$318.18		
77,016	45829	01-5200-6090-40420	PROGRAM SUPPLIES	S WOLFE PETTY CASH 9/15-10/13	\$35.00		
77,016	45829	01-5200-6090-40200	OFFICE SUPPLIES	S WOLFE PETTY CASH 9/15-10/13	\$3.01		
77,016	45829	01-5200-6090-40240	COURIER CHARGES	S WOLFE PETTY CASH 9/15-10/13	\$12.92		
77,016	45829	01-5200-4100-40620	MILEAGE	S WOLFE PETTY CASH 9/15-10/13	\$8.85		
77,016	45829	01-5200-6270-40240	COURIER CHARGES	S WOLFE PETTY CASH 9/15-10/13	\$18.07		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$40.15		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$4.55		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$0.39		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$1.68		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$1.15		
77,016	45829	01-0000-0200-00325	HST RECEIVABLE100%	S WOLFE PETTY CASH 9/15-10/13	\$2.35		
77,016	45829	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	S WOLFE PETTY CASH 9/15-10/13	\$0.00	\$446.30	
<b>WOODSTOCK, CITY OF ***</b>							
77,007	45830	01-4500-4100-41520	COMMUNICATION	DISPATCH SERVICES OCT-DEC	\$558.00		
77,007	45830	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISPATCH SERVICES OCT-DEC	\$0.00	\$558.00	
<b>WORKPLACE SAFETY &amp; INS. BOARD</b>							
77,009	45831	01-0000-2100-00708	WSIB PAYABLE	WSIB NOV PREMIUM	\$9,627.41		
77,009	45831	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSIB NOV PREMIUM	\$0.00	\$9,627.41	
<b>WSC IMAGE PROFESSIONALS</b>							
76,980	45832	01-7000-4000-41010	GRAPHICS & PRINTING	GOLF SHIRTS	\$401.95		
76,980	45832	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GOLF SHIRTS	\$44.40		
76,980	45832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GOLF SHIRTS	\$0.00	\$446.35	
<b>XEROX CANADA LTD.</b>							
76,833	45833	01-3000-4000-40200	OFFICE SUPPLIES	FIRE COPIES 7/26-10/27	\$65.65		
76,833	45833	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE COPIES 7/26-10/27	\$7.25		
76,833	45833	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE COPIES 7/26-10/27	\$0.00	\$72.90	
76,834	45833	01-1300-4000-40250	PHOTOCOPIER	ADMIN COPIES 7/28-10/27	\$832.91		

**Town of Ingersoll  
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<u>VENDOR NAME</u>	<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	76,834	45833	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADMIN COPIES 7/28-10/27	\$92.00	
	76,834	45833	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADMIN COPIES 7/28-10/27	\$0.00	\$924.91
YATES, STEVE							
	77,043	45834	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	BRICKWOOD PAVE COST REIMBURSE	\$854.28	
	77,043	45834	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRICKWOOD PAVE COST REIMBURSE	\$94.36	
	77,043	45834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRICKWOOD PAVE COST REIMBURSE	\$0.00	\$948.64
YOUNGS GUARDIAN PHARMACY							
	77,063	45835	40-8000-6900-40570	MIDNIGHT MADNESS	CANDY CANES-MOONLIT MADNESS	\$87.48	
	77,063	45835	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CANDY CANES-MOONLIT MADNESS	\$9.67	
	77,063	45835	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANDY CANES-MOONLIT MADNESS	\$0.00	\$97.15
ZOLL MEDICAL CANADA INC.							
	76,886	45836	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	DEFIB MAINTENANCE	\$326.34	
	76,886	45836	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DEFIB MAINTENANCE	\$36.05	
	76,886	45836	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEFIB MAINTENANCE	\$0.00	\$362.39
DOTSY'S ENTERTAINMENT COMPANY							
	77,064	45837	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE ENTERTAIN.	\$2,212.00	
	77,064	45837	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN.	\$287.56	
	77,064	45837	01-0000-0100-00100	BANK	SANTA VILLAGE ENTERTAIN.	\$0.00	\$2,499.56
ROYAL BANK VISA							
	76,909	EFT0000	01-1300-4000-42900	MISCELLANEOUS EXPENSE	VISA OCT 2015--MCANDREW	\$12.00	
	76,909	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--MCANDREW	\$0.00	\$12.00
ROYAL BANK VISA							
	76,910	EFT0000	01-3000-4000-40630	STAFF TRAINING	VISA OCT 2015--J HOLMES	\$40.69	
	76,910	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--J HOLMES	\$4.50	
	76,910	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--J HOLMES	\$0.00	\$45.19
ROYAL BANK VISA							
	76,911	EFT0000	01-1000-4000-40710	LEGAL FEES	VISA OCT 2015--M GRAVES	\$58.72	
	76,911	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--M GRAVES	\$4.61	
	76,911	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--M GRAVES	\$0.00	\$63.33
ROYAL BANK VISA							
	76,917	EFT0000	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA OCT 2015--B WARD	\$208.02	
	76,917	EFT0000	01-5100-6060-40630	STAFF TRAINING	VISA OCT 2015--B WARD	\$240.00	
	76,917	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2015--B WARD	\$31.20	
	76,917	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--B WARD	\$0.00	\$479.22
ROYAL BANK VISA							
	76,912	EFT0000	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VISA OCT 2015--D WITUIK	\$458.73	
	76,912	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--D WITUIK	\$50.67	
	76,912	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--D WITUIK	\$0.00	\$509.40
ROYAL BANK VISA							
	76,913	EFT0000	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2015--S VANDERYDT	\$611.13	
	76,913	EFT0000	01-3400-4000-40240	COURIER CHARGES	VISA OCT 2015--S VANDERYDT	\$10.18	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 November 2015

<u>VENDOR NAME</u>		<u>VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
		76,913	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--S VANDERYDT	\$67.47	
		76,913	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--S VANDERYDT	\$1.12	
		76,913	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--S VANDERYDT	\$0.00	\$689.90
ROYAL BANK VISA								
		76,914	EFT0000	01-0900-4000-41020	PROMOTION & MEALS	VISA OCT 2015--B TIGERT	\$47.20	
		76,914	EFT0000	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2015--B TIGERT	\$182.15	
		76,914	EFT0000	01-1000-4000-40630	STAFF TRAINING	VISA OCT 2015--B TIGERT	\$401.95	
		76,914	EFT0000	01-0900-4000-41020	PROMOTION & MEALS	VISA OCT 2015--B TIGERT	\$58.08	
		76,914	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--B TIGERT	\$4.50	
		76,914	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--B TIGERT	\$20.12	
		76,914	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--B TIGERT	\$44.40	
		76,914	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--B TIGERT	\$5.51	
		76,914	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--B TIGERT	\$0.00	\$763.91
ROYAL BANK VISA								
		76,915	EFT0000	01-1002-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2015--J BROWN	\$80.82	
		76,915	EFT0000	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA OCT 2015--J BROWN	\$670.18	
		76,915	EFT0000	01-1002-4000-40270	NEW EQUIPMENT	VISA OCT 2015--J BROWN	\$310.56	
		76,915	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--J BROWN	\$8.92	
		76,915	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--J BROWN	\$34.31	
		76,915	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--J BROWN	\$0.00	\$1,104.79
ROYAL BANK VISA								
		76,916	EFT0000	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2015--S LAWSON	\$1,379.68	
		76,916	EFT0000	01-4000-4000-40600	MEMBERSHIP FEES	VISA OCT 2015--S LAWSON	\$223.87	
		76,916	EFT0000	01-4000-4000-40630	STAFF TRAINING	VISA OCT 2015--S LAWSON	\$407.04	
		76,916	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--S LAWSON	\$159.45	
		76,916	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--S LAWSON	\$24.73	
		76,916	EFT0000	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2015--S LAWSON	\$44.96	
		76,916	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--S LAWSON	\$0.00	\$2,239.73
ROYAL BANK VISA								
		76,918	EFT0000	01-5200-6090-40500	SPECIAL EVENTS	VISA OCT 2015--J SMITH	\$150.30	
		76,918	EFT0000	01-5200-6195-40630	STAFF TRAINING	VISA OCT 2015--J SMITH	\$689.74	
		76,918	EFT0000	01-5200-6195-40200	OFFICE SUPPLIES	VISA OCT 2015--J SMITH	\$1,562.81	
		76,918	EFT0000	01-5200-6195-41000	ADVERTISING	VISA OCT 2015--J SMITH	\$37.83	
		76,918	EFT0000	01-5200-6090-40630	STAFF TRAINING	VISA OCT 2015--J SMITH	\$33.65	
		76,918	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2015--J SMITH	\$19.54	
		76,918	EFT0000	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2015--J SMITH	\$227.26	
		76,918	EFT0000	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VISA OCT 2015--J SMITH	\$0.00	\$2,721.13
DISTRIBUTION TOTALS:							\$4,543,247.88	\$4,543,247.89





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-073-15

**COUNCIL MEETING DATE:** December 14, 2015

**SUBJECT:** Clerk's Department Monthly Report

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### **Closed Session Reporting**

Nothing to report at this time

### **Upcoming Legislation**

Nothing to report at this time

Since Council has decided to handle Committee of Adjustment applications themselves, we are required by legislation to appoint Council members to the Committee of Adjustment Annually. As such, Council will see that there is a by-law on the agenda making such appointment for Council to consider.

### **ATTACHMENTS**

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

## Attachment A: Monthly Statistics

### Clerk's Department Monthly Statistics

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
<b>MARRIAGE LICENCES</b>	2	6	33%	207	206	100%
In Town Marriage Licences	1	1	100%	52	61	85%
Out-of-Town Marriage Licences	1	5	20%	132	137	96%
<b>CIVIL WEDDINGS</b>	1	3	33%	40	32	125%
Ceremonies Held	0	2	0%	18	16	113%
Ceremonies Booked	1	1	100%	22	16	138%
<b>Burial Permits</b>	26	21	124%	260	284	92%
In Town Burial Permits	10	7	143%	59	53	111%
Out-of-Town Burial Permits	16	14	114%	201	231	87%
<b>Commissioners of Oaths</b>	11	15	73%	163	125	130%
<b>Paratransit Tickets</b>	344	287	120%	3660	4029	91%
<b>Parking Passes</b>	1	3	33%	24	25.5	94%
Day Parking Passes	1	3	33%	14	20	72%
Evening Parking Passes	0	0	0%	8	2	400%
24-Hour Parking Passes	0	0	0%	2	4	50%
<b>Plaques Ordered</b>	0	2	0%	0	0	0%
Commermorative Plaques	0	2	0%	0	0	0%
Certificates Ordered	0	0	0%	4	14	29%

Transient Traders Licenses	0	0	0%	2	0	0%
Lottery Licenses	2	1	200%	14	13	108%
Lunch Wagon Permits	0	0	0%	1	1	100%



**DEPARTMENT:** Economic Development

**REPORT NO:** D-054-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Economic Development Monthly Staff Report

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**Department Activities:**

Recent activities in the Economic Development Office have been focused on the following key initiatives:

- 1. Economic Development** - The Economic development department has been working with our partner organizations to create a number of contacts in the final quarter of 2015 with many trade shows and meetings attended.

**CMTS** – Hosted a booth with Oxford Connection and presentation a seminar session with keynote speaker from SRG in Ingersoll – 20 contacts

**CORENET** – SOMA delegate attended as member of EDCO real estate association – 8 meetings

**E-Car Tech** – SOMA partner from Ontario Automotive Communities attended – 19 meetings

**Asia Mission Summary:** The Mayor and the Director of Economic Development participated in the SOMA Asia Mission in November. Included below is a summary of some of the marketing activities that were arranged during the visit and included in this agenda is a presentation summary of some of the key outcomes.

Ingersoll also took the opportunity to meet with the parent companies of the three Japanese investments in Ingersoll; Autrans, Coilplus and Nifast. However, a key part of all the presentations was that Ingersoll was the start of Japanese investment in the SOMA region in the 1980's with the investment by Suzuki in the CAMI joint venture.

Ingersoll since Q4 2014 has successfully attracted \$6m of industrial investment from Japanese companies and added over 50,000 sq feet of industrial production

space. As we met with the parent companies responsible for these continued investments we thanked them for their ongoing support of industry in Ingersoll. Japanese industrial production employment is now nearly 600 workers in Ingersoll.

In addition, while we were in Japan, Stratford was able to complete the ceremonial signing for a further 60,000 sq foot addition on the Hayashi facility.

Please see below for further detail on some of the meetings and marketing work done by SOMA while in Asia.

### **South Korea**

South Korea remains a market that SOMA intends to explore as it is in a similar situation as Japan, with higher cost manufacturing, a population in slow and in some cases declining growth and many major corporations looking to access North American markets.

### **Saemangeum Development Project**

A US\$22 billion project of the South Korean Federal Government, the Saemangeum Development Project (SDP) is an aggressive push to attract investment, both domestic and foreign. The SOMA contingent was given a tour of the site, south of Seoul on the west coast of the country. Development began 19 years ago, with the start of construction of the world's longest sea wall (33.9 km) and now that the wall is complete, they are primed to promote this project, which includes the following highlights:

1. 409 km<sup>2</sup> of reclaimed land to form a development area made up of separate districts for Industry & Research, Ecology & Environmental, Agriculture & Life Science and Leisure & Recreation
2. International Cooperation Area (Free Trade Zone) with China and surrounding countries provides access to over 2 billion people (China is only 300 km away)
3. Gunsan Airport will be expanded to meet the highest standards for international air travel and will become a major hub for Asian trade
4. Major seaport to facilitate trade with all of Asia and beyond
5. Development of a new "Green" waterfront City
6. Deregulated and incentive-rich development programs, including no property or corporate taxes

This development demonstrates foresight that is rare, if existent at all, in North America and is an example of the kind of competition that SOMA is faced with in the attraction of Foreign Direct Investment.

*Development Tour was provided by the Korea Agency for Saemangeum Development & Investment and the Korea Rural Community Corporation.*

### **Canadian Embassy in Seoul**

The SOMA group was hosted by Ambassador Eric Walsh at the Embassy in Seoul, along with his team of Trade Commissioners dedicated to assisting companies in Korea assess plans to invest in Canada and to helping those Canadian firms with interest in doing business in Korea. Jonathon Kupa, the Second Secretary and Trade Commissioner, is from our region and was an excellent contact to make as SOMA looks to further develop relationships with government officials and companies in Korea.

In the meeting, it was apparent that there are opportunities that may arise from the Korean market, but that SOMA would need to be more proactive in developing a better presence there. The Embassy offered assistance for a future mission where more time could be dedicated to Korea.

### **Japan**

#### **Japan Automobile Manufacturers Association (JAMA)**

Mr. Yoshihiro Yano, Vice President of International Affairs at JAMA, graciously hosted the SOMA group (along with the Group Leader and another member of their International Department) and it was immediately clear that the organization recognizes the impact of the Japanese Auto Sector in Ontario. What they were not aware of was that the SOMA Region accounts for the largest amount of Japanese investment over the last decade, surpassing even the Toronto region. While this is due in large part to the investment by Toyota in Woodstock, the supplier plants that located across our region also made a significant impact in the local economy.

At the meeting, it was noted that there is still potential for further investment in the SOMA Region (further evidenced by the fact that Hayashi announced an expansion to their facility in Stratford during this SOMA mission) and that SOMA has developed a strong reputation in the Japanese automotive community.

JAMA represents all 15 major Japanese auto and truck assemblers and provides support to their suppliers. The association has offered to assist SOMA where they can as it relates to helping their members with expansion plans into Canada. This connection was a positive one and the relationship will be maintained going forward.

## **Canadian Chamber of Commerce in Japan Maple Leaf Gala Dinner**

As the premiere event of this mission, the Maple Leaf Gala was definitely a highlight as it allowed SOMA to gain exposure to over 300 attendees, including heads of major Japanese and Canadian corporations, the Ambassador and Embassy staff and representatives of companies who already have locations in the SOMA Region (including Mr. Kenichi Tazumi, Head of Automotive Department 1 in Sojitz Corporation, parent company of Autrans Ingersoll). The presence of Her Imperial Highness, Princess Takamado and Canada's Ambassador to Japan, Mackenzie Clugston, increased the profile of this event significantly and it proved to be a very effective and dignified way to promote the SOMA Region.

As the host and key sponsor, SOMA was provided with a space to distribute information and receive guests while playing a promotional video on our region, which was also played on a large screen during the dinner itself. The SOMA brand was prominently displayed and was mentioned numerous times, with the five SOMA Mayors in attendance getting special recognition at the event.

The SOMA delegation made numerous contacts at the dinner and will be following up on any leads that came as a result of being involved with it. As a side benefit, hosting this event also raised SOMA's profile with the Canadian Chamber of Commerce in Japan and will serve to further that relationship in the future. As the Canadian Chamber currently has just over 300 members in Japan, this is a very positive network to be a part of and one that will no doubt prove to be fruitful over time.

## **Japan External Trade Organization (JETRO)**

The SOMA contingent met with JETRO's Executive Vice President, their Director-General of the Invest Japan Department and their Senior Director for Global Strategy (North America and Oceania). The message was clear – Japanese companies are looking to expand their markets and North America offers a good opportunity to do that. With a declining population in Japan and an economy that can be defined only as stable, companies are looking for ways to improve their bottom line and to grow their global market share. As in the past, JETRO offered SOMA the ability to utilize their facilities in Japan to host an investment seminar during a future mission. SOMA has taken them up on the offer in the past and will certainly consider doing so again. JETRO has a strong network of Japanese companies and is a valuable partner as SOMA continues to grow relationships in Japan.

## **Luncheon at Ambassador's Residence**

Ambassador Mackenzie Clugston welcomed the SOMA group for lunch with his Counsellors and Trade Commissioners in his home on the grounds of the

Canadian Embassy in Tokyo. Having been born in Japan and having lived there for a great deal of his life, Ambassador Clugston is both well-connected and respected in Japan. SOMA has built a solid relationship with he and his staff over the years and he noted in his remarks that what SOMA is doing to grow relationships in Japan is admirable and strategic. He recognized the efforts of our group and noted that the time spent in Japan meeting with companies and other organizations has paid dividends to our region and will continue to do so in the future.

Unfortunately, Ambassador Clugston will finish his term in Japan next year and will be placed elsewhere. We are fortunate, however, that his staff has a great deal of knowledge of the SOMA Region, with one in particular having previously been the representative of the Department of Foreign Affairs and International Trade for Southwestern Ontario prior to her assignment in Japan. Once a new Ambassador has been placed in Tokyo, SOMA will reach out and make the connection to ensure that the relationship continues.

Through the membership in the Japan Society, SOMA members also had the opportunity to meet with Ambassador Clugston again on December 7<sup>th</sup> in Toronto.

### **Reception at the Consul General's Residence in Nagoya and Consulate Meeting**

Consul and Senior Trade Commissioner in Nagoya, Matt Fraser, along with our SOMA delegation, hosted a reception in his home in Nagoya. With well over 20 companies from the Nagoya area represented, this was an incredible event that allowed all three levels of government (Federal, Provincial and SOMA) to make presentations about the advantages of locating in Canada and our Region. All levels did an excellent job of making the case and the company representatives in attendance paid close attention as there were several contemplating expansion to North America.

The next day, Mr. Fraser welcomed us to his office where we met to more formally discuss opportunities from the Nagoya and Osaka region, with short discussions from Trade Commissioners from the Nagoya Consulate office. As the centre of manufacturing and the fourth largest City in Japan, Nagoya is the home base for much of the Japanese auto sector, with their manufacturing facilities spread out around the neighbouring communities in Aichi Prefecture and just beyond.

### **Meeting with Aichi Prefecture**

The connection that has been built over the years with Matt Fraser and his team led to a meeting with a large contingent representing the Aichi Prefectural Government's Investment and Trade Division (comparable to the Province of



Ontario's Ministry of Economic Development, Employment and Infrastructure). Led by the Executive Director of Industry and Investment, this prefectural organization is primarily tasked with assisting companies with their investment into Aichi. In addition to that, however, SOMA learned that this group also assists their local firms with expansions into other markets and works with foreign firms as they look to sell into Aichi.

Having Matt Fraser there representing the Consulate and Robert Ulmer there representing the Province of Ontario gave SOMA an even greater presence at the meeting and as a result the representatives from Aichi offered to host an investment seminar for the SOMA Region on the next mission to Japan (likely in 2017). According to Mr. Fraser, this was an unprecedented offer and the SOMA group was very appreciative of the offer, particularly given the large percentage of Japanese manufacturers with Headquarters in Aichi Prefecture.

### **Lead Generation Consultant – Mr. Tomiyuki Watanabe**

As part of this mission, SOMA engaged the services of Mr. Tom Watanabe to do some lead generation prior to, during and following the dates that SOMA would be in Japan. As a former Ontario provincial employee in Japan and a professional lead generation consultant, Mr. Watanabe is well-versed on our region and has a vast network of industrial contacts in Japan.

The meetings with private companies that Mr. Watanabe set up for SOMA will remain confidential, however some of the other key meetings and activities that he provided are as follows (report information provided by Mr. Watanabe):

### **Tokyo Motor Show 2015**

Having taken place two weeks prior to the SOMA mission, Mr. Watanabe attended the show to get updated automotive technology and trends for the future by visiting each maker's booth at the Tokyo Big Sight, Tokyo. Majority of auto makers exhibited focused on "connected-car" enabling driver to communicate through a car to our life, and higher level of technology for autonomous driving systems.

*Note: with a connected car pilot project taking place in Stratford, this was emphasized a fair amount at company meetings throughout the mission.*

### **Japan Reinforced Plastics Society**

The meeting took place at the Society's office in Tokyo and was focused on:

- 1) establishing relationships to cooperate and share technological information on future developments in their business sectors – they see large potential for the automotive sector

2) future possibility of establishing R&D capability in the SOMA region for those S/M corporations in Japan to grow their business in North America. In particular, Mr. Sumida expressed his keen desire to explore the technologies he has so far developed (including some patented technologies) through SOMA, and so Mr. Watanabe is to follow up this matter with him at a later date.

### **Japan Soft Drink Association**

The meeting was held at the Association's office in Tokyo. Presentations were made by both parties for the purpose of introduction and the Association gave some detailed possibility of Japanese green tea companies which will be good candidates for FDI. The Association stresses that detailed FDI discussion will be individually based on each corporation's desire to explore the opportunity and SOMA will need to establish stronger relationships in this sector. SOMA is welcome to canvas those members of the Association to determine investment potential. Mr. Watanabe will follow up with some potential investors in the green tea business.

### **Japan Robot Association (JARA)**

The meeting was held at the JARA office in Tokyo and began with an introduction of the Association and the key business sectors it looks after. While robots have been utilized in many cases for automotive production globally, the Association explained that there will be great opportunities in future for those S/M corporations, taking advantage of specific applications each company is specialized in. To do so, however, key resources to grow business globally is a "system-integrator" who can plan, structure and implement such plans in each customized business model. A question was raised by the Association if SOMA has such resources in future, there could be huge potential for FDI in North America. The Association represents 92 companies in the robotics and automation sector and would be pleased to share SOMA information to any of those companies looking to grow internationally.

### **New Energy and Technology Development Organization (NEDO)**

At the INCHEM Tokyo 2015 show, Mr. Watanabe spent time at the booths exhibited by NEDO focusing on Energy Savings by Solar Thermal, which may have some potential for FDI in the future. Each booth was represented by a corporation exhibiting units and information boards to explain such new technologies. Mr. Watanabe will contact any relevant corporations at a later date for any future plans of FDI in the global market.

### **Sagamihara Industrial Creation Centre Co., Ltd.**

Mr. Watanabe attended the INCHEM Tokyo 2015 Show on Nov. 25th held at the Tokyo Big Sight, Tokyo, with prime objective to investigate exhibitors focusing on latest advanced technologies in industrial sectors, which have interest in growing

business in the global market. The consortium holds four medium-sized corporations to develop technologies for hydrogen and fuel cell batteries, with the key objective to meet demand for automotive applications in the future. The company has exhibited a prototype unit to demonstrate the technologies and per Mr. Nagai, it will take a few more years before they can commercialize the products in both local and global market.

Mr. Watanabe will be continuing to work on lead generation projects until the completion of his 6-month contract in February, 2016.

Additional Activities during SOMA's Japan Mission included meetings with two multinational law firms, DLA Piper and Allen & Overy and participation in a reception in Nagoya hosted by the Tohoriku Association. SOMA member communities also took the opportunity while in Japan to meet with those companies that have already invested in the SOMA Region, including Takagi Manufacturing, Amino, Toyota, Hayashi, Hino, Mitsui, Sojitz, Vuteq, Futaba and more.

## 2. Information Technology

**Microsoft SQL Server** - upgraded SQL Server 2008 to SQL Server 2014 to prepare for upgrading Microsoft Great Plains to version 2015 in January.

### Help Desk Statistics

Opened Calls – 94

Closed Calls – 90

Total Calls Still Open - 27

### Website Statistics – October

Unique Visits: 4998

Pages Viewed: 5841

## 3. Museum

**Cheese Trail:** Thanks to the efforts of Oxford Tourism Coordinator Meredith Maywood, the Oxford County Cheese Trail is getting a facelift, new partners, a new look, and a relaunch. There are several more partners in the trail including Olde Bakery Café, Louie's Pizza, Chocolatea, Tremblett's Independent, and Jakeman's. A FAM tour of all sites is being planned for January 19 so that all

partners can visit each location and therefore be able to promote each other. The official relaunch event is scheduled for the weekend of May 13 & 14.

**Co-Op Student:** We have been benefitting from the assistance of Bethany Dickert, a co-op student from IDCI. We now have a handle on our gift shop inventory and will be able to analyze our sales more effectively.

**Visitors:** With the unprecedented visitation on the first night of Santa's Village, when we had 584 people enter the main building, we are now over the 10,000 mark for people who have experienced the museum on site, or by way of outreach presentations.

**Collections Management:** Anne Miller has accepted the position of Research & Collections Assistant. She began work on November 10<sup>th</sup> and she has fully catalogued 90 items and updated the records on 460 items. This work includes scanning or photographing each item, and assigning them new locations. In addition, Don Rumble has been able to catalogue 137 items since he began working on the collection earlier this year.

Prepared by: Kale Brown, Director of Economic Development  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Ingersoll Fire & Emergency Services

**REPORT NO:** F-048-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** November Month End Report

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### **FIRE CALLS**

During the month of November the following represents the breakdown of fire responses by type:

- 2 – Professional Business
- 1 – Industrial
- 3 – Vehicles / M.V.C.
- 4 – Medical

There was a \$1,000 loss to a building and \$1,000 loss to a vehicle during the month of November.

### **TRAINING**

In order to provide medical assistance to the residents of Ingersoll the Ingersoll Fire & Emergency Services operates under tiered medical response protocols whereby Oxford EMS is the primary agency for all medical emergencies and the fire service is called upon if there is a delay by paramedic services or if there is a multiple casualty or rescue incident. Part of the medical training that every Firefighter in Ingersoll receives is in the administration of Automated External Defibrillation (AED). To stay current with new guidelines your firefighters receive refresher training in the use of AED equipment every year from Oxford County EMS and the month of November was dedicated to this training.

In addition to AED recertification techniques for search and rescue were worked on and the rope rescue team continued to enhance their skills in accessing patients from an elevated position and bringing them safely to ground level.

The Ingersoll Fire & Emergency Services would like to thank Farm Credit Canada for a very generous donation of \$15,000 to be used in the construction of a multi level structure in the training area at the fire station. This structure will allow the department to provide more in depth training to your firefighters and this will in turn allow your firefighters to provide a better service to the residents of Ingersoll.

### **TRAFFIC ACTIVITY**

Traffic Infractions for the month are as follows:

- 7 – Fully paid totaling \$70.00
- 1 – Late Fee totaling \$15.00
- 1 – Partially paid totaling \$15.00
- 1 – Service Fees totaling \$16.00

### **FIRE PREVENTION INSPECTIONS**

The following represents the breakdown of fire prevention inspections by building class.

- 6 – Residential
- 2 – Assembly
- 2 – Business & Personal
- 2 – Mercantile

### **PUBLIC EDUCATION**

The Fire Department participated in the customer appreciation day at Tremblett's Independent Grocer with Fire Truck Tours for the general public.

Captain Baker provided training to the staff at Secord Trails long term care facility on lifts and carries. This type of training will assist the staff at the care facility in moving their residents safely and quickly in times of emergency.

### **BY-LAW ENFORCEMENT**

By-Law enforcement investigations are conducted upon receipt of request or complaint. The following investigations conducted this month are broken down under by-law number and the number of investigations for that bylaw:

- 1 – Open Air Burn – Bylaw #13-4726
- 1 – No Permit Sign – Bylaw # 09-4432

There was one by-law investigation during the month of November that was resolved and one that is ongoing.

## **OTHER ACTIVITIES**

- The Ingersoll Fire & Emergency Service was honoured to participate in the annual Remembrance Day ceremony in Ingersoll;
- Our fire fighters and apparatus took part in the annual Rotary Club Santa Claus Parade.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-078-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** November Operations Report

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### **Town Engineer**

I attended an Elgin Middlesex Oxford Purchasing (EMOP) meeting where 50 different agencies from the three counties work cooperatively on different commodities. This cooperative could see savings for the Town in the future.

I attended the annual Municipal Engineers Association workshop in York Region. Topics included; Issues with Recycled Concrete Aggregate, Utility Standards for Municipal Planning, How to get the "Silent Majority" out to planning meetings, How to Motivate staff, Monitoring Contractor Performance, Dealing with the AODA in construction, Addressing Concerns with Asphalt Pavement Performance and the Review of the Minimum Maintenance Standards.

I attended the 1<sup>st</sup> Annual Right of Way Management Conference that included dealing with ROW Permitting, Regulations under TSSA, ESA and MOL, Locates and dealing with One Call and Municipal Access Agreements. There were over 250 attendees representing municipalities from all over the province.

Engineering Services responded to 91 requests for locates or re-locates during November. This included emergency locates.

Respectfully Submitted  
Sandra Lawson, P.Eng.  
Town Engineer



## A. Chief Building Official and Facilities Manager

### Facilities Management

**Carnegie Building** - The new boiler was installed and the concrete floor in the boiler room was poured.

**Carrs Walkway** - The 2<sup>nd</sup> floor suite has temporarily been rented to Spot Marketing Group.

### **By-Law Enforcement**

Total Complaints to date	81
Total # of letters sent	93
Total # closed to date, completed	58
Waiting for Compliance/Under Investigation	17
To be investigated	6

### **Complaint Summary**

Total Complaints to Date (2015)	
Property Standards	64
Building without permit	3
Zoning	14
Parking	3
Fencing	6
Swimming Pool	5
November 2015 Complaints	
Total # of Complaints	8
Fencing	0
Property Standards	5
Dead Trees	1
Derelict Vehicles	5
Zoning	4
Swimming Pool Fence	0

**Note:** Numbers won't add up to total number of complaints, as one complaint may have had 2 aspects to it or we may have stumbled upon something else at time of inspection.

Under November 2015 Complaints the indented topics (weeds, trees etc) is a breakdown of what type of Property Standards complaint we have received.

## **Building Department**

**November 2015 Permits – 23** building permits for construction valued at \$2,374,242.00 were issued for the month of November.

- a. Total permits fees collected **\$34,232,03**
- b. Single and Multi-Unit for November– **3** single family dwellings & **2** Multi-Units (8 units)
- c. **Total Single & Multi units permits over year to date (2015);**
  - **35 Single Family Dwelling permits**
  - **9 Multi-Unit permits 33 Units**
- d. Total November Sewer Permits - 10
- e. November Permit Comparison Summary and Permit Reports as follows:

### **Permit Comparison Summary from 11/1/2015 to 11/30/2015**

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	1	\$80.00	\$0.00	\$0.00	\$0.00	\$15,000	7	\$1,200.00	\$0.00	\$0.00	\$0.00	\$47,500
Commercial	3	\$1,564.00	\$0.00	\$0.00	\$0.00	\$160,000	1	\$536.00	\$0.00	\$0.00	\$0.00	\$26,542
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$80.00	\$0.00	\$0.00	\$0.00	\$300
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	4	\$9,936.37	\$0.00	\$0.00	\$0.00	\$249,900
Residential	4	\$4,342.60	\$10,266.00	\$0.00	\$42,825.00	\$495,950	10	\$22,479.66	\$32,915.00	\$0.00	\$136,566.00	\$2,050,000

	Previous Year	Current Year
<b>Total Permits Issued</b>	8	23
<b>Total Dwelling Units Created</b>	3	3
<b>Total Permit Value</b>	\$670,950.00	\$2,374,242.00
<b>Total Permit Fees</b>	\$5,986.60	\$34,232.03

**TOWN OF INGERSOLL Permit Summary From 11/1/2015 to 11/30/2015**

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$47,500	7	\$36,500	4	\$11,000	3	\$0	0	\$0	0	\$0	0
Residential	\$2,050,000	10	\$1,560,000	5	\$488,000	4	\$0	0	\$0	0	\$2,000	1
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$26,542	1	\$0	0	\$26,542	1	\$0	0	\$0	0	\$0	0
Industrial	\$249,900	4	\$235,000	3	\$14,900	1	\$0	0	\$0	0	\$0	0
Institutional	\$300	1	\$0	0	\$0	0	\$0	0	\$300	1	\$0	0
<b>TOTALS</b>	<b>\$2,374,242</b>	<b>23</b>	<b>\$1,831,500</b>	<b>12</b>	<b>\$540,442</b>	<b>9</b>	<b>\$0</b>	<b>0</b>	<b>\$300</b>	<b>1</b>	<b>\$2,000</b>	<b>1</b>

Respectfully Submitted,  
 Shannon Vanderydt  
 Chief Building Official

**B. Public Works Manager**

**MAINTENANCE**

Leaf Pick Up

- The weather cooperated and leaf collection was completed without issue.

Detours

- Detours for Remembrance Day, Lighting of the Lights and the Santa Claus parade were erected.

Winter Control

- Trucks have been switched to winter control operations and were dispatched twice for winter control.
- The department will be applying treated salt on sidewalks this year. The salt has been treated with magnesium chloride which should increase the level of service offered. The treated salt is dyed blue to distinguish it from the regular white road salt we use.

- Sidewalk plows were dispatched 2 times during the month.
- Snow fence will be installed when the locates are completed by Ontario 1 Call.
- Sand barrels are out and filled, salt barrels have been placed at the Town Hall.

#### Signs

- New 40km speed zones have now been installed
- New No Parking zones have been installed

#### Catch Basin

- New basin and drain was installed at the cheese museum to drain over flow water from the County bulk water filling station. This will prevent water from pooling in front of the museum entrance.
- Submersible pumps at the Ingersoll St storm water force main have been removed and serviced.

Respectfully Submitted,  
Doug Wituik,  
Public Works Manager

Prepared by: Sandra Lawson P.Eng., Town Engineer  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks & Recreation

**REPORT NO:** R-060-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** 2015 December Monthly Report

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1. Parks & Recreation Department Upcoming Meetings & Special Events:

**Oxford Trails Council Meeting**

Monday, January 4, 2016 – 12 noon  
County of Oxford – Administration Building

**Ingersoll Safe Cycling Committee Meeting**

Wednesday, December 16, 2015 &  
Wednesday, January 6, 2016 – 6:30 pm – Town Hall

**Fusion Christmas Dinner and Youth Awards**

Thursday, December 10, 2015 – 5:30 pm

**Santa's Festival Village – Ingersoll Cheese & Agricultural Museum  
November 20 to December 12, 2015**

Fridays – 6 to 9 pm, Saturdays – 5 – 9 pm

**Festival of Lights – Gateway to Festival of Lights – Ingersoll Cheese &  
Agricultural Museum**

Thursday, November 19 to Friday, January 1, 2016  
Daily - 5 pm to 11 pm

**Ingersoll PlayRight Family Funomemon**

Thursday, December 31, 2015 – Ingersoll Arena – 5 pm to 9 pm

2. 2015 December Additional Work Projects:

- WGD Architects – Facility Condition Assessment – Seniors Centre;

- Multi Use Recreation Centre Ad Hoc Committee –Draft Terms of Reference;
  - Canada 150<sup>th</sup> Celebration – Formation of Planning Committee;
  - Ingersoll Recreational Trails Committee – Development of Goals & Objectives for 2015/2016;
  - Safe Cycling Committee – 2015/2016 Strategic Priorities, Projects, Bike Month;
  - Ingersoll Rotary Community Ice Rink Installation – Victoria Park – Main Diamond;
  - Partnering with Ingersoll PlayRight in the planning of the New Year’s Eve Family Funomemon – Thursday, December 31, 2015.
3. The Grand Opening of Santa’s Festival Village was once again a tremendous success. Over 4,000 attended the amazing Fireworks Display and Santa’s Village. Special thanks is extended to Darlene Sutherland, Coordinator of Santa’s Village, Darryl Capern, Parks Manager, Brian Pye, Jamie Moon, Joel Couse, Joel Hall, Tyler Wierenga and Andrew Capela for all their hard work and dedication in preparing for both events.
  4. In 2015 a new fitness program called “CancerSmart” was introduced at the Victoria Park Community Centre. The program is for anyone who has been diagnosed, going through treatment or in survivorship. This specialized program is being run by our personal trainer Chrislyn Dykxhoorn and over the past year we have had over 7 participants.
  5. VPCC is offering a “December Fitness Membership Special”. With a purchase of a new 6 or 12 month Individual or Family membership between December 1<sup>st</sup> and 31<sup>st</sup> members will receive a new sports bag and water bottle as a gift.
  6. This past fall students in the Power Line Course at Conestoga College toured VPCC and learned about our facility and membership options. Staff is pleased to report that 27 students purchased student memberships.

## **7. Fusion Highlights**

- Fusion entered a float for Ingersoll’s Santa Claus Parade. A total of 32 youth participated on the day of the Parade;
- On November 8-10 – 3 Fusion Youth members accompanied by Fusion staff Carolyn Richardson went to the 37<sup>th</sup> Annual Student Leadership Conference in Niagara Falls. The Rotary Club and the Knights of Columbus generously donated money to help with the cost of the conference;

- There was a total of 1,061 youth visits at Fusion for the month of November;
- Fusion provided audio and video services for the Ingersoll District Chamber of Commerce Awards of Excellence on October 29<sup>th</sup> at the Elm Hurst;
- Fusion provided a sound system for the Remembrance Day Ceremony and the Grand Opening of Santa's Village;
- Fusion staff are engaged in taking photos with Santa at Santa's Village
- Registering Fusion on OTF Online Grant database.
- Registering for Grants and Contributions Online Services (GCOS) so Fusion will be allowed to apply for grants online in the future. Awaiting confirmation from Service Canada.
- The Ingersoll Youth Committee met on November 5<sup>th</sup>. Survey questions for the Youth Friendly application were approved and a list of community partners is being put together with contact information so that we can get the survey completed;
- Ingersoll was granted an extension for the Youth Friendly Status application. The application will be due in January 2017. This does not impact the current Youth Friendly status as the Town of Ingersoll will maintain status until 2017;
- On November 9<sup>th</sup> Andrea Brown presented at the Youth Worker Symposium hosted by the Ministry of Children and Youth Services ;
- On November 18<sup>th</sup> 12 youth took part in a consultation for the provincial Ministry of Tourism, Culture and Sport. The Ministry hosted a Youth Community Conversation at Fusion. The Senior Policy Coordinator made several comments that the youth participants were extremely helpful and represented Fusion very well;
- On December 11<sup>th</sup> Andrea Brown is participating as a panelist at the Provincial Community Hubs Regional Forum hosted by the Minister of Municipal Affairs and Housing and Deputy Premier Deb Matthews;
- Fusion will have 2 new Co-op students from Fanshawe starting in January.

**Tim Horton's Holiday Skate**

	<b>Dec. 21<sup>st</sup></b>	<b>Dec. 22<sup>nd</sup></b>	<b>Dec. 23<sup>rd</sup></b>	<b>Dec. 28<sup>th</sup></b>	<b>Dec. 29<sup>th</sup></b>	<b>Dec. 30<sup>th</sup></b>
<b>Family Times</b>	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm
<b>Public Times</b>	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm

**\*\* Parents must be on ice with child during Family Skate Times \*\***  
**The Arena is closed December 24, 25, 26, 31, 2015 and January 1, 2016**

**CHRISTMAS SWIM SCHEDULE Dec. 21, 2015– Jan. 3, 2016**

	<b>Monday Dec 21, 28</b>	<b>Tuesday Dec. 22, 29</b>	<b>Wednesday Dec. 23, 30</b>	<b>Saturday Jan 2</b>	<b>Sunday Dec 27, Jan 3</b>
<b>Family</b>		6:00-7:00pm			
<b>Community</b>	1:30-3:00pm 6:00-7:00pm	1:30-3:00pm 7:00-8:00pm	1:30-3:00pm 6:00-7:00pm	1:30-3:00pm	1:30-3:00pm

Prepared by: Bonnie Ward, Director of Parks & Recreation  
 Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Treasury Department

**REPORT NO:** T-058-15

**COUNCIL MEETING DATE:** December 14th, 2015

**TITLE:** Treasury Department Monthly Report

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Mayor Comiskey and Members of Council:

**Department Activities and Information for the month of November:**

1. The first draft of the 2016 operating and capital budgets was presented at the December 9<sup>th</sup> Special Council Meeting. Revisions will be made based the Council review and feedback with next public meetings scheduled in the New Year.
2. Notification of Ontario Municipal Partnership Fund (OMPF) funding was received. The 2016 amount will be \$457,300 a reduction of \$80,700 from last year. This is the last year of a four year process in the reallocation in unconditional funding.
3. The Town's auditor conducted the 2015 interim audit. The interim audit covered the period of January 1 – November 30, 2015 so that the annual audit would allow for a comprehensive review and early completion of the audit reports. An interim audit does not usually yield any formal reports from the external auditors.
4. Finance and Property Tax Statistics:

452	2015 Property Tax Title Changes YTD
0	Properties registered for tax sales (3 plus years in arrears)
	Potential sale by tender in 2016
0	Properties to be sold by tax sale in 2015
\$1,318,837	Property Taxes O/S November 30, 2015
\$31,857	Revenue – Treasurer Certificates, Title Changes, Other
\$73,630	Interest Earned
\$186,433	Interest on Overdue Taxes

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer

# TOWN of INGERSOLL - Development Applications Status

## SITE PLAN CONTROL

File	Owner/Applicant	Address	Purpose	Appln. Received	Agency Circulation	Revised Dwgs Received	Decision	Agreement Registered on Title	Building Permit Issued	STATUS
SPA 002/13	Ontario Refrigeraton Services Inc.	450 Thomas St	Amend site plan (c. 2008) to enable expanded warehouse operation & recognize 1 new building, 1 bldg expansion & other works not prevoiusly approved	June 26/13	July 3/13	pending...	pending ...			Pending re-submission of revised drawings & additional Storm Water Management info
SPA-004/14	Universal Vedic Ashram Inc.	37 William St	Convert former Princess Elizabeth Elem. School into Long Term Care Facility (19 beds) & Place of Worship w/ Assembly Hall	June 30/14	July 29/14	pending...	pending ...			Agency circulation under way; awaiting new information re SWM issues
SPA-001/15	Autrans Canada Inc	17 Underwood	Proposed 23416 sq ft warehouse addition.	June 4/15	June 6/15	pending	pending...			
SP 6-15-02	Ingrox Limited	98 Thames St N.	Proposed mini-warehouse addition (two buildings 333.8 sq m )	July 29/15	July 31/15	pending	pending			Approved
SP 6-15-03	Joyce Taylor, James Moyer, Carol Moyer, 1 Columbo Inc.	11 Underwood Road	Proposed 2,063 sq. m warehouse addition	September 25/2015	October 2/15	pending	pending			Approved

# TOWN of INGERSOLL - Development Applications Status

## ZONE CHANGE

Application File No. (Related Files)	Owner/Applicant	Legal Description / Address	Purpose of Application		Appln. Received	Public Meeting(s)	Council Decision date	Council Decision	STATUS	Comments
			From Zone	To Zone						
ZN6-15-01	Robert Pike	51 King St East	Special Entrepreneurial Zone (EC-1)	Modified Special EC-1 Zone to allow "Catering Business" in mixed use bldg	June 1/15	July 13/15	July 13/15	Approve	Approved	Appeal Period ended Aug 3/15
ZN6-15-02	Colin Riddell	238 Victoria St	R2	Special R2 to allow addition to oversized accessory building	July 8/15	August 10/15	Pending	Pending	Approved	Appeal Period complete September 3/15
ZN6-15-03	Ingrox Ltd	50 Thames St S	CC	Temporary Use By-law for 3 years, to permit Class 2 Industrial Use	July 24/15	September 14/15	September 14/15	Pending	Deferred	
ZN 6-15-04	TVDSB	210 Thames St S	IN1	R2, EC, Special EC	Sept 8/15	Oct 13/15	Pending	pending		Application to be considered by Council on Oct. 13/15

# TOWN of INGERSOLL - Development Applications Status

## Minor Variances / Permission

File (related files)	Owner/Applicant	Address	Purpose	Appl. Received	Public Meeting(s)	Committee Decision	Notice of Decision	Final Notice	STATUS	Comments
A-02/15	Oxford Feed Supply Limited	360 Harris St	Reduce required front yard depth from 15 m to 13.3 m	Sept. 10/15	Oct. 13/15	Pending			Pending	

# TOWN of INGERSOLL - Development Applications Status

## DRAFT PLANS of SUBDIVISION and CONDOMINIUM

FILE No. (Related Files)	Owner/Applicant	Legal Description / Address	Purpose	Appln. Received	Agency Circulation	Town Public Meeting(s)	County Public Mtg	County Council Decision	Draft Plan Lapsing Date	Phases & (Regstn. Dates)	STATUS	Comments
SB 12-02-6 (ZN 6-12-02)	Schout Group Inc.	Kirwin Drive at Clark Rd East	Create 45 SFD Residential lots and 1 Open Space block (SWM)	May 9/12	May 17/12	Nov 12/12	Nov 28/12	Approved with conditions	Dec 12/15		Pending Final Approval	No appeals; draft plan includes 2+ lots owned by Town but subject to P&S Agmt (not completed). Aug 2014 - Servicing drawings submitted for review...
SB 12-03-6 (OP 12-06-6 & ZN 6-12-03)	ATSA Corporation Inc.	228 Whiting St	Create 21 SF Residential Lots & 1 Open Spcae block	June 26/12	June 28/12	Dec 10/12	Jan 9/13	Approved with conditions	Jan 23/16		Pending Final Approval	No appeals; awaiting clearance of conditions...
SB 13-01-6 (OP13 06-6 & ZN6-13-01)	ATSA Corporation Inc.	38 Glenn Ave	Create 14 SF Residential lots & 5 part lots	June 27/13	July 5/13	Oct 15/13	Oct 23/13	Approved with conditions	Oct 23/16		Pending Final Approval	Related to SB 12-03-6 (both sites to match up with roads and lots)
SB 12-03-6-1 (Amendment)	ATSA Corporation Inc.	228 Whiting St	Red line amendments to reconfigure plan to match with SB13-01-6	June 27/13	July 5/13	Oct 15/13	Oct 23/13	Approved with modified conditions	Oct 23/16		Pending Final Approval	Red Line amendments to match this site with SB 13- 01-6
SB14-02-6 (ZN6 14-03)	Sifton Properties Ltd.	n/s Clarke Rd East - west of Harris St	Create 132 SF Resid. Lots, 3 TH Blocks, 2 Comm Blocks, 1 Park Block, 4 walkway blocks	Apr 11/14	Apr 17/14 and Oct 18/14	Mtg #1: Nov 10/14 Mtg #2 - May 11/15	May 27/15	Draft Plan Approved	June 10/18		Pending Final Approval/ Registration	Subdivision Agreement pending
32T-87004 (amendment)	Oak Country Homes Ltd.	Fuller Dr / Walker Rd	Amend DA Conditions to allow next 2 phases to proceed w/o Walker Rd southerly extension from David St	June 5/14	June 9/14	Aug 11/14	Aug 13/14	Denied	n/a	Dev. Agmt. for Phase 2 - pending Final Approval	Pending Final Approval	Subdivision Agreement Signed by Town & County



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-052-15

**COUNCIL DATE:** December 14, 2015

**TITLE:** Victoria Park as a potential site for the future Multi-Use Facility.

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## **OBJECTIVE**

To provide Council with information and seek direction on whether Victoria Park could be utilized as the preferred site for the future Multi-Use Facility.

## **BACKGROUND**

Council has identified the construction of a new community Multi-Use facility as part of their strategic priorities. Although the actual construction is not proposed to commence during the present term of Council, preliminary steps are needed well in advance of any construction start.

One of the necessary steps would be to identify and secure the future site for the facility.

Informally there has been some conversations of suitable sites. Victoria Park has been discussed. There have been both positive and negative viewpoints on whether this would be a suitable site. Primarily the concern has been that, Victoria Park would be too small an area for the Facility. There may be other concerns with using Victoria Park but space should not be the issue.

## **ANALYSIS**

Staff have used the square footage of the Alymer-Maldahide double ice pad facility as an estimate of the foot print require should the facility be build and eventually host two arenas. This represents approximately 100,000 sq. ft. or 9000 square metres. Three attachments on possible orientation have been provided to give Council a visual on the size requirements.

Additionally Engineering Staff have calculated the number of parking spaces that could be developed using the front diamond and reconfiguring and redevelopment of the

parking area used by the Creative Arts Centre. All told there is space estimated for 350-400 parking spaces. Thames Centre Facility in Dorchester has approximately 335 dedicated spaces and rarely utilizes more than 2/3 of them at any given time. Keeping in mind the plan is to build one ice surface and later when demand requires allow for the twining of the ice pads. In the short term more than enough spaces can be developed while only losing the front ball diamond while maintaining the playground and the splash pads with sufficient buffer and the two rear diamonds.

Undoubtedly the community will have opinions both in favour and in opposition to using Victoria Park as the site, but there are a number of positive to consider this as the location. These are the following:

1. The Municipality owns the property, so acquisition of an alternative site would not have to be pursued along with cost of purchasing other lands.
2. There will be some economies of scale having the majority of recreational staff housed in relatively close proximity.
3. It is a central location, close to walking points and trails, the museum and the Downtown Core.

Based on these reasons consideration should be given to the selection of this site.

The one major drawback to the site is that all the sports field cannot be incorporated in one location. However, operationally it is not critical that ball diamonds and soccer pitches, which are seasonal, need be immediately adjacent to the arena and pool.

## **INTERDEPARTMENTAL IMPLICATIONS**

### **FINANCIAL IMPLICATIONS**

The most significant impact will be the relocation of the one ball diamond to a new location.

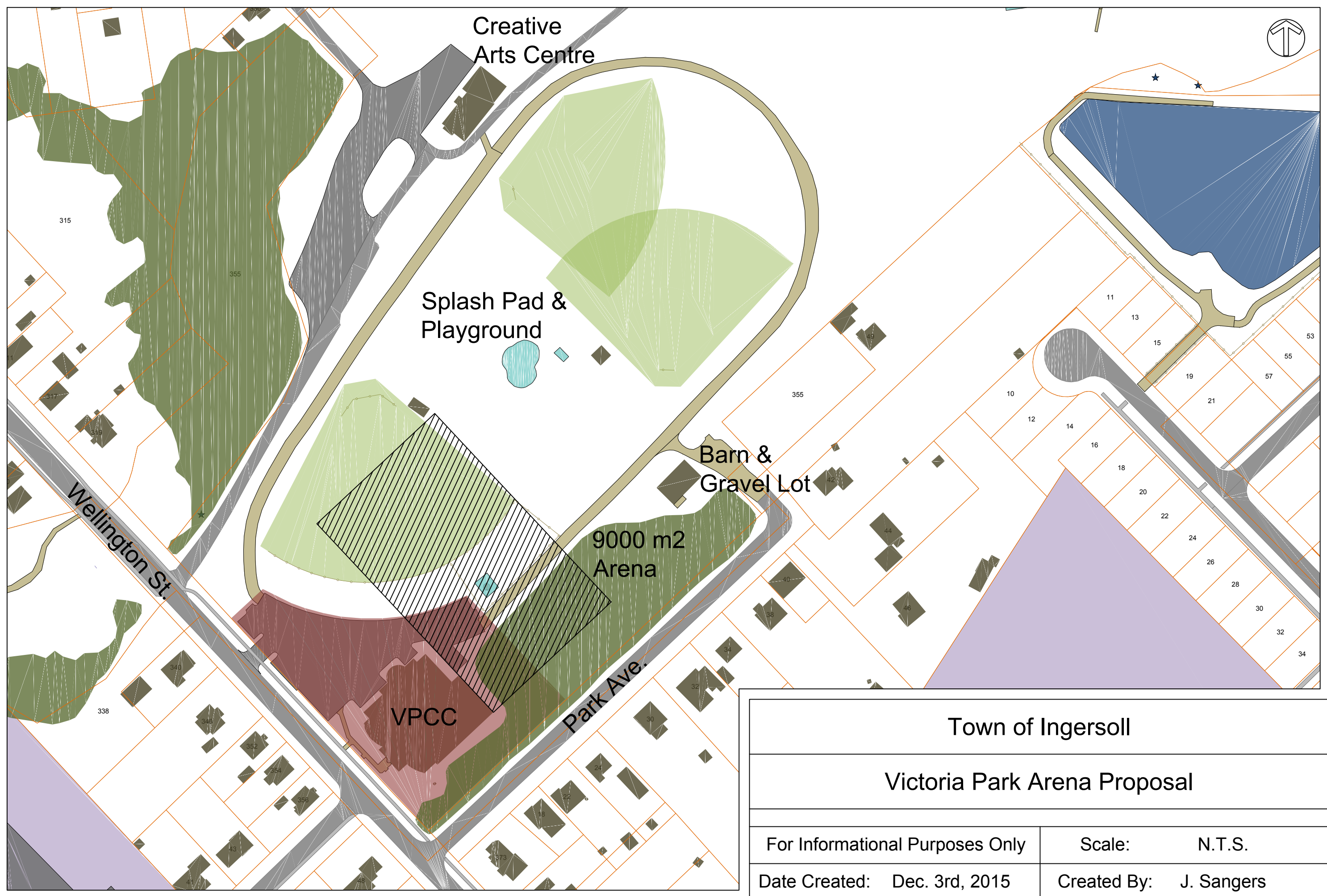
### **ATTACHMENTS:**

- I. Three potential foot print locations of Multi-Use Facility in Victoria Park.
- II. Over view of Aylmer-Maldahide Facility

### **RECOMMENDATION**

**THAT** Council receive Report Number A-052-15 as information and provide direction to Staff on the suitability of Victoria Park as a location to the future Multi-User Facility.

Prepared by: William J. Tigert, Chief Administrative Officer



Town of Ingersoll

Victoria Park Arena Proposal

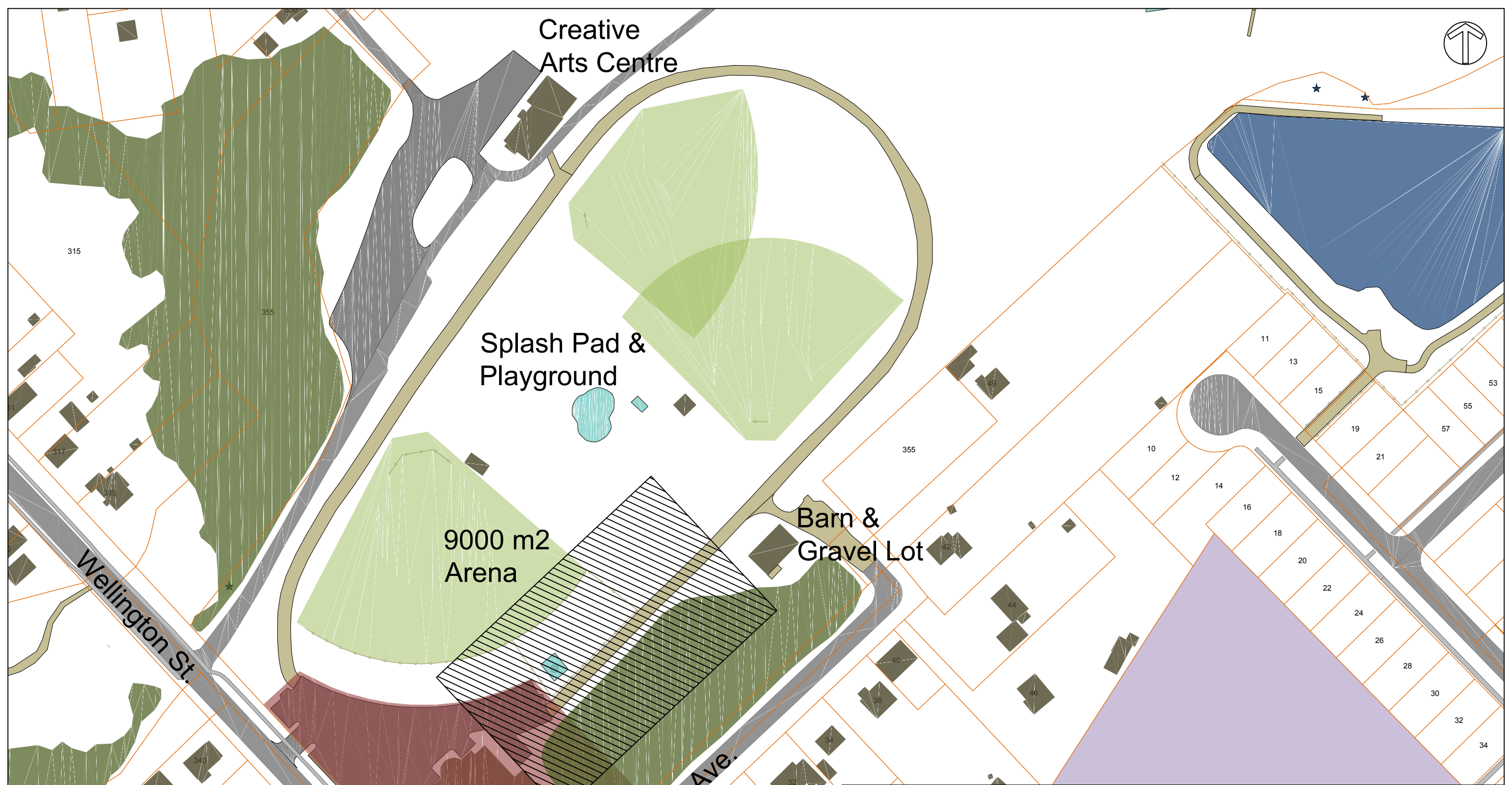
For Informational Purposes Only

Scale: N.T.S.

Date Created: Dec. 3rd, 2015

Created By: J. Sangers





Town of Ingersoll

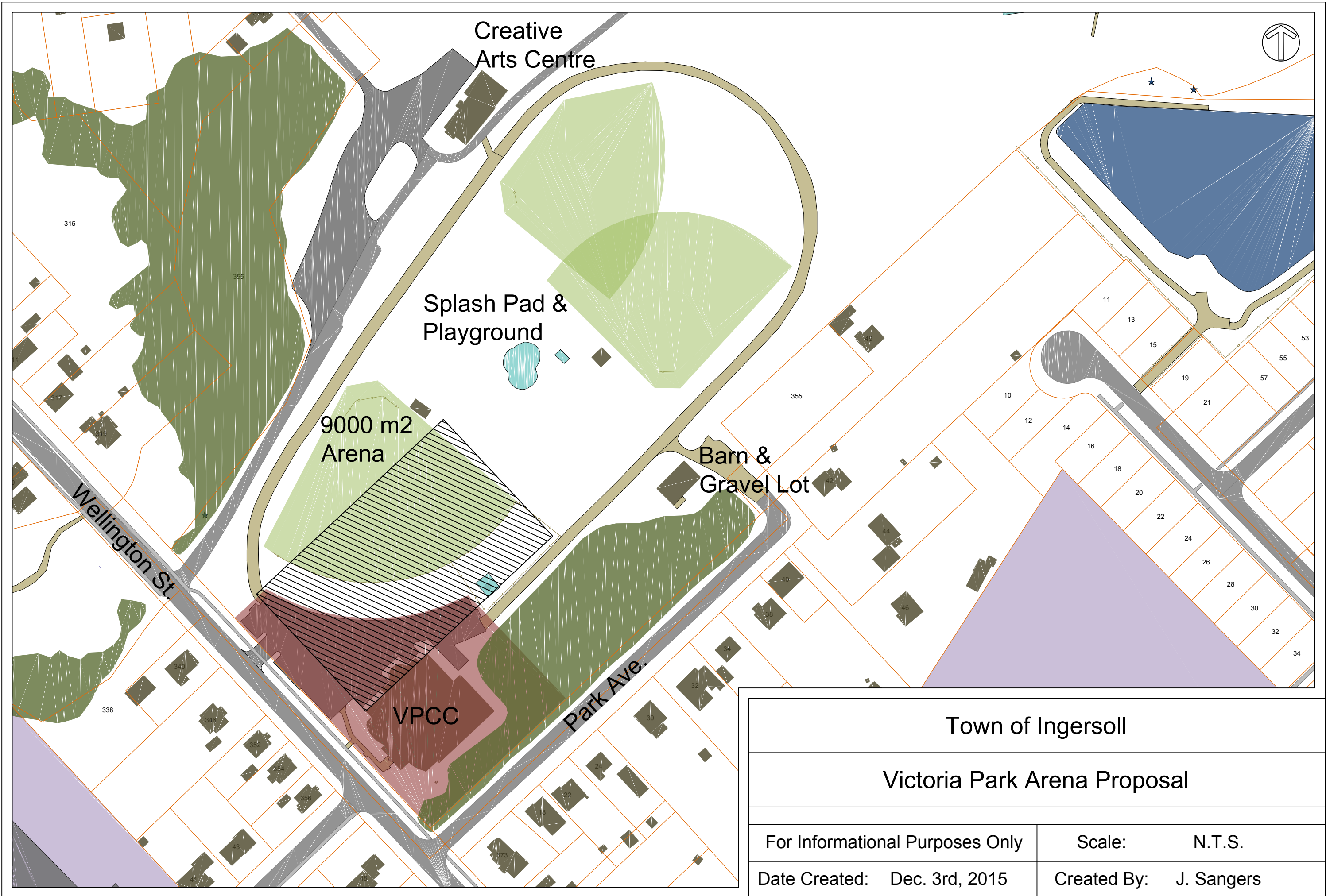
Victoria Park Arena Proposal

For Informational Purposes Only

Scale: N.T.S.

Date Created: Dec. 3rd, 2015

Created By: J. Sangers



Town of Ingersoll

Victoria Park Arena Proposal

For Informational Purposes Only

Scale: N.T.S.

Date Created: Dec. 3rd, 2015

Created By: J. Sangers



## East Elgin Community Complex



Completed in 2004 as a joint project of both the Township of Malahide and the Town of Aylmer, the EECC includes a multi-purpose community hall for 600 people, which is capable of being divided into three smaller halls, and a hall on the mezzanine level overlooking the EastLink Arena that accommodates 178 people. There are two NHL size ice arenas, 13 dressing rooms with the primary arena seating 756 spectators and the secondary arena has bench seating for 366 spectators. There is parking for over 600 vehicles.



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-053-15

**COUNCIL DATE:** December 14<sup>th</sup>, 2015

**TITLE:** Boundary Committee Update December 2015

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## **OBJECTIVE**

To Provide Council Information and seek feedback and direction for the upcoming meeting scheduled in January 2016.

## **BACKGROUND**

Council is aware of the discussion that has been taking place between the Committees representing both Ingersoll and South-West Oxford (SWOX). In November SWOX's committee presented the Ingersoll committee their compensation expectations. In December Ingersoll's committee provided a response. The whole document is attached for Council's information.

At the meeting on December 1<sup>st</sup> 2015, the committees discussed at length each other's position, the discussion was respectful and conducted in good faith by both groups.

At the conclusion of the meeting each committee advised that they would be taking the issues and positions to their respective Councils for input and direction. That is why this is before Council in this format.

## **ANALYSIS**

Ingersoll has offered compensation at a level that is very comparable to that which was agreed upon by Woodstock and Blandford-Blenheim in the mid-2000. In addition the Ingersoll committee has suggested that they are willing to recommend a lump sum payment for each residential unit at the building permit stage. This is different than the Woodstock agreement.

The committee has also suggested that they are willing to consider and recommend a higher level of tax sharing on the existing vacant CAMI lands, since expansion of those lands are currently permitted within the County Official Plan.

Staff are advising that based on the financial projections the cost benefit analyses would become less advantageous should compensation levels be increased. The control mechanisms and penalty provisions proposed by SWOX are just not manageable and would create far too much financial risk for Ingersoll to proceed.

Staff believe that no deal will be better at this stage, rather than a bad deal that limits the flexibility of future Ingersoll Councils to manage the Town's affairs and place a large financial risk to the ratepayers of the Town.

Staff suggest that it would be advantageous for the Town to meet with representatives of both Tillsonburg and Woodstock, along with representatives of the County, to try and develop a unified sustainable position that all could use going forward in negotiations on boundary adjustments with their rural counterparts.

### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

### **FINANCIAL IMPLICATIONS**

Boundary adjustment compensation, depending on any final agreement will have significant impact on the long term finances of the Town.

### **ATTACHMENT**

SWOX's compensation request and Ingersoll's Response dated November 25<sup>th</sup>, 2015.  
Financial Projection Dated November 13<sup>th</sup>, 2015

### **RECOMMENDATION**

**THAT** Council receive the Report A-053-15 as information;

**AND FURTHER THAT** Council provide Direction to the Committee for the upcoming scheduled Meeting with SWOX.

And further that Staff facilitate a meeting with representatives from Tillsonburg, Woodstock and the County to discuss a unified sustainable position for discussion with the rural Municipalities on boundary adjustments.

Prepared by: William J. Tigert, Chief Administrative Officer

## **Ingersoll Boundary Adjustment Committee Compensation Proposal**

Report No. CL34-2015

Council Date: November 3, 2015

### **Recommendation:**

BE IT RESOLVED that Council receive report CL 34-2015, Ingersoll Boundary Adjustment Committee Compensation Proposal as information.

AND FURTHER RESOLVED that the Ingersoll Boundary Adjustment Committee be authorized to continue negotiation with the Town of Ingersoll following the discussion items contained in this proposal.

### **Purpose:**

This report provides an update to Council from the discussions of the Ingersoll Boundary Adjustment Committee on the recommendations for a compensation agreement with the Town of Ingersoll. The Committee has drafted compensation terms for different parcels of land and is seeking council authorization to proceed with negotiations as outlined in this report.

### **\*Proposed Compensation Recommendations for Discussion\*:**

The Township of South-West Oxford Boundary Adjustment Committee recommends negotiating the following compensation agreement with the Town of Ingersoll:

#### **Existing Farm Land & Existing Residential Land:**

- The Town will pay, in perpetuity, to the Township the equivalent of the annual SWOX tax rate multiplied by the annual current assessment value for all lands on both the east and west side of Ingersoll that is presently used as farm land or residential property.
- The Town will phase in their portion of the taxes over a 10 year period

#### **Ingersoll Response**

**The Town has offered to pay the existing amounts of taxes as calculated in 2015 dollars, in perpetuity, with some type of indexing value that is to be mutually agreeable to both Municipalities. There are a number of different options to discuss, Consumer Price Index, Ingersoll's tax rate increase for Residential or other options that SWOX may propose.**

**The request being made by SWOX is unworkable in a number of ways. First as the land is brought into the Town there will be changes made to the land use designation of the properties. This could take a number of years to allow for the justification under the Provincial Policy Statements and the Official Plan.**

**It will be impractical if not impossible for calculating the future taxes as properties will change, be reclassified as they are developed. It would be an extremely onerous administrative undertaking to maintain a viable data base to ensure such calculations can be completed. In the end assumptions and estimates would have to be made which may lead to disagreements on interpretations. A workable and stream lined approach, which Ingersoll**

**believes fair and manageable is to establish the current baseline for taxes in 2015 dollars and index annually as agreed upon.**

**The Town would suggest that a five year phase in would be more than sufficient. There are numerous assumptions and unknown factors that will create expense to Ingersoll, especially in relation to planning and servicing issues.**

**Farm Land/Vacant Land Development into Residential Land:**

- Once land that is currently farm land or vacant land is developed into residential use land, the Town will pay the Township 12% of the Towns' share of the Ingersoll tax rate levied in each year, in perpetuity.
- Ingersoll shall ensure that the land is developed to maximize residential density, meeting a target of 12 units/net acre. Failure to meet this density target will result in a penalty being forwarded to the Township of 2% per unit or portion thereof/net acre of Ingersoll tax rate less than 12 units/net acre.
- This chart serves as an example compensation arrangement for residential density:

<b>Residential Density</b>	<b>Percentage of Ingersoll Tax Rate Payable to the Township</b>
12 or more units/net acre	12%
11.00-11.99 units/net acre	14%
10.00-10.99 units/net acre	16%
9.00-9.99 units/net acre	18%
8.00-8.99 units/net acre	20%

- The developed land rate will be applied once taxes are levied by the Town at the full rate (i.e. not vacant land or agricultural rate, but instead at full residential rate for new residential unit)

**Ingersoll Response.**

**Residential development in and of itself does not pay for itself. There have been many studies conducted over the years across Ontario and Canada that clearly demonstrate that residential development is a cost negative reality.**

**It is unfeasible to pay a portion of the taxes that are developed for residential uses beyond the existing levy currently paid to SWOX from their existing tax base. To add to that burden an additional burden of 12% plus for residential development is financially unsustainable for Ingersoll. It is the new residents that place the demands for soft services, such as recreation and trails, that are expensive and do not lend themselves to cost recovery. To share in this already negative revenue resource is not viable in the long term for the Town.**

**Combining that with a density target and penalties as suggested by the SWOX compensation request is very difficult.**

Ingersoll believes that there is already sufficient controls both in the Provincial Policy Statements and the County Official Plan to regulate reasonable levels of development. To add another layer of requirements would negatively impact development proposals within the Town making alternative opportunities in neighbouring communities more attractive.

The market dictates what densities will be developed. New home owners are not looking to move to Ingersoll to buy 30 to 35 foot lots. In reality the municipality has only marginal control of timing of future development. The municipality will not be buying the land, and the current property owners may wish to continue on with their current status for many years. Farmers may wish to continue farm operations for years into the future. The timing of sales to potential developers and the planning changes and justification needed are long term endeavours that Ingersoll cannot control.

Taking all these factors in to consideration, Ingersoll cannot afford to provide compensation at the minimum level of 12% as discussed above, let alone agree to density penalties as suggested by SWOX.

Realistically Ingersoll can only demand the densities that are prescribed under the County Official Plan and its own Zoning By-law provisions. To require higher densities would most likely expose the Town to appeals to the Ontario Municipal Board, with very little chance of successfully defending such a position.

The reality is that individuals are not moving to Ingersoll to buy small homes on small lots, but rather buy bigger homes on larger lots than what would be available to them in larger communities like Brantford, Kitchener-Waterloo or London. To impose these higher levels of densities would remove the competitive advantage that the Town currently enjoys over its nearby neighbours and likely stall its current growth and future potential.

Ingersoll would be able to consider a onetime fee of \$200.00 per house constructed payable to SWOX at building permit for a 20 year period from date of Boundary Adjustment.

#### **Farm Land/Vacant Land Development into Institutional:**

- Ingersoll shall submit to the Township, the equivalent of the annual SWOX tax rate multiplied by the current assessment value, in Perpetuity.
- SWOX residents would not be charged a surcharge or extra fee for use of the facilities

#### **Ingersoll Response**

Earlier in the boundary discussions, it was mentioned that the Town is faced with the prospect of developing a new Arena and Multi-Use Facility. Part of the “ask” for the land totals was so as to provide an opportunity of having parcels large enough to facilitate such a development. If the project was to be included on one site between 50 – 60 acres would likely be necessary. This



land would have to be purchased at market values from a willing seller. Based on current farm land prices this would represent an expenditure of more than one million dollars.

Under Ingersoll's proposal SWOX would continue to receive the existing taxes with a mutually agreeable indexing factor.

Earlier in discussions it was suggested, that since SWOX does not have an arena or an indoor pool, a capital contribution would be sought. This is due to that a number of SWOX residents utilize the recreational services provided by Ingersoll. SWOX committee members suggested that consideration to such a request would be given.

This proposal from SWOX is unresponsive to Ingersoll needs and requests. It makes no concessions to the reality that SWOX does not provide these services currently to its own residents, and furthermore proposes to restrict the current and future Councils of Ingersoll how to manage its operations, without leaving the flexibility to adjust and react to the future demands of the Town.

To bind the decision making authority of future Councils in Ingersoll is non-negotiable. Recreational services generally do not pay for themselves, adding a perpetual tax burden to municipal facilities does not assist in this problem. While not assisting with the recreational services capital costs enjoyed by SWOX residents also does not represent a fair and equitable approach in the Town's opinion.

#### **Existing Commercial and Industrial Developed Land:**

- Ingersoll shall submit to the Township, the equivalent of the annual SWOX tax rate multiplied by the annual current assessment value, in perpetuity.
- The Town will phase in their portion of the taxes over a 10 year period.

#### **Ingersoll's Response**

Ingersoll has agreed to pay the existing tax amounts for Commercial and Industrial Properties as calculated in 2015 in perpetuity and indexed annually on a mutually agreeable factor.

As noted in the Residential section trying to maintain a data base of the annual current assessment would be very labour intensive, even if possible.

A five year phase in would be the maximum time frame.

Ingersoll would be willing to allow for a higher level of compensation for the expansion of the existing CAMI Industrial lands as the cost sharing on those properties are unique from raw undeveloped parcels. As noted new development on the CAMI site would be shared at a 24 percent level of Ingersoll taxes.

**Farm Land/Vacant Developed into Commercial/Industrial Land:**

- Once land that is currently farm land or vacant land is developed into commercial or industrial use land, the Town will pay the Township 24% of the Town’s share of the Ingersoll tax rate levied in each year, in perpetuity.
- Ingersoll shall ensure that the land is developed to maximize employment density, meeting a target of 12 jobs/net acre. Failure to meet this density targets will result in a penalty being forwarded to the Township of 2% per job or portion thereof/net acre of Ingersoll tax rate, for areas where the employment density is less than 12 jobs per net acre serves as an example.
- This chart serves as an example the compensation arrangement for employment density:

<b>Employment Density</b>	<b>Percentage of Ingersoll Tax Rate Payable to the Township</b>
12 or more jobs/net acre	24%
11.00-11.99 jobs/net acre	26%
10.00-10.99 jobs/net acre	28%
9.00-9.99 jobs/net acre	30%
8.00-8.99 jobs/net acre	32%

**Ingersoll’s Response**

The requested 24% is unaffordable for the Town to consider. Ingersoll used the Woodstock/Blandford-Blenheim model, where 12% was allocated for those lands that fell outside of the Toyota Lands.

Those party to the discussions know that this higher percentage was used because Toyota was a reality and the Province facilitated the agreement, the speculative lands that we to be built out over a much longer time frame were to provide for 12%.

Although this is in and of itself an expensive contribution Ingersoll was willing to make the offer based on the precedence that had been established in the County. In reality, the CAMI plant can be equated to the Toyota scenario and based on current taxes, SWOX will essentially be receiving 45 percent of the taxes from the developed site.

The addition of a density target will only hinder development as some large uses, such as warehousing does not provide high labour inputs.

Ingersoll does not have the resources internally to document the densities. It is not in the business of gathering data like this nor does it have the staff resources to this type of activity. There would have to be an intensive framework negotiated to ensure that the “apple to apple” comparison was relevant and realistic.

Also the question of when would the percentages kick in, on a site by site basis, and average of the whole lands once fully developed? To develop a meaningful

agreement would most surely require extensive involvement of consultants to draft the terms and to monitor the results.

Ingersoll would not want to find itself in a position of turning down economic development because it needed higher density results and then be faced with a penalty because it has not developed the lands in the time frame required by SWOX. No municipality wants or can afford to put itself into that position

#### **Energy Efficiency Construction:**

- SWOX lands that move into Ingersoll that are developed for residential uses will only include dwellings that meet an energy efficiency rating of 50 KW or less per square meter per year, and incorporate passive house design requirement to be determined by the Township.

#### **Ingersoll's Response**

**Ingersoll does not see the need or the ability and therefore cannot support the requirements to require energy efficiencies beyond the mandated requirements of the Building Code.**

**Any such requirement that Ingersoll tried to impose in this manner would be problematic for a number of reasons:**

**First, the attempt to include this requirement in the subdivision agreement would be appealable to the OMB (Ontario Municipal Board). Ingersoll would not be successful in defending it as there are no Official Plan Policies in place or proposed that would support such a request. Since it exceeds what is required by the Ontario Building Code, it would be impossible to require applicants for building permits to meet the requirements.**

**Secondly, Ingersoll cannot accept the requirement that SWOX would have the ability to determine the Passive House design requirements for the Town. All parties would agree that each should respect each other's jurisdiction and authority.**

#### **South-West Oxford Industrial Park:**

The Town will agree to support the creation of a SWOX Industrial Park (A&B as outlined in the attached) in this term of council through cooperation in cross border servicing to whatever extent is required through the full process including the Official Plan amendment.

#### **Ingersoll's Response**

**Ingersoll could not support the following request for a number of reasons:**

- 1. Ingersoll could not support the creation of a serviced Industrial Park in SWOX as it lies directly in conflict with the Provincial Policy Statement 2014.**

The Provincial Policy Statement focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas.

1.1.1 Healthy, livable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;
- g) ensuring that necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities are or will be available to meet current and projected needs; and
- h) promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

1.1.3 Settlement Areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets.

1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years. However, where an alternate time period has been established for specific areas of the Province as a result of a provincial planning exercise or a provincial plan, that time frame may be used for municipalities within the area.

South-West Oxford as a rural municipality should be focused on those aspects outlined in the PPS, such as:

## **1.1.5 Rural Lands in Municipalities**

- 1.1.5.1** When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.
- 1.1.5.2** On rural lands located in municipalities, permitted uses are:  
a) the management or use of resources;  
b) resource-based recreational uses (including recreational dwellings);  
c) limited residential development;  
d) home occupations and home industries;  
e) cemeteries; and  
f) other rural land uses.
- 1.1.5.4** Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.
- 1.1.5.5** Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.
- 2.3.5** Removal of Land from Prime Agricultural Areas **2.3.5.1** Planning authorities may only exclude land from prime agricultural areas for expansions of or identification of settlement areas in accordance with policy 1.1.3.8.

## **County Policies**

- 4.1** **PARAMETERS FOR DEVELOPMENT** Clearly establish the parameters and criteria to be satisfied prior to development occurring in designated growth areas including the level of municipal servicing, review of intensification targets, and the completion of secondary planning to ensure efficient and orderly development. For the Future Urban Growth designation, additional criteria to be satisfied include the justification of need and municipal jurisdiction.
- 4.2.2** Growth Strategy Lands which have been designated for settlement and employment purposes in accordance with the policies of this Chapter and Chapters 6 through 9, Land Use Policies, are anticipated to be adequate to meet growth expectations for the planning period and include a margin of surplus to provide for effective market operation and competition. In addition, lands have been designated to identify areas where long term urban level development is feasible.
- The policies of this Plan have been structured to provide opportunities for environmentally responsible growth which protects

and prevents conflicts with the County's natural resources in all Area Municipalities. Consequently, different levels of growth are planned for the following areas:

- Rural Clusters
- Villages without centralized waste water and water supply facilities
- Serviced Villages
- Large Urban Settlements
- Future Urban Growth Areas Schedule C-3, Settlement Strategy Plan, identifies these areas.

**4.2.2.1** Rural Area Growth outside of the Settlements designated on Schedule C-3 will be in accordance with the following policies: **NON-FARM RELATED DEVELOPMENT** Residential and employment growth which is not related to agriculture is directed to established Rural Clusters and designated villages as set out on Schedule C-3, Settlement Strategy Plan. Non-farm uses proposed outside of these areas will comply with the policies of Section 3.1.5.4.

**4.2.2.5.1** Extension of Services Within the County Boundary The extension of centralized waste water or water supply facilities and infrastructure to service development beyond the limit of the Large Urban Centre or Future Urban Growth designations as established on Schedules W-1, I-1, T-1 and Schedule C-3, Settlement Strategy Plan, shall be prohibited. The extension of municipal services beyond the Large Urban Centre designation into the Future Urban Growth designation will be guided by the policies of section 4.2.2.6.

**4.2.2.6** Future Urban Growth Areas Lands designated Future Urban Growth on Schedule C-3, Settlement Strategy Plan, and other Schedules represent lands which are capable of being fully serviced by the County and the Area Municipality with centralized waste water and water supply facilities and which are anticipated to be required to accommodate urban level development during the planning period and beyond. It is intended that Future Urban Growth Areas will be developed as orderly and logical extensions to the lands designated as Large Urban Centre and Serviced Village under the conditions described below. It is the intent of this policy that Future Urban Growth Areas will eventually develop in an urban form in accordance with the following policies:

**4.2.2.6** Future Urban Growth Areas

Lands designated Future Urban Growth which are in and adjacent to the Town of Ingersoll will be utilized for the following general land uses subject to satisfying the criteria for development of Section 4.2.2.6.1.

- lands within the Township of South West Oxford in part of Lot 18, Concessions 1 and 2 (West Oxford) shown on Schedules C-3 and S-1



shall generally be developed for business, industrial and service commercial uses.

- lands within the Township of Zorra in Part Lot 8, Concession 4 (North Oxford) shall generally be developed for business, industrial and service commercial uses;

- lands within the Township of South-West Oxford, in Lots 23 and 24, Concession 1 and Part Lots 23 and 24, Concession 2 (West Oxford) shown on Schedule C-3 and S-1 shall generally be developed for industrial uses in accordance with the policies of Section 4.2.2.6.6.2.

**4.2.2.6.2 Jurisdiction and Settlement Expansion Requirements for Future Urban Growth** Lands Development of the designated Future Urban Growth lands associated with the Large Urban Centres is anticipated to occur in the following manner:

**Residential**

- lands designated Future Urban Growth which will be generally developed for residential purposes shall be incorporated within the adjacent urban municipality by municipal boundary adjustment and satisfy the policies of Section 3.1.6, pertaining to settlement area expansions, prior to development;

**Industrial and Commercial**

- lands designated Future Urban Growth which are intended to be developed for a mixture of industrial and commercial uses will generally be incorporated within the adjacent urban municipality by municipal boundary adjustment and satisfy the policies of Section 3.1.6, pertaining to settlement area expansions, prior to development;

**Business**

- lands designated Future Urban Growth for business uses which are substantially developed or which are developed in accordance with the policies for large-scale business uses may be permitted to remain or further develop through inter-municipal servicing agreements between the County and the affected Area Municipality.

**Emergency Services:**

The Township will agree to continue their obligations under the existing emergency services arrangement for a period of 10 years and then will be prepared to re-negotiate.

Emergency Services to the property located at 334256 Plank Line (345 Harris Street) will only continue for another 5 years and then Emergency Services will be provided by the Town.

## Ingersoll's Response

Ingersoll does not have any issues with assuming the Fire Protection as noted above.

### Assessment Reviews and Supplemental Assessments:

The Township will agree to participate in negotiations for assessment reviews and will forward any funds back to the Town in the event of a write down. The Town will ensure to forward any funds to the Township in the event of a supplemental billing.

### Ingersoll's response

It is not necessary the SWOX agree to participate in the negotiations but rather that they agree to the reduction of compensation should there be a reduction in assessment and subsequent taxes from the GM CAMI facility. As Ingersoll has committed to the transference of existing taxes on an annual basis to SWOX any tax write off would have to be deducted from the respective taxation periods.

Assessment growth would be covered under the 12 percent share of Ingersoll taxes as part of the earlier offer provisions.

### Trails

Any new trails must include input from the Trails Master Plan and extend the Lawson Trail on west side.

### Ingersoll's response

It is assumed that the reference to the Trails Master Plan makes reference to the County Trails Committee and Plan.

Ingersoll would take input from this County Plan, and would agree to the eventual extension of the Lawson Trail when Town priorities and budgets have been met.

### Development Incentive:

The Town agrees to develop lands in a timely and productive manner. The Town will achieve full development of the boundary adjustment lands within 25 years. On this chart below, targets for development have been established. Failure to meet these targets will result in the proposed values being remitted to the Township:

Years	Target Development	Representation of Total Town Tax Levy (2015 Figure= \$2,867,118.56)	Total Remitted to the Township if Target not Met
0-5 years		\$ 0.00	0.00
6-10 years	25%	\$ 716,779.64	25% of shortfall
11-15 years	50%	\$ 1,433,559.28	50% of shortfall
16-20 years	75%	\$ 2,150,338.92	75% of shortfall



21-25 years	100%	\$ 2,867,118.56	100% of shortfall
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\* Ingersoll total area is 3,187 acres. 2015 Tax Levy for Town purposes is \$13,206,442.00.

Annexation lands total acreage is 691.79 acres, which would represent a 21.71% increase in total Town acreage.  $13,206,442 \times 21.71\% = \$2,867,118.56$

### **Ingersoll's Response**

Once again Ingersoll cannot support or agree to an approach that establishes penalties for the development of land that would come into Ingersoll as part of a boundary adjustment.

There are just too many variables that would come into play. Ingersoll will not own the land and will not have control on the timing of development.

First and foremost, if it were not physically a requirement to incorporate all of the CAMI lands before being able to acquire the new development lands west of that site, the Town would have considered leaving CAMI out of the discussion. However that was not practical based on the geography of its location. To move west and provide new employment lands for the Town, the CAMI lands needed to be incorporated.

Considering that this portion represents approximately 400 acres (based on data provided by SWOX July 2015) of the proposed boundary adjustment, even if time requirements were acceptable, this land should not be included in any calculations.

Additionally, there are significant portions of lands that are either Flood Plain and environmentally protected that could not reasonably be factored into any time requirements or penalty implications.

Finally many of these lands are so as to provide growth opportunities for the 15 – 30 year time horizon. As secondary plans and official plans would need to be completed, the Town is trying to ensure that it can maintain the 20 year supply that is required both by the Provincial Policy Statements and the County OPA. There is no expectation that these lands would transition from their current agricultural use in the near future. This would allow for reasonable planning and changes in use to be planned and incorporated into long term strategies.

It was shown in the 2014 County Study that Ingersoll is approximately 160 acres short of Employment lands currently. This is a requirement of the County OPA to ensure that opportunities for growth are maintained.

The amounts calculated are also are unaffordable. The penalties proposed, even if all other considerations were agreeable, are simply financially unsustainable and not worth the risk for the Town. For instance the first proposed penalty if targets were not achieved would represent almost the equivalent of **double the**

**taxes of all existing Industrial development currently within the Town, excluding CAMI.**

The development and growth of a community cannot be held to such strict timelines, there are too many factors at play to commit to a build out by any specific time frame. As such a requirement such as this is not feasible and could not be agreed to in this or any modified format.

### **Ingersoll's Proposal**

Under the current framework both at the Province and the County, the urban areas are the places that have been recognized as the growth engines of the future. The Province has determined that to the extent possible good agricultural lands should be kept in productivity. Ingersoll agrees with these concepts and is conscientious about balancing the needs of preserving agricultural lands while allowing for the growth and prosperity of not only its own community but SWOX and Zorra as well.

As noted in previous discussions, Ingersoll wants to be able to provide the jobs, amenities and housing opportunities for newcomers and current populations alike. It wants to be able to provide jobs that keep the children in our community rather than have them drain off to larger urban centres where opportunities are present now.

Ingersoll wants to ensure that through responsible growth it maintains the resources in the community that it now funds alone, like the Fusion Centre, the Victoria Park Centre and the proposed Multi-use Facility that serve Ingersoll residents and a number of residents of SWOX.

Ingersoll also wants to ensure that facilities like the Hospital, the High School and all the elementary schools are supported and can always justify their existence based on the broader community demands.

The motto of the County is “growing stronger together”, without agreement between the Urban Municipalities and the Rural Municipalities that allow both to benefit from future growth, which Ingersoll believes their proposal does, the County won't grow and ultimately won't prosper.

Ingersoll firmly believes that its proposal is financially viable for both SWOX and Ingersoll and provides for future prosperity for both.

### **Ingersoll's Offer Restated**

1. The lands as discussed and essentially agreed to in previous discussion on both the East and West sides of the Town, North of the 401.

2. **Current SWOX taxes in a dollar amount, indexed annually by a mutually agreeable factor, yet to be determined. Ingersoll is open to discussions on this factor.**
3. **Twelve (12) percent of Ingersoll's taxes annually for all vacant Employment Lands developed on the boundary adjustment lands.**
4. **Twenty four (24) of Ingersoll's taxes for any future expansion or development on lands currently owned by GM as part of the CAMI operations or servicing the CAMI operations.**
5. **A onetime payment of \$200.00 per residential unit built on the lands annexed through the boundary adjust for a 20 year period commencing with the boundary change effective date.**

**If these terms are not aggregable to SWOX and Ingersoll has no more success in future discussions with Zorra, then Ingersoll will proceed as best it can within the current constraints of its present boundaries**

**However, eventually when all the urban centres become built out, which granted may take be 10 or 15 years, Oxford County as a whole will be faced with either stagnant growth or negative growth. At that point outside intervention may be imposed to break the stalemate. Ingersoll feels that a local solution would be better solution.**

**Oxford County could well find itself uncompetitive with its neighbouring jurisdictions like Perth and Brant that have found mechanisms for growth. Opportunities will have likely been lost and recovery could be more cumbersome after the fact.**

**Ingersoll hopes that SWOX will be able to see that the offer presented, is fair and equitable for both Ingersoll and South-West Oxford, and the County as a whole.**

**\*Disclaimer**

***This report does not create any enforceable legal rights. Such rights will be created by the formal legal agreement to follow.***

**Financial Impact of Proposed Boundary Adjustment**

**23-Nov-15**

**Assumptions**

INGERSOLL		
2015 Res. Tax Rate		0.00929729
Avg Annual Assessment Growth		<b>4.70%</b>
	2010	6.70%
	2011	5.80%
	2012	5.80%
	2013	3.60%
	2014	0.90%
	2015	5.40%
5yr RT Tax Rate Change Average		<b>4.08%</b>
	2011	5.40%
	2012	7.21%
	2013	6.95%
	2014	0.13%
	2015	0.69%

SWOX		
2015 Res. Tax Rate		0.00485964
5yr RT Tax Rate Change Average		<b>4.55%</b>
	2011	1.69%
	2012	0.77%
	2013	1.64%
	2014	11.57%
	2015	7.07%

**Unknown Variables**

- Number and assessment of new residential units
- Number and assessment of new commercial and industrial properties
- Net developable area - residential
- Net developable area - commercial and industrial
- 2017 MPAC New Assessment methodology
- CAMI Future Assessments
- Servicing studies and costs
- Secondary Planning costs

**Unknown expenses**

- Legal Costs re: Boundary Adjustments
- Other Incremental Operating Costs:
  - Fire Protection
  - Storm Water
  - Emergency
  - St. Lights
  - Animal Control
  - Garbage Pick up
- Capital Costs

**Property Taxes Revenues - 25 Yr Projections**

INGERSOLL	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
WEIGHT.ASSM of Proposed Areas	\$ 52,360,595 (1)	\$ 54,821,543	\$ 57,398,156	\$ 60,095,869	\$ 62,920,375	\$ 65,877,633	\$ 68,973,881	\$ 72,215,654	\$ 75,609,790	\$ 79,163,450	\$ 82,884,132
Ingersoll RT Tax Rate	0.00929729 (2)	0.009676391	0.01007095	0.010481597	0.010908989	0.011353808	0.011816764	0.012298598	0.012800078	0.013322007	0.013865217
<b>Ingersoll Tax Levy</b>	<b>\$ 486,812</b>	<b>\$ 530,475</b>	<b>\$ 578,054</b>	<b>\$ 629,901</b>	<b>\$ 686,398</b>	<b>\$ 747,962</b>	<b>\$ 815,048</b>	<b>\$ 888,151</b>	<b>\$ 967,811</b>	<b>\$ 1,054,616</b>	<b>\$ 1,149,206</b>
<b>Payable to SWOX</b>											
New Assmt Growth @ 4.7% / yr:		\$ 2,460,947.98	\$ 5,037,560.52	\$ 7,735,273.84	\$ 10,559,779.70	\$ 13,517,037.32	\$ 16,613,286.06	\$ 19,855,058.49	\$ 23,249,194.22	\$ 26,802,854.33	\$ 30,523,536.46
60% Industrial New		1,476,569	3,022,536	4,641,164	6,335,868	8,110,222	9,967,972	11,913,035	13,949,517	16,081,713	18,314,122
40% Residential New		984,379	2,015,024	3,094,110	4,223,912	5,406,815	6,645,314	7,942,023	9,299,678	10,721,142	12,209,415
To SWOX -new Residential Assmt	12%	\$ 1,143	2,435	3,892	5,529	7,367	9,423	11,721	14,284	17,139	20,314
To SWOX -new Industrial Assmt	24%	\$ 3,429	7,306	11,675	16,588	22,100	28,269	35,163	42,853	51,418	60,943
<b>Total Payable to SWOX on New Assmt Growth</b>		<b>\$ 4,572</b>	<b>\$ 9,741</b>	<b>\$ 15,567</b>	<b>\$ 22,118</b>	<b>\$ 29,466</b>	<b>\$ 37,693</b>	<b>\$ 46,884</b>	<b>\$ 57,138</b>	<b>\$ 68,557</b>	<b>\$ 81,257</b>
WEIGHT.ASSMT of Proposed Areas	\$ 52,360,595 (3)										
SWOX RT Tax Rate	0.00485964 (4)	0.00508074	0.0053119	0.005553577	0.005806249	0.006070418	0.006346605	0.006635358	0.006937249	0.007252875	0.007582861
<b>SWOX Tax Levy on 2015 Weight Assmt</b>	<b>\$ 254,454</b>	<b>\$ 266,031</b>	<b>\$ 278,134</b>	<b>\$ 290,789</b>	<b>\$ 304,019</b>	<b>\$ 317,851</b>	<b>\$ 332,312</b>	<b>\$ 347,431</b>	<b>\$ 363,238</b>	<b>\$ 379,765</b>	<b>\$ 397,043</b>
<b>TOTAL PAYABLE TO SWOX</b>	<b>\$ 254,454</b>	<b>\$ 270,603</b>	<b>\$ 287,875</b>	<b>\$ 306,356</b>	<b>\$ 326,136</b>	<b>\$ 347,317</b>	<b>\$ 370,005</b>	<b>\$ 394,316</b>	<b>\$ 420,376</b>	<b>\$ 448,322</b>	<b>\$ 478,300</b>
Phase-In over 10 yrs		0.90	0.80	0.70	0.60	0.50	0.40	0.30	0.20	0.10	-
Less Phase-In on existing assessment over 10 yrs		\$ 233,885	\$ 232,143	\$ 226,482	\$ 216,157	\$ 200,323	\$ 178,017	\$ 148,151	\$ 109,487	\$ 60,629	\$ -
<b>Ingersoll Incremental Tax Levy</b>	<b>\$ 25,987</b>	<b>\$ 58,036</b>	<b>\$ 97,064</b>	<b>\$ 144,105</b>	<b>\$ 200,323</b>	<b>\$ 267,026</b>	<b>\$ 345,685</b>	<b>\$ 437,948</b>	<b>\$ 545,665</b>	<b>\$ 670,906</b>	

**Potential Penalties**

**716,779**

**Incremental Operating Costs**

Policing Costs based on 25 properties @ \$470	\$	11,757.25
Road Maintenance	\$	8,700.00

**NOTES:**

- (1) Assessment from 2016 and on adjusted for growth at 4.08%/yr. (includes phase-in and new growth)
- (2) Residential Tax Rate from 2016 and on adjusted for growth at 4.08%/yr.
- (3) Freeze - Used 2015 Weight Assessment for calculation of Tax levy from 2016 to 2040.
- (4) SWOX Tax Rate from 2016 and on adjusted for growth at 4.55%/yr.

**Option 5 (as as July 17, 2015)**

#	Roll #	Owner	MPAC Acres/Area	9-1-1 #	Road	2015 Assessment								
						RT	FT	TT	CT	CU	IT	IU	LT	LU
<b>West side of Ingersoll</b>														
1	011-020-50301	General Motors of Canada	64.54	300	Ingersoll				2,188,026	324,224				
2	011-020-41800	Kloepfer Holdings Ltd.	119	274171	Wallace	207,988	738,825							
3	011-020-41600	General Motors of Canada	128.85	274180	Wallace	985,395			808,880		75,881			
4	011-020-41400	General Motors of Canada	157.9		Ingersoll							13,284,097	581,883	
5	011-020-41700	North, Norman R.	12	274233	Wallace	147,000								
6	011-020-21501	Watson, Timothy W.	25	274279	Wallace	409,750								
7	011-020-14800	Pye, Lawrence & Sherry	97.04	583530	Hamilton	137,800	381,225	15,000						
8	011-020-18300	CPR	21.25	563445	Thomas					170,000				
	011-020-09900	Kuipers, Jordan	0.15	583571	Hamilton	16,100								
	011-020-14300	Mezenberg, Cornelius	0.15	476	King St	47,100								
	011-020-14401	Featherstone, Ryan	1.36	583570	Hamilton	313,250								
	011-020-14402	Moskal, Todd	0.39	583566	Hamilton	221,000								
	011-020-14400	Ulch, Linda	0.58	583564	Hamilton	336,500								
	011-020-14403	Ratter, Scott	1.17	583560	Hamilton	351,000								
	011-020-14404	Henderson, Wm	0.37	583558	Hamilton	272,250								
	011-020-14501	Harris, Allan	0.64	583552	Hamilton	267,000								
	011-020-14600	Gillies, Lloyd	0.8	583550	Hamilton	264,000								
	011-020-14605	Cartmale, Bradley	0.68	583546	Hamilton	348,500								
	011-020-14700	Hunter, Wm	1.28	583542	Hamilton	289,250								
		<b>West Side Total Area</b>	<b>633.15</b>											
<b>East Side of Ingersoll</b>														
8	011-020-37000	S. Czuper	4.9	334256	Plank	426,500								
9	011-020-36900	2149343 Ontario Inc.	7.5	543395	Clarke					1,168,000	58,000			
10	011-020-36700	P.J. Tops	9.95	543943	Clarke	513,500								
11	011-020-36601	R & B Clifford	28.22	543961	Clarke	224,175	236,825							
12	011-020-44901	LaRose, Walter	1.14	543922	Clarke	270,750								
13	011-020-44900	MTO - Formerly Caffyn***	22.5	543936	Clarke	270,900	152,000							
		<b>East Side Total Area</b>	<b>74.21</b>											
<b>Option 5 Totals</b>			<b>Total West and East Side</b>	<b>707.36</b>		<b>6,319,708</b>	<b>1,508,875</b>	<b>15,000</b>	<b>2,996,906</b>	<b>494,224</b>	<b>1,243,881</b>	<b>58,000</b>	<b>13,284,097</b>	<b>581,883</b>
<b>Ratio</b>						<b>1.0000</b>	<b>0.2500</b>	<b>0.2500</b>	<b>1.9018</b>	<b>1.3313</b>	<b>2.6300</b>	<b>1.7095</b>	<b>2.6300</b>	<b>1.7095</b>
<b>WEIGHT.ASSM</b>						<b>6,319,708</b>	<b>377,219</b>	<b>3,750</b>	<b>5,699,516</b>	<b>657,941</b>	<b>3,271,407</b>	<b>99,151</b>	<b>34,937,175</b>	<b>994,729</b>

\*\*\*estimated acreage for Caffyn Farm

SWOX Taxes Rates 2015

0.00485964	RT		\$ 30,711.51												<b>TOTALS</b>
0.00121491	FT/TT			\$ 1,833.15	\$ 18.22										
0.00924206	CT					\$ 27,697.59									
0.00646944	CU						\$ 3,197.35								
0.01278085	IT/LT							\$ 15,897.86			\$ 169,782.05				
0.00830755	IU/LU								\$ 481.84			\$ 4,834.02			<b>SWOX</b>
	<b>SWOX</b>		<b>\$ 30,711.51</b>	<b>\$ 1,833.15</b>	<b>\$ 18.22</b>	<b>\$ 27,697.59</b>	<b>\$ 3,197.35</b>	<b>\$ 15,897.86</b>	<b>\$ 481.84</b>	<b>\$ 169,782.05</b>	<b>\$ 4,834.02</b>	<b>\$ 254,453.58</b>			

Ingersoll Tax Rates 2015

0.00929729	RT		\$ 58,756.16												
0.00232432	FT/TT			\$ 3,507.11	\$ 34.86										
0.01768159	CT					\$ 52,990.06									
0.01237711	CU						\$ 6,117.06								
0.02445187	IT/LT							\$ 30,415.22		\$ 324,821.01					

0.01589372	IU/LU								\$ 921.84		\$ 9,248.29	Ingersoll
		Ingersoll	\$ 58,756.16	\$ 3,507.11	\$ 34.86	\$ 52,990.06	\$ 6,117.06	\$ 30,415.22	\$ 921.84	\$ 324,821.01	\$ 9,248.29	\$ 486,811.61
		<b>Difference</b>	<b>-\$ 28,044.65</b>	<b>-\$ 1,673.96</b>	<b>-\$ 16.64</b>	<b>-\$ 25,292.48</b>	<b>-\$ 2,919.71</b>	<b>-\$ 14,517.36</b>	<b>-\$ 440.00</b>	<b>-\$ 155,038.96</b>	<b>-\$ 4,414.26</b>	<b>-\$ 232,358.03</b>

Tax Classes	Definitions
RT	Residential
FT	Farm
TT	Managed Forest
CT	Commercial Occupied
CU	Commercial Vacant
IT	Industrial Occupied
IU	Industrial Vacant
LT	Large Industrial Occupied
LU	Large Industrial Vacant

Prepared: July 17, 2015  
For Estimate Purposes only



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-074-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Municipal Accessibility Plan and Integrated Accessibility Compliance

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## **OBJECTIVE**

To document the completion of the Accessibility plan to date and the goals going forward.

## **BACKGROUND**

The Ontarians with Disabilities Act (ODA) 2001 will remain in effect until all standards are implemented under the Accessibility for Ontarians with Disabilities Act (AODA) 2005. Under the ODA, which applies to Public Sector, all municipalities must annually prepare a Municipal Accessibility Plan (MunAP). The Municipal Accessibility Plan outlines accomplishments made to date as well as goals for the future of the plan.

## **ANALYSIS**

Under the Integrated Accessibility Standards, we must complete a multi-year plan every five years and review our progress on an annual basis. Our most recent plan was adopted in 2013 to begin in 2014. In review we have made significant accomplishments to date. Currently we are on track to accomplish the goals of our current plan and we have goals that are attainable for the future.

### **Accomplishments to Date**

The Town of Ingersoll has been working to remove barriers and previous accomplishments include:

1. Paratransit system for visually and physically impaired since 1992
2. Core downtown sidewalks have curb cuts & majority of sidewalks within Town.
3. Winter Control on the all sidewalks within the Town
4. Continuous investigation of parking standards



5. All municipally owned facilities are handicapped accessible
6. Recreational programs
7. Review of Fire Evacuation Plans
8. Review of Accessible parking
9. Official Plan and Comprehensive Zoning By-law updated
10. Lift installed at Arena
11. Removal of snow at all downtown core intersections
12. Commencement of Accessible Website
13. Review of Municipal Facilities
14. Reconstruction of several sidewalks
15. Relocation of Accessible Parking Space to provide greater access
16. Additional accessible parking spaces provided.
17. VPCC – Wellington St. removal of rough sidewalk material
18. Museum & Washroom Facility – Sidewalks installed for easy access.
19. Fire Service Facility – Accessible work station
20. Police Service Facility- Power Assisted Door
21. New Phone system
22. Installation of Audible Traffic Signals in Core Area
23. Customer Service Policy & Training
24. Elections- Vote By Mail Method in 2010
25. Accessible Voting Stations
26. Extended Paratransit hours to 24/7

## **Current Accomplishments**

- The Town's Accessible Customer Service Policy Manual will continue to be complied with, and reviewed by staff to ensure the Town is providing an adequate level of Accessible Customer Service to the public.

## **Built Environment**

- The Town will continue committing to encouraging the private sector, when undergoing material alterations, to retrofit existing buildings for accessibility and developing suitable policies and procedures.

## **Employment**

- All Town staff will continue to be made aware of the Town's Accessibility Plan, and

Town's Accessibility policies.

- Advise job applicants that we will accommodate disabilities during the selection process.
- Notify new employees of existing policies for accommodating persons with disabilities.
- Existing employees have been notified of existing policies for accommodating persons with disabilities and staff will be reminded of this policy frequently.
- Where necessary, accommodation plans will be developed for individuals.
- Individualized emergency response information will be prepared for any existing employees and where necessary, individualized emergency response plans will be developed.
- Should existing employees express an interest in obtaining an accessible format or communication support in order to perform their job, the request will be handled by the Clerk.

## **Information and Communication**

- Multiple formats for policies and procedures will be made available.
- WCAG 2.0A Standards will be met on the Town website by January 1, 2014.
- Provide opportunities for the public to provide feedback through accessible formats as well as notifying the public of the availability of accessible formats which are available upon request.

- Provide accessible formats or communication supports in a timely fashion and at no additional charge to the user.
- Implementation and training of Integrated Accessibility Standards Regulation policies.

### **Paratransit**

- Any communication made to paratransit customers will be made in available in accessible formats.
- Although same day service is not available the Town will allow booking requests up to 3 hours prior to the end of the service period on the day before the intended day of travel.
- Reservations shall be allowed to be made using accessible methods if requested.

### **Facilities**

- Site tours of both indoor and outdoor facilities will be completed to determine how accessibility can be further incorporated into certain Town facilities.

### **Future Goals**

- Further education and integration of accessibility options in the hiring employee orientation process
- Expansion of hours for paratransit booking
- Further improvement of the Town facilities to remove barriers

### **INTERDEPARTMENTAL IMPLICATIONS**

Depending on projects identified and undertaken various department budgets could be impacted.

### **FINANCIAL IMPLICATIONS**

In order for the Town of Ingersoll to become accessible, the Council and Staff must make a conscious effort to include accessibility in all decisions made.

### **RECOMMENDATION**

**THAT** Report No. C-074-15 be received as information;

**AND FURTHER THAT** the Status update for the Multi-year Accessibility Plan be accepted as presented.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-075-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Request for road allowance from Len Reeves – 64 Clark Road

---

## **OBJECTIVE**

Developer Len Reeves has made the attached request for ownership of the road allowance (highlighted in yellow) next to his property in an attempt to assist with his development.

## **BACKGROUND**

This road allowance is actually still registered in the name of South-West Oxford due to the boundary adjustment. So the first step will be to get it registered in the Town of Ingersoll's name and staff have directed our legal counsel to proceed to do that.

## **ANALYSIS**

The most northerly portion of the road allowance is intended to become an actual road. And our legal Counsel has advised that we could proceed to enter into an agreement with Mr. Reeves to allow him to develop the road on our property as it was always intended to be a road allowance.

Staff have reviewed if the secondary loop at the southern part of the development should come out to the road allowance and both the Fire Department and the Engineering Department have stated that it is not necessary in this case.

For the remainder of the property staff have reviewed if it could ever be needed as a road allowance and given that it runs into the 401 it is highly unlikely that we would get access to the 401 as we already have two access' and given its close proximity to the Culloden Road access it is even more unlikely that MTO would ever provide access to the 401 from this location.

As such, it may be possible to transfer this portion of the road allowance to a third party.

By-law 08-4429 governs the sale of real property for property owned by the Town of Ingersoll.

The by-law normally requires the land be declared surplus by Council at an open meeting and an appraisal shall be done and a method for the notice of sale shall be given. However, it also says at clause 4 that certain classes of land are exempt, specifically at clause 4. c. "closed highways if sold to an owner of land abutting the closed highway."

So in this case the land could be sold to an abutting landowner or landowners.

However, the road allowance at the south end is much wider than a normal road allowance (approximately 56 meters or 183 feet) and we received the following comments from the Town's Economic Development Officer:

"given the dimensions of the industrial lots are non-standard (pie-shaped), it would be reasonable to foresee applications for minor variances on these lots for a reduced rear yard on one side of the lot and we would want to protect the options of the industrial users to try and maximize the space on the Samnah lots"

As such one option may be to offer the west half of the road allowance to the abutting industrial owners and the east half to the developer making this request. If the industrial owners do not want the road allowance then we can offer the entire road allowance to the developer.

The land could also be kept for green space or a buffer between residential and industrial. It could be used for various park purposes such as a dog park or potentially walking trails.

Staff are seeking direction from Council for one of the following options.

#### Option 1

Declare the excess property as surplus, have it appraised and market it.

#### Option 2

Offer it to abutting land owners.

#### Option 3

Maintain ownership of the excess property for future consideration.

### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

Should Council choose Option 2 we will ask the purchasers to cover all legal and surveying costs and we should ask for a nominal amount from the purchasers so the sale will have a small positive financial impact.

## **RECOMMENDATION**

**THAT** Council choose option \_\_\_\_\_.

## **ATTACHMENT**

Correspondence from Reeves Realty

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



☐ Leonard Reeves Inc.

☐ Reeves Realty Corp.

☐ Reeves Land Corp.

☐ L.F.R. Investment Corp.

---

95 Young Street, Woodstock, Ontario, Canada N4S 3L6 • Telephone (519) 537-6251

July 8, 2015

Michael Graves  
Clerk, Deputy C.A.O.  
Town of Ingersoll

**HAND DELIVERED**

**RE: PROPOSED DEVELOPMENT  
64 CLARK SIDEROAD, INGERSOLL**

I met with Terry Thompson, (Nesbitt, Coulter), to begin the process of transferring my land to the Land Titles registry. Before he begins, he requires a resolution of the unopened street allowance along the Westerly border of the property.

I have enclosed Google Maps identifying the street allowance and have highlighted it as well on the proposed subdivision layout prepared by J.B. Chambers Engineers Ltd.

I would of course like to acquire the unopened street allowance and add it to the development.

I understand you will prepare a report and resolution for Council.

Let me know if you require further information from me.

A handwritten signature in purple ink, appearing to be 'L. Reeves', written over a horizontal line.

DR. LEONARD REEVES, PhD  
c.c. Terry Thompson



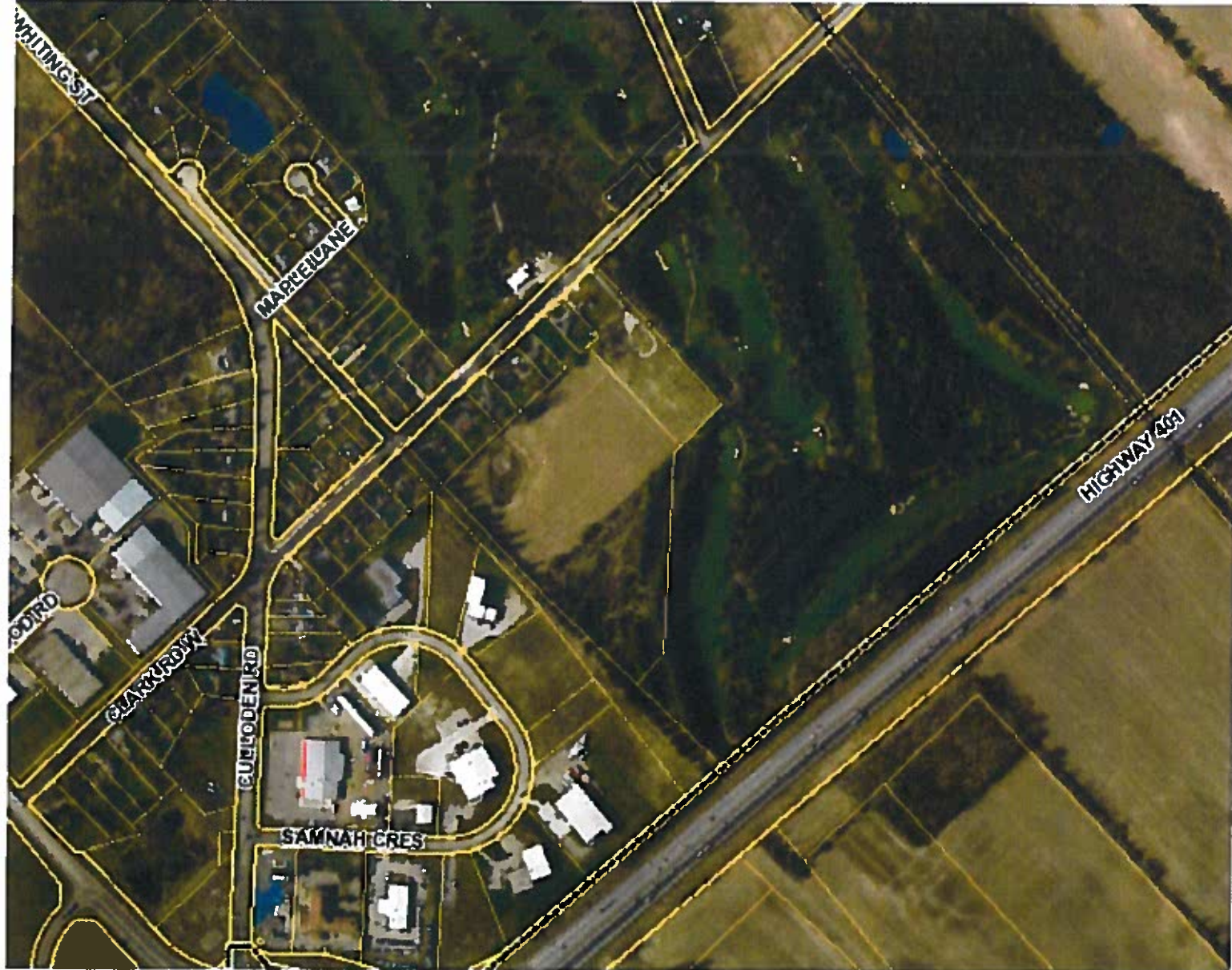
PROPOSED RESIDENTIAL  
DEVELOPMENT  
CLARK ROAD, INGERSOLL

REEVES LAND  
CORPORATION

**J.B. CHAMBERS  
CONSULTING  
ENGINEERS LTD.**  
50 BYSHAM PARK DRIVE WOODSTOCK, ON, N4T 1R2 (519) 530-0812

Project No. 2074





**Legend**

**Notes**



0 87 173 Meters  
NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 5, 2014





**Legend**

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 5, 2014



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-076-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Site Plan Process

---

## **OBJECTIVE**

To consider a pilot project process for site plan process

## **BACKGROUND**

Our Site Plan Control Process needs updating. Our current process is quite involved and staff would like to try a new process on a pilot program basis. If successful we will revise our by-laws and create a new permanent process.

### **Currently**

Our current process is administered by the Economic Development department.

We get an application and submit it to the planner to ensure its completeness, once deemed complete we send notices to all departments and agencies needed (as deemed by the planner) and once all comments are in we schedule a meeting.

The meeting is supposed to involve the applicant, Mayor, a Town Councillor, Town Clerk, Town Engineer, Town CBO, Erie Thames Manager, County Planner, CAO, Superintendent of Public Works and the County of Oxford Water and Wastewater Services Manager.

This meeting is obviously very cumbersome to set up and in reality we have not been having a meeting with all these attendees. Our meetings usually involve the planner, the applicant and any departments the applicant would like to ask questions.

Once the meeting has been held we wait for the final drawings and once the drawings meet the approval of the Planner, the planner takes the Site Plan Drawings to the Engineer for stamping. After the drawings are stamped the Clerk's department

prepares the Site Plan Agreement. Once with the Applicant signs and registers the site plan agreement the process is complete.

## **ANALYSIS**

Our proposed process is as follows:

- Application is submitted to the Planning department (portion of fee will be allocated to the Planning department for administrative costs once the process becomes permanent – currently for Woodstock applications – the County collects \$450 which leave us with \$710 plus the costs of registration and any peer reviews);
- Planner reviews application for completeness and circulates to agencies having an interest (ex. UTRCA and County of Oxford) in the proposal and all department heads;
- Agencies are given 2 weeks to provide comments to planner who forwards the comments to the applicant as they are received;
- A meeting is scheduled for 1 week following the commenting deadline with the planner and the agencies that provided comments to communicate the requirements to the applicant;
- Revised drawings are submitted in pdf. format in response to the comments that were received and are recirculated to agencies with outstanding comments;
- Once each agency is satisfied with the revisions, final copies are requested for stamping;
- Planner prepares a final approval letter and stamps plans;
- Approval letter and stamped plans are sent to applicant and Clerk's department;
- Clerk's department prepares site plan agreement and applicant registers it on title.

\*A final set of stamped plans will be filed with the Clerk's department, Building department and the Planning department.

This is the same process implemented in Woodstock and as our planner performs the same functions for Woodstock it would be much simpler for her.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **RECOMMENDATION**

**THAT** staff report C-076-15 be received as information.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-077-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** One Foot Reserves – Walker Road

---

## **OBJECTIVE**

To bring forward a by-law to release one-foot reserves for Walker Road to allow Oak Country Homes to proceed with the Subdivision Agreement as adopted by by-law 15-4829.

## **BACKGROUND**

On March 9, 2015 Council passed the following resolution:

**THAT** the Council for the Town of Ingersoll receives the presentation from Elizabeth Cormier of Patton Cormier & Associates regarding Oak Country Homes and the Construction and Completion of Walker Road as information;

**AND FURTHER THAT** Option B: Council provide the undertaking to Oak Country Homes and 1879784 Ontario Inc. regarding reimbursement of legal fees and if signed and returned staff be directed to prepare the necessary agreements to allow a further 22 lots to be developed with a commitment being registered on title restricting any future development to lands abutting Walker Road and any lands south of Moffat Ave.

Oak Country Homes did enter into that agreement with the Town and by-law 15-4814 was passed on June 8, 2015.

Further Council adopted by-law 15-4829 on September 28, 2015 being a subdivision agreement with Oak Country Homes to allow for the construction of the 22 lots on Walker Road.

## **ANALYSIS**

In order for the development of the subdivision to proceed, one-foot reserves that were put in place previously at the entrance of Walker Road being Blocks 29 and 30 on Plan 41M-279, need to be removed and dedicated as public highway.

Other one-foot reserves have already been put in place at the limit of this phase of development being the 22 lots on Walker Road in order to prohibit future development without the necessary approvals.

As such, staff have no hesitation in recommending the removal of Blocks 29 and 30 on Plan 41M-279 as one foot reserves and recommending they be dedicating as public highway.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **RECOMMENDATION**

**THAT** staff report C-077-15 be received as information;

**AND THAT** a by-law be brought forward to release one foot reserves being Blocks 29 and 30 on Plan 41M-279 and dedicate said blocks as highways.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-078-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Delegation By-law Review

---

## **OBJECTIVE**

To provide Council with a review and update to our Delegation By-law.

## **BACKGROUND**

Every term of Council certain by-laws are reviewed and updated. This review is of the Delegation By-law. We reviewed many other by-laws across Ontario and found ours to be very similar to most others.

## **ANALYSIS**

This version is similar to the previous version with only a few changes. Specifically we changed:

- improved the wording in table 2 and removed any ambiguity
- added a section allowing staff to sign agreements ancillary to a development approval such as easements, one foot reserves, minor transfers, etc in order to speed up the process once a development has been approved by Council
- added a section on how to deal with Council should they be in restrictions (sometimes called lame duck)

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **ATTACHMENT**

Draft Delegation of Duties and Powers Policy



## **RECOMMENDATION**

**THAT** Report No. C-078-15 be received as information;

**AND FURTHER THAT** a new Delegation By-law be brought forward for Council consideration.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

## Schedule 1

# TOWN OF INGERSOLL

## POLICIES AND PROCEDURES

**Policy:** Delegation of Duties and Powers

**Approval Date:** \_\_\_\_\_

**Effective Date:** Upon Council Approval

---

### **PURPOSE**

Section 270.(1) of the *Municipal Act*, 2001, as amended (“Act”), requires that all municipalities adopt and maintain a policy with respect to the delegation of municipal powers and duties; and Section 23.1 (1) authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act.

The purpose of this policy is to provide guidance to Council when considering and undertaking the delegation of powers and duties to staff and establish guidelines for that process, which comply with the provisions of the Act, *Planning Act*, R.S.O. and *Municipal Freedom of Information & Protection of Privacy Act*.

### **POLICY STATEMENT**

The Council of the Corporation of the Town of Ingersoll, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council’s decisions are generally expressed by by-law or resolution of Council carried by a majority vote. In an effort to enhance community engagement on local issues, maintain accountability and allow for council to create a stream-lined approach to its decision-making process, Council shall entrust certain powers and duties to committees and staff. The delegation of municipal powers by Council shall be made in accordance with the relevant legislated authority of the *Municipal Act*, 2001 and *Planning Act*, R.S.O., 1990 and *Municipal Freedom of Information and Protection of Privacy Act*.

### **DEFINITIONS**

“**Administrative Powers**” means all matters required for the management of the corporation which do not involve discretionary decision making.

“**Legislative Powers**” means all matters where Council acts in a legislative or quasi- judicial function including enacting by-laws, setting policies, and exercising decision making authority.

## **POLICY REQUIREMENTS**

1. All delegations of Council powers, duties or functions shall be effected by by-law.
2. Unless a power, duty, or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
3. A delegation of power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the Clerk or selected from time-to-time by the delegate to act in the capacity of the delegate in the delegate's absence.
4. Subject to section 3, a person to whom a power, duty or function has been delegated by by-law has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
5. Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the *Municipal Act*, 2001 as amended, and section 5.(1-3) of the *Planning Act*, R.S.O.
6. Administrative matters may be generally delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the *Municipal Act*, 2001 as amended.
7. In exercising any delegated power, the delegate shall ensure the following:
  - (a) Any expenditure related to the matter shall have been provided for in the current year's budget or authorized by the purchasing by-law with the exception of an enacted Emergency under the Town's Emergency Plan;
  - (b) The scope of the delegated authority shall not be exceeded by the delegate;
  - (c) Where required by the specific delegated authority, reports shall be submitted to council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy;
  - (d) All policies regarding insurance and risk management shall be complied with;
  - (e) Delegates shall ensure the consistent and equitable application of Council policies and guidelines;
  - (f) Any undertaking or contract with a third party shall be subject to the approval of Council through a by-law or Council resolution.

## **SCOPE OF POWERS**

Council is required under Section 23.1 (2) of the Act to apply the following rules to a by-law when delegating powers or duties:

- (a) A delegation may be revoked at any time without notice unless the delegation by-law specifically limits the municipality's power to revoke the delegation.
- (b) A delegation shall not limit the right to revoke the delegation beyond the term of the council which made the delegation.
- (c) A delegation may provide that only the delegate can exercise the delegated power or that both the municipality and the delegate can exercise the power.
- (d) A delegation or deemed delegation under paragraph 6 of a duty results in the duty being a joint duty of the municipality and the delegate.
- (e) A delegation may be made subject to such conditions and limits as the council of a municipality considers appropriate.
- (f) Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power and any duties related to the power are deemed to be delegated with the power.

### **POWERS THAT CANNOT BE DELEGATED**

In accordance with the provisions of the *Municipal Act*, 2001 as amended, the following powers and duties cannot be delegated by Council:

- (a) The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
- (b) The power to pass a by-law under Parts VIII, IX and X.
- (c) The power to incorporate corporations in accordance with section 203.
- (d) The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
- (e) The power to pass a zoning by-law under the *Planning Act*.
- (f) The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
- (g) The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
- (h) The power to adopt or amend the budget of the municipality.
- (i) Any other power or duty that may be prescribed.

## Delegation of Powers to Ingersoll Town Staff

**Table 1**

A listing of duties presently delegated by Council through by-law to municipal staff or council committees:

Department	Duty	By-Law Reference No.
Building Department	Appointed by Council to enforce provisions of the Building Code Act, R.S.O., 1992	No. 15-4824
Building Department – Chief Building Officer	Appointed by Council as Municipal Weed Inspector	No. 15-4808
By-Law Enforcement Officer	Authorized by Council to administer and enforce the animal control by-law	No. 01-3990
By-Law Enforcement Officer	Authorized by Council to enforce the keeping and running at large of dogs	No. 01-3989
By-Law Enforcement Officer/Chief Building Official	Authorized by Council to administer the Non-Permit Signs By-Law	No. 08-4432
Chief Building Official	Authorized by Council to administer fences & gates for privately owned outdoor swimming pools	No. 07-4375
Chief of Police	Delegation of authority to licence Adult Entertainment performers and body rub performers	No. 02-4014
Clerk's Department – Michael Graves & Ann Wright	Delegation of authority to perform civil marriage ceremonies	No.15-4795
Clerk's Department – Ann Wright & Kelly Smith	Appointed by Council as Division Registrar and Deputy Registrar	No. 15-4796 and 15-4847
Clerk's Department	Authorized by Council to issue taxi licences	No. 09-4502
Clerk's Department	Authorized by Council to issue Lottery Licences	No. 82-3077
Clerk's Department	Authorized by Council to issue a Mobile Lunch Wagons & Carts Licence	No. 95-3668

<b>Department</b>	<b>Duty</b>	<b>By-Law Reference No.</b>
Clerk's Department	Authorized by Council to issue a Transient Traders Licence	No. 99-3874
Development Committee	Delegation of authority for site plan control	No. 99-3881
Town Engineer	Delegation of authority to provide Reciprocal Emergency Assistance in an emergency situation	No.11-4602
Engineering Coordinator/Superintendent of Public Works	Delegation of authority to temporarily close a highway	No. 03-4106
Ingersoll Fire Services – Jackie Beam	Appointed by Council as the Deputy Community Emergency Management Coordinator	No. 05-4243
Ingersoll Fire Services	Authorized by Council to issue Fireworks Display permits	No. 00-3924
Treasury Department	Authorized by Council to licence dogs within the town of Ingersoll	No. 01-3989
Treasury Department	Authorized by Council to licence and renew kennel and breeding/boarding establishment licences	No. 01-3989

**Table 2**

A listing of duties that are hereby delegated by Council to municipal staff:

<b>Department</b>	<b>Duty</b>	<b>Relevant Legislated Authority if applicable</b>
Signing of Student Employment Grant Applications	CAO	Municipal Act, 2001 Section 23.1
Signing of Financial Reports for Provincial Ministries	CAO/Treasurer or Assistant Treasurer	Municipal Act, 2001 Section 23.1
Enter into Service Agreements for Operational matters	CAO	Municipal Act, 2011 Section 23.1
Authority to sign Agreements to accept Grants	CAO/Treasurer	Municipal Act, 2001 Section 23.1
Authority to convene public meetings regarding Planning Act applications	Planner in consultation with Chair of the Planning Committee	Planning Act, RSO 1990 as amended
Authority to reduce load limits on highways	Town Engineer	Highway Traffic Act
Authority to issue entrance permits	Town Engineer	Municipal Act, 2001 Section 23.1
Authority to issue oversized load permits	Town Engineer	Municipal Act, 2001 Section 23.1
Authority to purchase	All Department Heads & Committees	Municipal Act, 2001 Section 23.1
Authority to hire staff	All Department Heads in consultation with CAO	Municipal Act, 2001 Section 23.1
Authority to sign on financial matters	CAO/Treasurer, Clerk, Assistant Treasurer	Municipal Act, 2001 Section 23.1
Delegation of authority as Head of the Municipality for the purposes of the Municipal Freedom of Information & Protection of Privacy Act	Clerk	Section 3 – Municipal Freedom of Information and Protection of Privacy Act

Department	Duty	Relevant Legislated Authority
Delegation of authority to enter into temporary use agreements (locate trailer while building a house)	Chief Building Official/By-Law Enforcement Officer	Municipal Act, 2001 Section 23.1
Delegation of authority to enter into water service connection agreements	Public Works Manager	Municipal Act, 2001 Section 23.1
Delegation of authority to enter into agreements for signage on municipal roads	Public Works Manager	Municipal Act, 2001 Section 23.1
Delegation of authority to sign Adopt a Road Agreements	Public Works Manager	Municipal Act, 2001 Section 23.1
Delegation of authority to waive the requirement for pre-consultation	CAO/Clerk/Deputy Clerk	Planning Act, as amended by Planning & Conservation Land St Law Amendment Act
Delegation of Authority to sign easements, transfers, one foot reserves for subdivisions approved by Council if part of the approved subdivision plan	CAO/Clerk/Deputy Clerk	Municipal Act, 2001 Section 23.1
Where during an election year, Council's actions are restricted under section 273 of the <i>Municipal Act, 2001</i> , the Chief Administrative Officer and/or Chief of the applicable Department is delegated the authority to undertake such actions as may be required where such actions are in accordance with existing current practice and policy except where, by statute, a resolution or by-law of council is required.	CAO	Municipal Act, 2001 Section 23.1





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-079-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Accountability and Transparency By-law Review

---

## **OBJECTIVE**

To provide Council with a review and update to our Accountability and Transparency By-law.

## **BACKGROUND**

Every term of Council certain by-laws are reviewed and updated. This review is of the Accountability and Transparency By-law. We reviewed many other by-laws across Ontario and found ours to be very similar to most others.

## **ANALYSIS**

This version is similar to the previous version with a few changes. We removed the section on Corporate Values since it was basically repeating the principles section. We added in the fact that Council are now reporting out of closed session when it is possible to do so. We added "ealerts" under methods of timely disclosure of information.

We removed the schedules that cited other process and procedure by-laws as they were out of date and hard to keep up-to-date and instead added text to explain the how the town will show that it is accountable and transparent in each area.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **ATTACHMENT**

Draft Accountability and Transparency Policy

## **RECOMMENDATION**

**THAT** Report No. C-079-15 be received as information;

**AND FURTHER THAT** a new Accountability and Transparency By-law be brought forward for Council consideration.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**TOWN OF INGERSOLL**  
**POLICIES AND PROCEDURES**

**Policy:**                    **Accountability and Transparency**

**Approval Date:**

**Effective Date:**

---

**INTRODUCTION**

The Town of Ingersoll is committed to ensuring accountability and transparency of the activities of the municipality including the activities of Council, committees, appointed boards, sub-committees and the administration. To demonstrate accountability and transparency in the municipal decision-making process, Council and staff shall comply with the relevant legislation, by-laws and requirements of municipal policies.

As required by Section 270 (1) of the Municipal Act, 2001, (the Act) all municipalities must adopt and maintain a policy for the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that such actions are transparent to the public.

**PURPOSE**

To maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. This policy has been developed in accordance with Section 270, of the Municipal Act, 2001.

**POLICY**

**1. Definitions**

“Accountability” shall mean the responsibility of the Town of Ingersoll for decisions made and policies implemented.

“Town” shall mean the Corporation of the Town of Ingersoll.

“Transparency” shall mean the ability of outside parties to observe how decisions are made and implemented.

**2. Principles**

Council for the Town of Ingersoll acknowledges that it is responsible to provide good governance for its stakeholders, including its citizens and other levels of government.

Therefore, the Town is an accountable and transparent organization that is committed to the following principles:

- Openness and fairness when transacting Town business;
- Efficient and effective financial management;
- An open, responsive meeting process that ensures citizens have access to and an awareness of the Council and/or Committee business being discussed;
- Providing access to public information consistent with the legislative requirements;
- Ensuring staff conduct themselves in accordance with this policy;
- Delivering high quality services to our citizens; and,
- Promoting the efficient use of public resources.

Accountability and transparency are standards of good environment that enhance public trust. These principles are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. Wherever possible, the Town will engage its stakeholders throughout its decision-making processes, which will be open and transparent to the public.

### **3. Requirements**

The principles of accountability and transparency shall apply equally to the political process and decisions as well as to the administrative management of the municipality.

### **4. Financial Matters**

The municipality will strive to be accountable and transparent to its citizens and stakeholders in its financial business, particularly with respect to:

- a. Internal/external audit;

The Internal Auditor shall conduct internal audits to enhance business processes and to undertake an organizational risk assessment. The external auditor shall annually audit the accounts and transactions of the municipality and its local boards and express an opinion on the financial statements of these bodies based on the audit. Both the internal and external auditor shall assist Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for achievement of value for money in municipal operations. The Town shall publish its annual audited financial statements.

b. Reporting/financial statements;

Council shall be provided with quarterly reports on the financial status and program outcomes for the Corporation.

c. Long-term financial planning;

A review and update of the 10 year financial forecast shall be undertaken annually.

d. Public Sector Accounting Board (PSAB);

Financial records and statements shall be prepared in accordance with the Public Sector Accounting Board regulations.

e. Purchasing/procurement

The Purchasing By-law shall establish the regulations for the procurement of goods and services and shall protect the interests of the town, public, and persons participating in the procurement process by providing a clear statement of how goods and services are to be acquired. The town is committed to the goal that staff be held accountable to purchase the best possible quality of goods and services at the best possible cost while maintaining accountability, fairness, objectivity, efficiency, effectiveness and transparency.

f. Fees and charges;

Fees and Charges will be reviewed every term of Council

g. Sale of land

Acquisition or disposal of real property shall be addressed in accordance with the provisions of adopted policies and procedures.

h. Budget process

Council shall establish and ensure publication of the town's operating and capital budgets in accordance with legislative requirements. Budget committee meetings shall be open to the public and public input shall be encouraged.

i. Municipal performance measurement (MPMP)

Information as required shall be provided on an annual basis to the Province of Ontario under its Municipal Performance Measurement Program which seeks to better measure the cost and quality of public services. An assessment of the town's performance under the MPMP shall be conducted annually to ascertain opportunities to enhance performance

## 5. Governance

The Town's administrative practices will ensure accountability through the following initiatives;

a. Employee performance management and evaluation

Management will utilize an employee performance management and evaluation process in order to ensure employees are adhering to the standards of accountability and transparency as well as ensuring employees are achieving the goals set by Council.

b. A hiring policy, continuing education, compensation and benefits

The town shall provide policies and practices for the recruitment, management and development of its employees and shall ensure that legislative requirements and principles are met.

c. An orientation session

At the beginning of the term of Council, staff will conduct an orientation session that will bring Council up to date on the status of the municipality.

d. Code of conduct

Members of Council, local board appointees and staff shall abide by and uphold the Corporation Code's of Conduct. The Code's of Conduct shall provide Members of Council, board appointees and staff with guidelines for appropriate behaviour and conduct that meet the highest ideals of public service. The objective of these measures is to establish rules of conduct respecting conflict of interest and to minimize the possibility of conflicts arising between private interests and public service duties of public servants.

e. Health and safety

Health and safety programs shall be provided to ensure the continued well being of staff, Council and the public accessing municipal facilities, programs and services. Workplace safety inspections shall be conducted annually.

## 6. Public Participation and Information Sharing

The municipality will ensure that it is open and accountable to its citizens and stakeholders through implementing processes, which outline how, when and under what circumstances and rules meetings will take place. The meetings of the Town will be open to the public when required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. Council will also ensure that it is reporting out of closed session when it is possible to do so.

The Town will adhere to following processes, which ensure meaningful and effective participation, as well as the timely disclosure of information:

a. Procedure by-law

Council will uphold the provisions of its Procedure By-law governing the calling, place and proceedings of meetings. The Procedure By-law provides for public notice of Council and Committee meetings to ensure the public has knowledge of its ability to participate in the decision making process.

b. Strategic plan for the Town;

The town's strategic plan will establish the framework for the term of Council and will be reviewed every term of Council.

c. Planning processes governed under the Planning Act

The town shall provide for and follow adopted planning processes in accordance with relevant legislation to ensure public participation and inclusiveness.

d. Notice by-law

The municipality shall keep its citizens informed through legislated public notice requirements and its Notice by-law requirement and related procedures. Public notice of meetings and specified municipal government actions, decisions or proposals shall be provided in accordance with policy and legislative requirements.

e. Access to Records and Information

The town shall provide reasonable access to records and information within legal limitations and shall actively seek to ensure that such records and information are available on the town web site. In providing access to such information, the town shall also ensure the protection of individual privacy is upheld. Where public accessibility to such documentation is unclear, the town shall abide by the provisions of the Municipal Freedom of Information and Protection of Privacy Act, under which any individual may submit requests for information in the possession of the Corporation.

f. Public Information centres, Town Hall meetings and open houses

Were information is needed to be provided to the public Council will consider using public information centres, Town Hall meetings and open houses.

g. Agendas and minutes

Council agendas, reports and minutes are available to citizens on town website.

h. Website, Media releases, and Ealerts

In order to assist in providing the public with information Council and staff shall employ the use of the website, media releases and ealerts.

**7. General Provisions**

This policy shall be applicable to Members of Council and staff of the Town of Ingersoll.

This policy shall be reviewed once every term of Council or upon a change in legislations. Notice for this review shall be given in accordance with the Town of Ingersoll Procedure by-law.

The Clerk shall be responsible for collecting concerns or complaints related to this policy. Upon receipt of a concern or complaint, the Clerk shall notify:

- a. In the case of staff, the Department Head responsible for the area and the Chief Administrative Officer;
- b. In the case of closed meetings, the meeting investigator appointed by the municipality and the Clerk, or
- c. In the case of Council, the Mayor and Chief Administrative Officer.





**DEPARTMENT:** Economic Development

**REPORT NO:** D-055-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Economic Development Travel Approval

---

## **OBJECTIVE**

To obtain Council's approval for the Automotive Communities Partnership meeting in January

## **BACKGROUND**

Automotive Communities Partnership (ACP) and the Centre for Automotive Research (CAR) host meetings 3-4 times per year across North America. In 2013, one meeting was hosted here in Ingersoll at the CAMI plant.

## **ANALYSIS**

The meeting is January 12<sup>th</sup> and 13<sup>th</sup> and includes a plant tour, reception, meetings and early access to the Detroit Auto show following the meetings.

The ACP meetings will be held at the Renaissance Centre in Detroit.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

Budgeted annually as part of the Marketing and Promotion budget. The membership for ACP is covered by our membership in SOMA and the meeting is free to members.

## **RECOMMENDATION**

**THAT** Council accepts report D-055-15 as information,

**AND FURTHER THAT** Council does authorize the Director of Economic Development to travel and participate in ACP meetings in Detroit in January.

Prepared by: Kale Brown, Director of Economic Development

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Economic Development

**REPORT NO:** D-056-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Replacement of Commemorative Historic Plaque

---

## **OBJECTIVE**

To obtain Council's approval for the replacement of the "Mammoth Cheese" historic plaque in 2016

## **BACKGROUND**

On Good Friday, 2005 the provincial plaque marking the site of the first Mammoth Cheese made in Canada at the present-day site of the Elm Hurst Inn was found damaged and laying on the side of the road. It was subsequently picked up and delivered to Town Hall. While contact was made with the Ontario Heritage Trust, the provincial agency which deals with these historic markers, they have no record of receiving the damaged plaque that was to have been returned to them for repairs.

Over the years since then there have been numerous attempts at retrieving the old plaque or replacing the new one.

## **ANALYSIS**

2016 will mark the 150<sup>th</sup> anniversary of the making of this mammoth cheese and in order to mark this milestone it is the wish of the Ingersoll Museum advisory committee that a new plaque be made and installed as near to its original site as possible.

It was on August 23, 1866 that the cheese wound its way through the streets of Ingersoll to the train station for its journey across the ocean. Before leaving town there were speeches by the mayor and other local dignitaries and James McIntyre penned his famous poem "Ode on a Mammoth Cheese".

Replacement cost for these large aluminum plaques is now \$4500. This reflects the costs of writing the text, having it translated into French (in compliance with provincial bilingual legislation), getting it cast and then mounted on a secure post.

The Ontario Heritage Trust (OHT) has limited funding available to erect new signs or replace broken and missing ones. To that end, they have asked us to raise the necessary funds.

Because of the enterprising nature of local cheese makers, their efforts to promote Oxford County cheese to the British market were a success. As a result, Ingersoll became known as the cheese capital for the next 100 years – a town built on cheese.

Currently, it is anticipated that an official plaque unveiling would take place on the lawn of the Elm Hurst Inn in August of 2016 at which time history can be recreated.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

As of this date, the Elm Hurst Inn and Oxford Tourism have both agreed to support the project with \$1000.00 each. The Ingersoll Community Foundation has been approached for the sum of \$1500.00 and the OHT for \$250 to 500.00.

## **RECOMMENDATION**

THAT Council accepts report D-056-15 as information,

AND FURTHER THAT Council does authorize the replacement of the “Mammoth Cheese” Historic Plaque.

AND FURTHER THAT Council does authorize a maximum of \$2000.00 in the Town of Ingersoll 2016 budget to support this project.

AND FURTHER THAT the funds required may be less if further private donations are received.

## **ATTACHMENTS**

None

Prepared by: Kale Brown, Director of Economic Development  
Scott Gillies, Curator

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-079-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Canada Post Parking Lot Lease

---

## **OBJECTIVE**

To obtain Council approval for the signing of the lease with Canada Post for the parking lot.

## **BACKGROUND**

In September Council was informed about the parking lot behind Canada Post, which is owned by Canada Post but used by the Town as a municipal parking lot. Canada Post has approached the Town with a need for six designated parking spaces in the lot because of the increase in postal vehicles. Since the lease for this parking lot has expired Canada Post has provided a new lease for Council's consideration.

## **ANALYSIS**

Canada Post has prepared a lease agreement that provides for the following items:

- The Town will have use of the parking lot 24/7
- The Town will pay all costs to maintain the parking lot
- The Term will be for ten years and renewable thereafter for successive one year basis
- Either party can terminate with sixty days notice
- The parking lot area will continue to be exempt from Payment in Lieu of Taxes
- The Town shall sign and line paint five designated parking spaces and a walkway for use by Canada Post
- Canada Post shall install a gate and unican lock in the existing fence between the parking lot and the Canada Post building
- The Town will provide a minimum of \$10 M liability insurance and provide Canada Post with a certificate of insurance

The Town is presently maintaining the lot, which includes signage, line painting and snow removal and the Town already carries \$15 M in liability insurance. Staff is recommending that Council enter into the lease as this parking lot is heavily used by the downtown businesses, theatre and for downtown community activities. This lot is also the only lot for parking of horse and buggies.

## **FINANCIAL IMPLICATIONS**

There will be a one- time cost of \$500 for the signage and line painting for the Canada Post designated parking spaces which will come from the Public Works Operating budget but the Town presently maintains the parking lot as part of the Public Works Operating budget.

## **RECOMMENDATION**

**THAT** report OP-079-15 be received as information and that Council bring forward a by-law to enter into a lease with Canada Post Corporation for the lease of the parking lot behind 36 Charles Street West.

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-080-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Award of RFP for Town Lands

---

## **OBJECTIVE**

To award the listing and selling of any surplus Town lands to a select realtor for a period of eight (8) months.

## **BACKGROUND**

The Town has two building lots and 132 Thames Street South (Carr's Walkway) that Council has directed to divest itself of. The lots have been declared surplus to the Town's needs. On October 22, 2015 a RFP was emailed to all the local real estate agents and on November 12, 2015, only one proposal was submitted.

## **ANALYSIS**

The results of the proposal was as follows:

<b>Realtor</b>	<b>132 Thames Street South</b>	<b>148 Cherry Street</b>	<b>258 Wonham Street South</b>	<b>Realty Fees %</b>
<b>Harold Matthews Century 21</b>				<b>5</b>

## **FINANCIAL IMPLICATIONS**

The sale of the lots will result in additional revenue and long term future assessment. The sale of 132 Thames St S will result in reduced operating and capital expenditures. Legal and real estate fees will be deducted from the proceeds of the land sales.

## **RECOMMENDATION**

That report Number OP-080-15 be received as information and further that Council approves the award to Harold Matthews of Century 21 for the listing and selling of the identified surplus lands and the building at 132 Thames St South, for a period of eight (8) months commencing January 1, 2016.

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, CAO



**DEPARTMENT:** Operations

**REPORT NO:** OP-081-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Lease for 132 Thames Street South – Upper Unit

---

## **OBJECTIVE**

For Council to approve the lease for the upper unit of 132 Thames Street South (Carr's Walkway).

## **BACKGROUND**

Staff had an opportunity to rent the upper level of Carr's Walkway and at the November Council meeting a motion to rent the unit for one month and to bring forward a lease to the December Council meeting was approved. Spot Marketing Group moved into the Upper Unit November 15, 2015.

## **ANALYSIS**

Spot Marketing Group wishes to sign a lease for the rental of the upper level of Carr's Walkway for the next seven (7) months from December 15<sup>th</sup>, 2015 till July 15<sup>th</sup>, 2016. The lease will be under the same terms as the previous group from South West Oxford who lease the building in 2014 except for a 1.5% increase in the monthly rent. The tenant is also considering an offer to purchase the building from the Town.

## **FINANCIAL IMPLICATIONS**

The monthly rent will be \$750 which will include all utilities such as electricity, hydro, water, gas, snow removal, but exclude telephone and cable. This will provide \$1125 additional revenue in 2015 and \$4875 in 2016.



## **RECOMMENDATION**

That report Number OP-081-15 be received as information and further that Council approves the lease with Spot Marketing Group for seven months starting December 15, 2015.

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks & Recreation

**REPORT NO:** R-061-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Fusion – Emergency Water Line Break

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## **OBJECTIVE**

To update Council on the recent emergency water line break at the Fusion Youth Centre.

## **BACKGROUND**

On Monday, November 16, 2015 the main water line running into Fusion off of Thames Street broke causing the water pressure in the building to drop. Emergency calls were made to the County of Oxford and the Town of Ingersoll Public Works Department to assist in the evaluation of the water line break.

It was determined that it was a Town of Ingersoll responsibility and with the assistance of the Public Works Manager, Doug Wituik a local contractor (Rock Solid Design) was called to the site to investigate the break and assist in the emergency repair. Due to the severity of the repair staff was not able to obtain three quotes.

Staff was made aware this past summer that the water line into the building was deteriorating and needed to be replaced. Staff included this repair in the 2016 capital budget for Council's consideration.

## **ANALYSIS**

Since the work was deemed critical and proposed in our 2016 capital budget, William Tigert, CAO authorized the work pursuant to our Tendering/Purchasing Policy which does have provision dealing with issues such as this, time of essence and emergency situations.

Since a fix could ultimately lead to further service interruptions in winter conditions, which could add to the ultimate cost, it was determined based on all factors a full replacement of the water line was the most expedient course of action.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

The full replacement of the water line was completed on Tuesday, November 17, 2015 at a total cost of \$12,919.72.

The funds to cover the emergency cost were taken from the Recreation Admin Reserve and the account name is Fusion – External Water Pipe Replacement Prime Contract - 10-0000-3561-80100.

## **RECOMMENDATION**

**THAT** Council of the Corporation of the Town of Ingersoll receives this report as information.

## **ATTACHMENTS**

None

Prepared by: Bonnie Ward, Director of Parks & Recreation  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks & Recreation

**REPORT NO:** R-062-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Ingersoll Multi Use Recreation Centre Ad Hoc Committee – Draft Terms of Reference

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## **OBJECTIVE**

To seek Council's approval of the Draft Terms of Reference for the Ingersoll Multi Use Recreation Centre Ad Hoc Committee.

## **BACKGROUND**

On August 10, 2015 Council approved the creation of a Multi Use Recreation Centre Ad Hoc Committee – R-55-15.

The Multi Use Recreation Centre Ad Hoc Committee was established to advise Council, Administration and the Project Management Team on specific matters as they pertain to the preparation and delivery of the Ingersoll Multi Use Recreation Facility.

## **ANALYSIS**

Staff has prepared a draft Terms of Reference for Council's review and approval. (Attached as Appendix 1)

The overall purpose of the Multi Use Recreation Centre Ad Hoc Committee is to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement and that by playing this key role, the community will have a strong sense of ownership and support the development of the facility.

In this way the Ad Hoc Committee will help to ensure that future development of the facility and the property is appropriate to the community, and of the highest possible quality.

The Committee will be comprised of:

Project Management Team	William Tigert, CAO Iryna Koval, Treasurer Bonnie Ward, Director of Parks & Recreation
Council Representatives	Deputy Mayor Freeman Councillor Brian Petrie Councillor Kristy VanKooten-Bossence
Ingersoll PlayRight	Rob Parsons Adam Funnel
Facility Stakeholders	(One Representative from each Group) Ingersoll Ice Girls Hockey Ingersoll Minor Hockey Ingersoll Figure Skating Club Ingersoll Minor Baseball Ingersoll Soccer Club Ingersoll Seniors Activity Centre
Citizens (Two)	Application Process – Appointed by Council

Following approval of the draft Terms of Reference residents interested in the two citizen positions will be required to submit in writing an expression of interest to serve on the committee. Council will approve the two citizen appointments.

Letters will be sent to all Facility Stakeholder Groups to request one representative to serve on the committee.

### **INTERDEPARTMENTAL IMPLICATIONS**

Various Departments will be involved as required over the term of the Committee to assist with the goals of the committee.

## **FINANCIAL IMPLICATIONS**

Staff has incorporated funds in the 2016 Capital Budget for Council's consideration to undertake a Facility Needs Assessment, Business Plan and Conceptual Drawings and Cost Estimates for the Multi Use Recreation Centre.

## **RECOMMENDATION**

**THAT** Council of the Corporation of the Town of Ingersoll receives this report as information;

**AND FURTHER THAT** Council approves the draft Terms of Reference for the Multi Use Recreation Centre Ad Hoc Committee as presented in Appendix 1.

## **ATTACHMENTS**

Appendix 1 – Multi Use Recreation Centre Ad Hoc Committee – Draft Terms of Reference

Prepared by: Bonnie Ward, Director of Parks and Recreation

Approved by: William Tigert, Chief Administrative Officer



# Town of Ingersoll

## Terms of Reference

### Ad Hoc Committee Multi-Use Facility

#### 1. Purpose of the Ad hoc Committee

- 1.1 The Ingersoll Arena/Recreation Facility Project Ad hoc Committee has been established to advise Council, Administration and the Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the Ingersoll Multi-use Recreation Facility.
- 1.2 The overall purpose of the Ad hoc Committee is to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement, and that by playing this key role, the community will have a strong sense of ownership and support the development of the facility. In this way the Ad hoc Committee will help to ensure that future development of the facility and the property is appropriate to the community, and of the highest possible quality.

#### 2. Background

The Town of Ingersoll is a growing community with a population in excess of 12,100 and is poised between the larger communities of London and Woodstock. Ingersoll is roughly the geographic center of Oxford County with access to Highway 401 and 19 providing for easy access to Ingersoll by surrounding residents within the County and neighboring municipalities.

Over the past several years there has been public and user group interest in replacing the Ingersoll District Memorial Arena as well as constructing a second ice pad.

The Ingersoll and District Memorial Arena was originally constructed in 1959. In 2002 the arena was renovated with mechanical, electrical, accessibility upgrades and cosmetic enhancements.

In 2014 the Town engaged an Architectural Firm to undertake a Facility Condition Assessment of the Arena. The Facility Condition Assessment estimated that the Arena would require approximately \$2,500,000 in upgrades in the next 15 years.

In response, the Town has determined to look to the development of a Multi-Use Recreational Facility to replace the current aging infrastructure. The plan will be to construct a new arena and additional amenities with the intent to plan for the ultimate build of a multi-use recreation facility that will meet the recreational and social needs of the community today and into the future.

During the 2015 Capital Budget deliberations it was the decision of Council to be “reactive” with the building and equipment repairs versus “proactive”. Council approved \$250,000 to go into a capital reserve to be used towards emergency repairs and to start to build a reserve fund for a replacement Arena.

The Town of Ingersoll also recently established Strategic Priorities for the next four years. One of the priorities was the building of a new indoor and outdoor space which would include a new arena, possibly new soccer fields and community gathering space.

In August 2015 Council approved the creation of a Multi-Use Recreation Centre Ad Hoc Committee to provide input, suggestions and recommendations towards the development of a Multi-Use Recreation Centre.

As well as the Ad Hoc Committee, the Consultant /Project Management team will be established to develop the formal plan with recommendations for Council approval. This team will consist of the Consultant hired and the CAO, Director of Parks and Recreation and the Treasurer.

### **3. Role of the Ad hoc Committee**

- 3.1 The Ad hoc Committee has been designed to provide residents, community organizations and other stakeholders the opportunity to have their interests represented during the course of the study in a focused and multi-interest group structure. The Committee will share opinions and perspectives and offer collective advice to the Consultant /Project Management Team. The Committee’s input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.
- 3.2 Input will flow from the Ad hoc Committee to the Consultant /Project Management Team throughout the planning process in the form of information and feedback which will be used by the Consultant /Project Management Team throughout the project. Additionally, the Ad hoc Committee will provide input to the Consultant /Project Management Team on community engagement and communication activities.



#### 4. Duties of the Ad hoc Committee

- 4.1 Meet on a monthly basis (or as required) with the Consultant /Project Management Team;
- 4.2 Meet with the Consultant /Project Management Team to review the results of public consultation exercises and key project reports and findings. Assist in the consultation process of the Community Recreational Facility Needs Assessment with Ingersoll citizens and User Groups and provide input, suggestions and recommendations as part of the assessment; review the recommendations and provide input on the building components proposal.
- 4.3 Advise Consultant /Project Management Team and consultant on the public participation program in order to stimulate focused community and stakeholder input
- 4.4 Review staff and consultant reports and formulate responses and recommendations;

#### 5. Committee Membership, Compensation & Structure

##### 5.1 COMMITTEE STRUCTURE

<b>Number of Participants:</b>	10 people (Excluding Project Management Teams & Council Representatives)
<b>Staff:</b>	William Tigert, CAO Bonnie Ward, Director of Parks & Recreation Iryna Koval, Director of Finance/Treasurer
<b>Council Representatives:</b>	Deputy Mayor Fred Freeman Brian Petrie Kristy VanKooten-Bossence
<b>PlayRight: 2 Members</b>	Rob Parsons Adam Funnell
<b>Facility User Groups: 6 Members</b>	Ingersoll Ice Girls Hockey Ingersoll Minor Hockey Ingersoll Figure Skating Club Ingersoll Minor Baseball Ingersoll Soccer Club

## Ingersoll Seniors Activity Centre

**Citizens:** Expressions of Interest – Appointment of Committee  
**2 Members** Council Approval

- 5.2 Remuneration for Members – There will be no remuneration for members.
- 5.3 Remuneration for Council members shall be in accordance with the Council Remuneration Policy.
- 5.4 At the first meeting of the Ad hoc Committee the members will elect from the membership a Chairperson and Vice-Chairperson.

### **6. Selection of Membership**

- 6.1 Selection criteria will include:
  - 6.1.1 Willingness and ability to commit to the necessary time-line estimated at approximately 18 months;
  - 6.1.2 Commitment and interest in the future of the study area, with said interest informed by balanced neighbourhoods and community perspective;
  - 6.1.3 Skills and experience related to previous work with community-based And/or planning projects;
  - 6.1.4 A reasonable assurance that the selected member does not have a pecuniary interest as related to the future development and use of the property.

### **7. Appointment**

- 7.1 Members at Large shall be appointed by Council and the term of appointment shall be for the duration of the project commencing until the project's completion, which is estimated at approximately 18 months, or as otherwise determined through an extension of the project time-line.

### **8. Meetings & Meeting Minutes**

- 8.1 Meetings shall be held monthly or as agreed to by the Ad hoc Committee and Consultant / Project Management Team as determined by the project requirements.
- 8.2 A written summary of discussion and comments from each meeting will be prepared by Town Staff in cooperation with the Consultant / Project Management Team, with assistance from the Ad hoc Committee.

- 8.3 Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement
- 8.4 Meeting minutes will be circulated to the Ad hoc Committee and Consultant Project Management Team within 2 weeks of the meeting and made available on the Town website.

**9. Decision Making within the Ad hoc Committee**

- 9.1 Decisions about recommendations to the Consultant / Project Management Team will be made by consensus.

**10. Quorum**

- 10.1 The quorum will be made up of the members that are present at any meeting.

**11. Resources**

- 11.1 The Town of Ingersoll will provide staff resources to the Ad hoc Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant / Project Management Team.

**12. Terms of Reference Amendments**

- 12.1 The Ad hoc Committee may from time to time make suggested changes to the TOR based on the following conditions:
  - 12.1.1 Proposed changes were achieved by consensus of the members.
  - 12.1.2 Proposed changes shall be presented to Council for consideration.
  - 12.1.3 Changes required ratification by Council through resolution.



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-059-15

**COUNCIL MEETING DATE:** December 14, 2015

**TITLE:** Cancellation, Reduction and Refund of Property Tax

---

## **OBJECTIVE**

In accordance with Section 357 (1) of the Municipal Act, 2001 the attached list of refunds be approved by Council.

## **BACKGROUND**

Property owners have a number of methods to seek reductions in in their property assessment. Of the methods Section 357 (1) of the Municipal Act, 2001 specifically identifies Council as having approval authority for the cancellation, reduction and refund of property taxes for specific situations with the following being the most common:

- Ceased to be liable to be taxed at rate it was taxed.
- The land became vacant during the year or prior year.
- Razed by fire, demolition or otherwise.
- Gross manifest error.
- Repairs/renovations preventing normal use for a period of 3 months.

The applications are received by the Town then forwarded to the Municipal Property Assessment Corporation (MPAC) for review and determination of assessment reduction. Approved refunds are shared with the County, School Boards and Business Improvement Area.

## ANALYSIS

The following properties received refunds under Section 357 in 2015.

<b>Tax Roll</b>	<b>Reason</b>	<b>Municipal</b>	<b>County</b>	<b>Education</b>
030-065-03300	Tax Class Change (Industrial to Commercial)	31,653.25	15,040.56	4,602.43
020-040-17400	Demolition	1,100.54	475.05	559.78
020-040-15001	Fire	306.75	140.82	0.00
<b>Total</b>		<b>33,060.54</b>	<b>15,656.43</b>	<b>5,162.21</b>

## INTERDEPARTMENTAL IMPLICATIONS

None

## FINANCIAL IMPLICATIONS

Tax adjustments are anticipated and are included in the approved budgeted expenditure.

## RECOMMENDATION

**THAT** the Council for the Town of Ingersoll receives as information the Treasury Department Report T-059-15 titled Cancellation, Reduction, and Refund of Property Taxes.

**AND FURTHER THAT** Council approves the reduction of taxes on properties identified in this report pursuant to the Municipal Act 2001, Section 357 (1).

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer



**Community and Strategic Planning**

P. O. Box 1614, 21 Reeve Street  
Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A03-15**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** December 14, 2015  
**REPORT NUMBER:** 2015-262

**OWNER:** Brenda Mc Ewen  
134 Bell Street, Ingersoll, N5C 2N6

**VARIANCE REQUESTED:**

Relief from the provisions of **Section 7.0, Table 7.2 - Zone Provisions - Front Yard, Minimum Depth**, to reduce the minimum front yard depth from 6 m (19.7 ft) to 2.4 m (8 ft); and

Relief from the provisions of **Section 7.0, Table 7.2 – Zone Provisions – Setback, Minimum Distance from the Centreline of an Arterial Road**, to reduce the minimum distance from the centreline of an arterial road from 19 m (62.3 ft) to 12.4 m (41 ft) to facilitate the construction of an addition on the southwest corner of the dwelling.

**LOCATION:**

The subject lands are described as Part Lot 3, Block 89, Plan 279, in the Town of Ingersoll. The lands are located on the north side of Bell Street, lying between Wonham Street North and Margaret Street, and are municipally known as 134 Bell Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 2 Zone (R2)

SURROUNDING USES: surrounding uses are predominantly low density residential with highway commercial type uses to the south

**COMMENTS:**(a) Purpose of the Application:

The applicant proposes to obtain relief from the above noted provisions of the Town of Ingersoll Zoning By-law to permit the construction of a 3.3 m<sup>2</sup> (36 ft<sup>2</sup>) addition to the southwest corner of the dwelling. The proposed addition will be flush with the southern exterior wall of the existing porch on south side of the dwelling.

For the Committee's information, the existing porch encroaches into the required front yard setback but is considered legal non-conforming as the dwelling was built in the 1930s, prior to the passing of Ingersoll's Zoning By-law. Based on the current provisions of the Zoning By-law, an addition to the porch requires relief from the setbacks.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2010), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the subject property and the location of the building and proposed addition.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and no concerns or objections were received.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated 'Low Density Residential' according to the Town of Ingersoll Land Use Plan, as contained in the County Official Plan. Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including: single detached, semi detach, duplex, converted dwellings, quadraplexes, townhouses, and low density cluster development.

(d) Intent and Purpose of the Zoning By-law:

The property is zoned 'Residential Type 2 Zone (R2)' in the Town of Ingersoll Zoning By-law. The 'R2' zone provisions require a minimum front yard depth of 6 m (19.7 ft) from the building to the front property boundary and 19 m (62.3 ft) from the building to the centerline of Bell Street. The front yard, rear yard and side yard provisions contained in the Town's Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure proper sight lines along the road, provide adequate space for drainage, parking, access and maintenance, and act as a buffer between buildings.

The minimum distance setback from the centerline of an arterial road is intended to ensure that sufficient separation is maintained for winter road maintenance, safety purposes and sightlines. The setback is further intended to provide for future road widening where required.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's proposal to obtain relief from the Town's Zoning By-law to permit a reduction in the required front yard depth from 6 m (19.7 ft) to 2.4 m (8 ft) and to reduce the minimum setback from the centreline of Bell Street from 19 m (62.3 ft) to

12.4 m (41 ft) to permit an addition on the southwest corner of the dwelling can be given favourable consideration.

As previously indicated, the proposed addition will be continuous with the southern exterior wall of the front porch and the exterior wall of the west side of the dwelling. Seeing as the proposed addition will not encroach any further than the existing porch on the dwelling, staff are of the opinion that the addition will not negatively affect sight lines, drainage, parking, access or maintenance.

In light of the foregoing, it is the opinion of this Office that the requested relief maintains the general intent of the Official Plan and Zoning By-law, is minor in nature and can be given favourable consideration.

**RECOMMENDATION:**

That the Town of Ingersoll Committee of Adjustment **approve** Application File A03-15, submitted by Brenda McEwen for lands described as Part Lot 3, Block 89, Plan 279, in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 7.0, Table 7.2 - Zone Provisions - Front Yard, Minimum Depth**, to reduce the minimum front yard depth from 6 m (19.7 ft) to 2.4 m (8 ft); and
2. Relief from the provisions of **Section 7.0, Table 7.2 – Zone Provisions – Setback, Minimum Distance from the Centreline of an Arterial Road**, to reduce the minimum distance from the centreline of an arterial road from 19 m (62.3 ft) to 12.4 m (41 ft) to allow for an addition on the southwest corner of the dwelling, in keeping with the southern exterior wall of the existing porch.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect sightlines on Bell Street;

The proposed relief is desirable for the use of the land as the said relief will allow for an addition to a residential dwelling that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the addition is a permitted form of development contemplated by the Official Plan.

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner

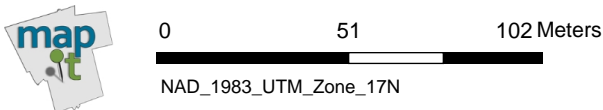




**Legend**

- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

December 9, 2015





**Legend**

- Road Labels
- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
  - Floodlines/Regulation Limit
    - 100 Year Flood Line
    - 30 Metre Setback
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**Notes**



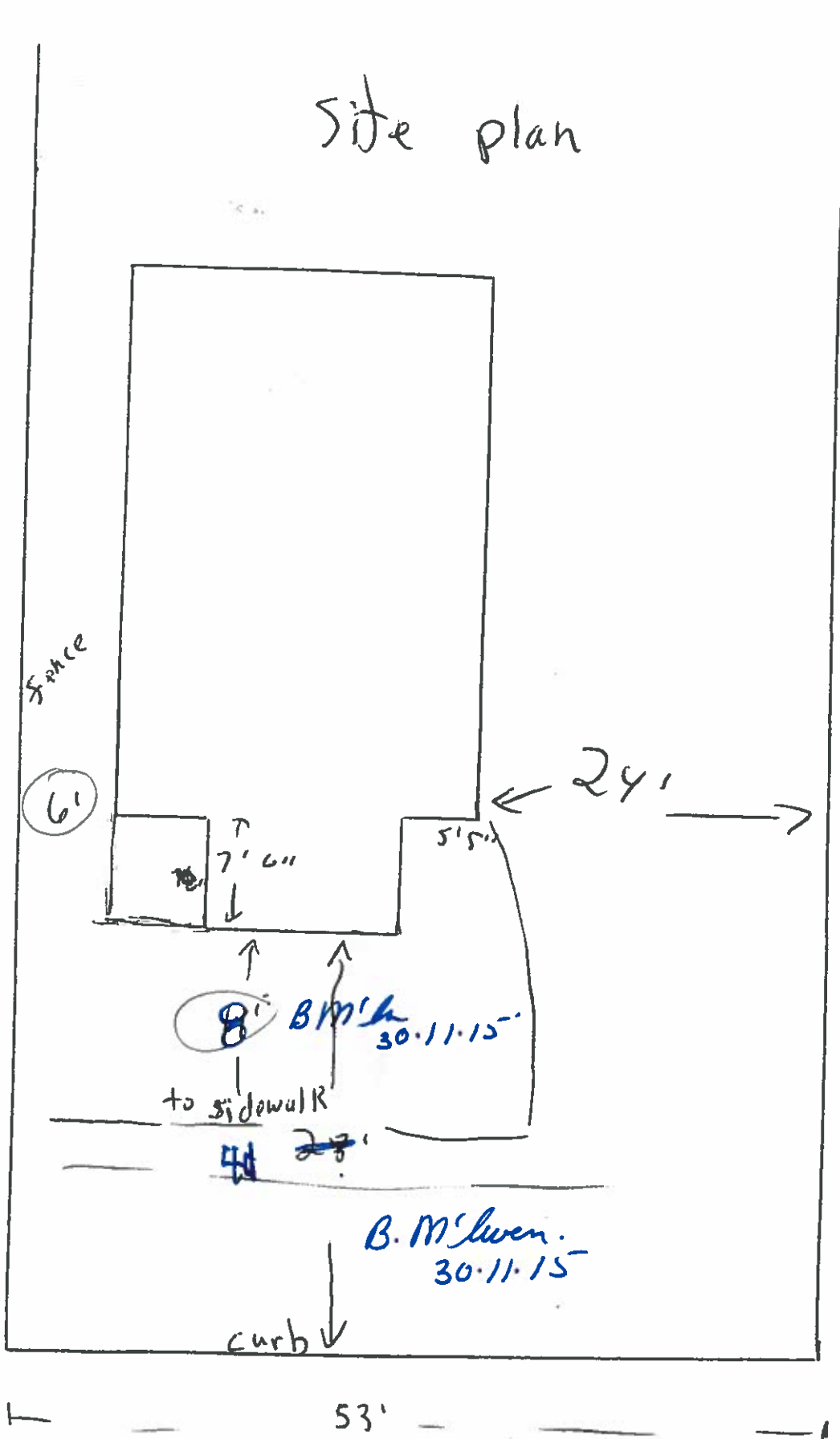
0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 27, 2015



September 2015

## SCOR EDC PRESENTATION TO PARTNER COUNCILS

### **SCOR EDC Priorities**

1. Infrastructure that fosters economic development
2. The development of human capital in support of economic development
3. Sector development with a focus on agriculture and agri-food value-added processing.

### **Approach to Priorities**



In 2015 SCOR focused on our three priorities using a three pronged approach

**Action:** through project work of our own and support of other regional projects

**Advocacy:** drawing attention to the region as whole and working to attract investment, iron out current issues and providing Ministries with an opportunity to work with the region to realize some of their goals (ROMA, AMO, CFDC project to FEDDEV)

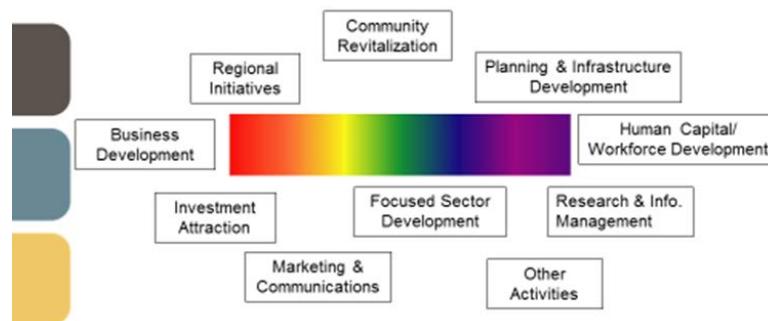
**Identification and Problem solving:** working with local EDO's, upper levels of government and private sector on identifying issues that may be a barrier for the region to attract investment and or pin pointing opportunities (rail issue)

### **Economic Development**

There are a number of activities and areas of focus that fall under the economic development umbrella. Economic development in rural and small urban areas often face limited resources (financial and capacity) and collaboration is one of the best ways to offset limited resources and leverage investment in a particular municipality or region.

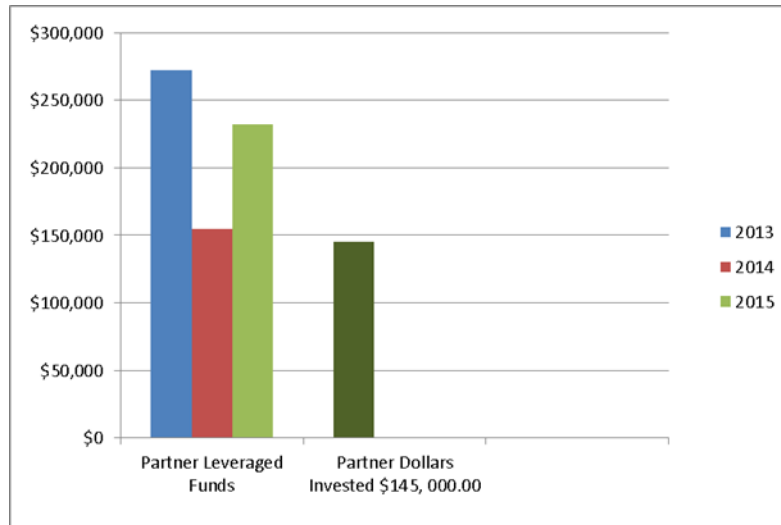


### **Spectrum of Economic Development Activities**



## Benefits of Partnership

- Recognition and bargaining power:
- Projects of a scale bigger than one municipality in scope.
- Relatively low cost for the initiatives undertaken and enabled by the regional collaborative.
- Recognition and reputation has been built over the 4 years of operation. The members of the corporation have enhanced their image as collaborators.
- Good investment of dollars: for every 1 partner dollar invested we have leveraged an additional \$1.55 dollars investment in the region (average over 3 years)



## Action Through Projects and Initiatives 2015-2016

### Moving Ontario Forward

Worked very closely with Peter Crockett, Oxford County CAO and Don Shropshire CAO of Chatham-Kent to develop a submission to Kathleen Wynne who asked for a **regional plan**. This demonstrates how the senior levels of government are much more likely to work with and focus on a regional entity. We also collaborated with Middlesex elected officials and Synthesis Agri-Network to further investigate potential of rail hub location

### Western Ontario Community Futures Development Corporation Association (WOCFDCA)

We have been working closely with Frank Rupcic to develop a submission to FedDev for a Western Ontario Development Fund that would mirror the fund the CFDC's have in the east. This would give allow them to leverage funds and the submission would also have a community economic development (non-repayable) portion. This would be particularly good for the 5 SCOR CFDC's who already administer the Sand Plains funding and it would further support high value community projects.

### Pooled Insurance

Regional collaboration for cost reduction to allow funding for other priorities such as economic development.

### MOECC and ALUS

This is an outcome from the AMO delegation to help the region become both more resilient to extreme weather events (associated with climate change) and an opportunity for showcasing innovation in managing water, waste water and storm water that can create jobs for local businesses as well as add value for community partners in protecting and extending the life of municipal infrastructure.



ALUS is partnering with SCOR to add municipal projects and activities that reduce their carbon footprints and benefit from incentives.

### **Workforce Planning Boards**

The apprenticeship project has reduced barriers to participation in apprenticeships and adds participants that will have well-paying jobs and careers in the region.

A project is being developed to help communities and employers adapt to labour market changes resulting from the Trans Pacific Partnership that is expected to adversely affect some sectors (automotive, dairy and poultry) but may benefit grains and oilseeds, beef, wood processing and fruit & vegetable production and processing. The insights will help employers and workers adapt to the changing supply and demand for affected careers in the region.

### **Apprenticeship**

Committee member and contributor to ongoing EmployerOne survey which is a source of labour market intelligence for the region

Apprenticeship committee looking at ways to improve communications between employers and employees to gain skilled workers through apprenticeship programs

Wood products – sector development

Working with Workforce Boards successful in getting funding to create short videos aimed at high school students about the wood products and forestry industry

### **FoodHub – sector development for agriculture**

Project timing has coincided with a general increase in demand for local food. The sales of the FoodHub Project have been slow but there are good outcomes related to the food hub project such as

- Hub operators/producers assuming more control of the business,
- 30+ businesses trained and started on a path to certification for Canada GAP or other safety and traceability protocols.
- Products from the region in over 900 schools through our work with Ontario Student Nutrition Program;
- Regional collaborations and relationships developed as a result of the partnership such as Whitecrest and VG Meats,
- Local suppliers now listed as suppliers to Sysco and GFS .
- Support and assist other organizations working on food and food production issues (gleaning operations, London Food Council etc.)

### **OFA**

We have met and have been working with the OFA, OFVGA, Conservation Authorities on the Water and Food security project that came from the AMO delegation.

### **Looking Ahead - 2016 and Beyond**

- Regional recognition and branding - taking advantage of opportunities and leveraging collaborations and relationships.
- Strong sector development (agriculture/food and manufacturing) by working with OFA and regional representatives to capitalize on private investment
- Implications of TPP and Cap and Trade for the region
- Moving Ontario Forward Submission (Transportation and Infrastructure)



# SOUTHWESTERN ONTARIO MARKETING ALLIANCE

サウスウエスタン・オンタリオ・マーケティング・アライアンス

## Asia Mission

Ontario's Heartland  
2015

# What is SOMA?

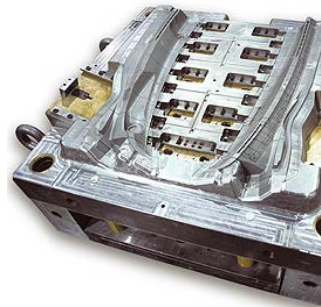


SOMA works with all levels of government to build a positive business climate & supportive infrastructure for business & industry while working to attract new foreign investment.



# SOMA's Key Investment Sectors

1. Automotive Parts & Assembly
2. Advanced Manufacturing
3. Food Processing
4. "Green" Manufacturing
5. Plastics & Composites



# 5 Reasons to Invest

## 5 REASONS TO INVEST IN SOUTHWESTERN ONTARIO

### 1 Strategic Location

Located between Toronto and Detroit, we are Canada's Industrial Heartland – a major North American hub for manufacturing and innovation. Area manufacturers enjoy access to five NAFTA corridors and six Canada/USA border crossings and can reach 130 million consumers with just one day's shipping.

*"This region is very well positioned geographically, they have a workforce second to none, and that makes it an attractive place for manufacturers to open facilities"*

The Honourable Perla Beatty, President and CEO Canadian Chamber of Commerce

U.S./Canada Border Crossing	Travel Time
Port Huron-Sarnia	1 hour
Detroit-Windsor's Ambassador Bridge	2 hours
Detroit-Windsor Tunnel	2 hours
Crossing points at Buffalo-Fort Erie	1.75 hours
Lewiston-Queenston	1.5 hours
Niagara Falls	1.5 hours



### 2 Competitive Business Costs

- 30% lower corporate tax rate than U.S. average
- 50% lower employer health care costs
- Exchange on Canadian dollar contributes up to 25% added cost advantage

Source: Ministry of Economic Development, Employment and Infrastructure



### 3 500,000 Skilled Workers

Recruit your world class staff from our rich regional workforce of over 500,000.

Source: Statistics Canada



### 4 \$2Billion Invested

Over \$2 billion in private sector investment in plant and equipment in the last five years.

Source: Southwestern Ontario Marketing Alliance

Some of our global companies:



Find out how we can help you with:

- Confidential site selection
- Access to government programs
- Labour market information
- Supplier identification



### Join a dynamic and growing economy

Southwestern Ontario job growth is going strong, with 3% growth as compared to the rest of the Province.

Source: McSweeney & Associates from ENGI, 2009 - 2014

### 5 Manufacturing thrives here

Our strategic advantages enable manufacturers in key sectors to outperform competitors located in other parts of the province.

Source: McSweeney & Associates from ENGI, 2009 - 2014

#### Automotive



SOMA - 27% growth  
ONTARIO - 11% growth



#### Advanced Manufacturing



SOMA - 40% growth  
ONTARIO - 3% growth



#### Food Processing



SOMA - 11% growth  
ONTARIO - -4% growth



Come join our growing list of industries. Discover what dozens of smart companies have already learned about Southwestern Ontario: how our strategic location, lower costs and talented workforce make investing in Canada's Industrial Heartland a wise choice. Contact us today.



CanadasIndustrialHeartland.com

Aylmer | Ingersoll | St. Thomas | Stratford | Tilsonburg | Woodstock



CanadasIndustrialHeartland.com

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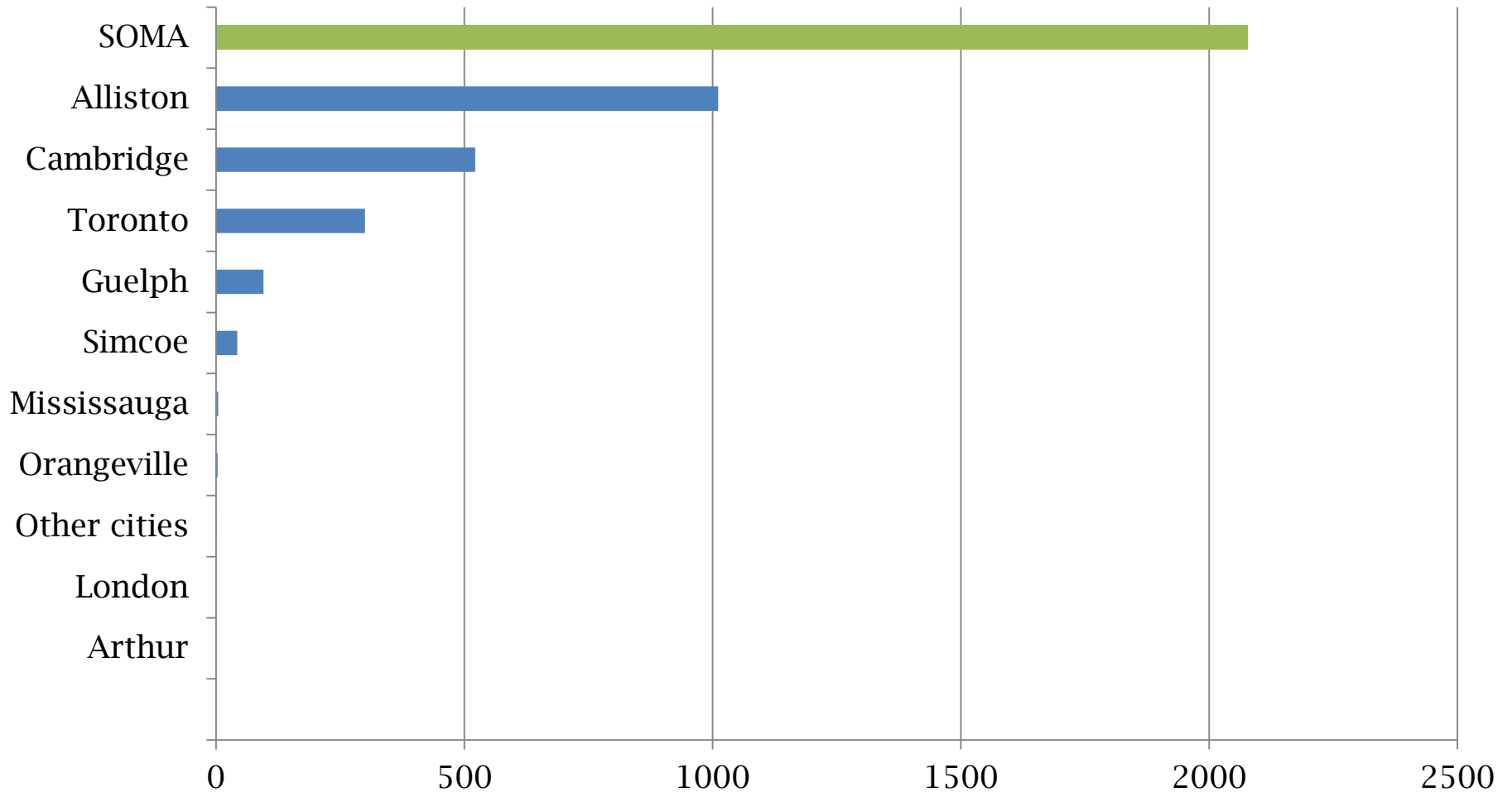


# Why South Korea and Japan?

- Japanese manufacturers face an aging domestic population which is shrinking by 70k people per annum
- Japanese domestic market demand is contracting
- Japan and South Korea continue to export capital abroad as a strategy for sustainability
- Both share a strength in advanced manufacturing which aligns well with the SOMA region
- The SOMA region has been the #1 strategic area for Japanese investment in Canada

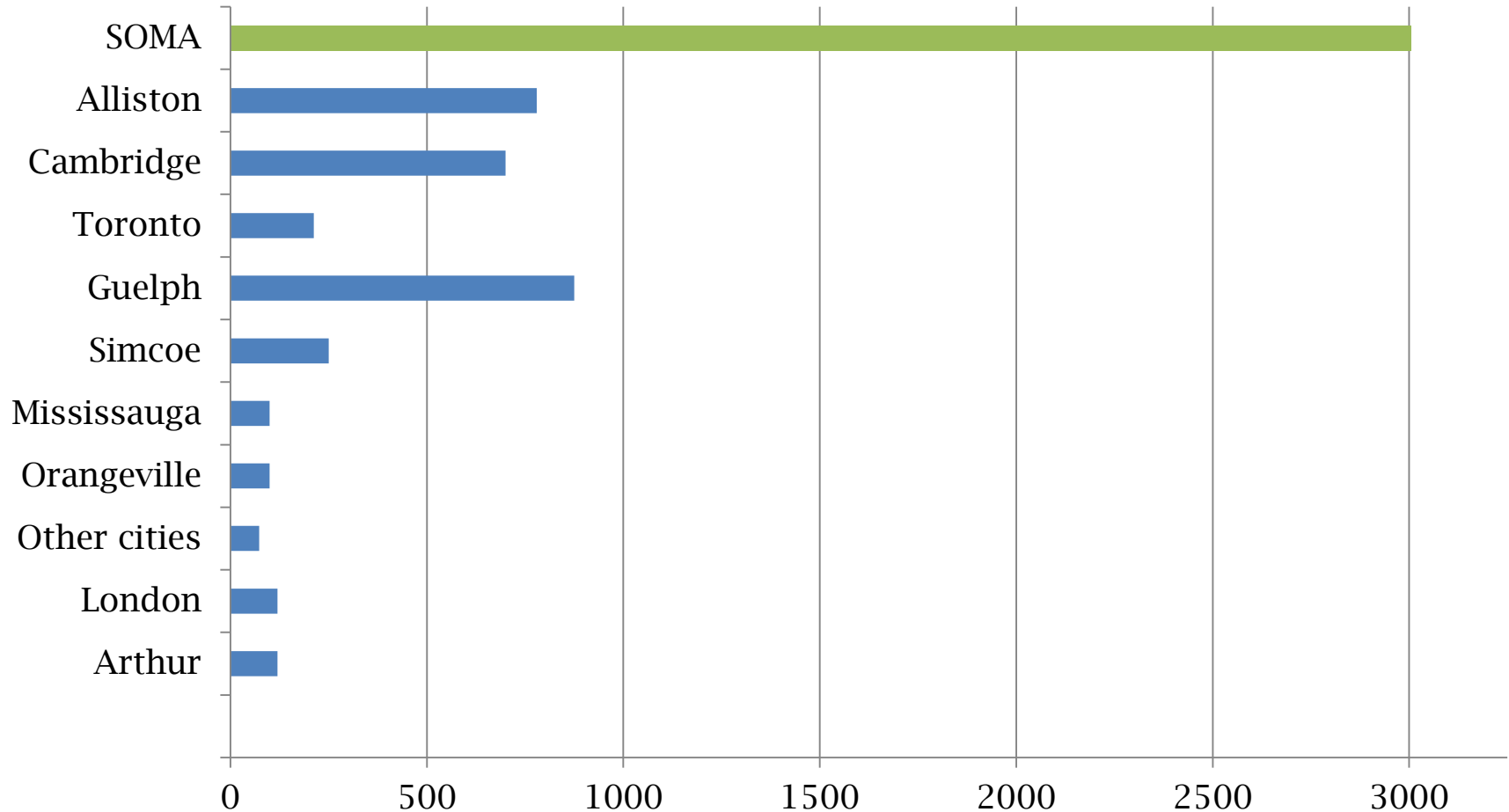
# Japanese Investment 2003-2015

Japanese Capital Investment in Ontario (Millions of \$US)



# Japanese Investment 2003-2015

## Employment Created Through Japanese Investment (Total Jobs)



# The Automotive Industry



- One of Ontario's largest sectors, employs over 200,000 people
- Among the largest automotive manufacturing clusters in the world
- Much of the available labour in the region trained in this sector
- College and University programs tailored to the sector





# Assemblers in Ontario's Heartland



Toyota Motor Manufacturing Canada



CAMI Automotive Inc. (GM)



Hino Motors Canada Ltd.



Nearby Assemblers:



# Competition in Asia

## SOMA Selling Features

- 2 hour drive to over 6 million people
- One-day drive to over 100 million consumers
- Close proximity to 6 Canada/U.S.A. border crossings
- In the heart of Canada's most fertile agricultural lands

## Competitor Selling Features

- 2 hour flight of 51 cities with over 1 million population
- 3 hour flight to more than 2 billion consumers
- Access to Korea, Japan, China, Taiwan and Russia
- Planned Industrial, Clean Energy and Agricultural city and Research Centre
- [3D scale model](#)



# Asia Mission Summary

## The Work...

- 8 visits to local company head offices
- 3 Embassy meetings
- 3 information events hosted with over 40 companies represented
- 13 meetings with companies and national industry associations
- 2 meetings with development agencies
- 60,000 sq feet of industrial expansion signed
- Further 22,000 sq feet of industrial expansion underway already
- Continued follow up from our consultant in Japan

# Asia Mission Success

## The Impact...

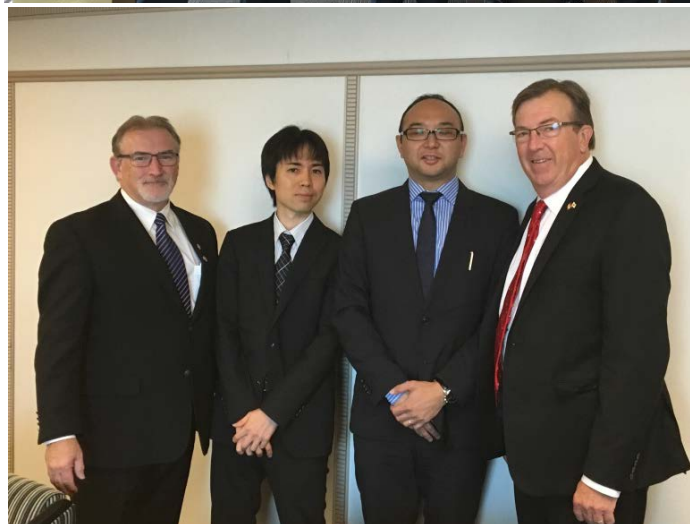
*“SOMA's consistent and careful approach to maintaining your Japanese relationships as well as seeking new investment opportunities is much appreciated by the Ontario office in Japan.”*

Robert Ulmer, Representative of Ontario in Japan

# Canada's Ambassador to Japan



# Ontario's Heartland



# Ontario's Heartland



[SOMA Promotional Video](#)



# Ontario's Heartland

Email Contacts:

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[stratford@somasite.com](mailto:stratford@somasite.com)      [tillsonburg@somasite.com](mailto:tillsonburg@somasite.com)



Subject: Future Oxford Community Sustainability Plan  
To: "Michael Graves ([mgraves@ingersoll.ca](mailto:mgraves@ingersoll.ca))" <[mgraves@ingersoll.ca](mailto:mgraves@ingersoll.ca)>  
Cc: Brenda Tabor <[btabor@oxfordcounty.ca](mailto:btabor@oxfordcounty.ca)>

Good Morning,

Please be advised that at its regular meeting on September 9, 2015, County Council adopted the Future Oxford Community Sustainability Plan (attached). With its adoption, County Council included an amendment to Action 58 of the plan that calls for a strategy to extend the Oxford County Waste Management site lifespan by changing the timeframe from 2060 to 2100. The amended Action 58 being:

**58. Develop a waste reduction and diversion strategy to ensure the Oxford County Waste Management site can meet Oxford's total landfill disposal needs of residents and businesses to at least 2100.**

County Council also requested "that Area Municipal Councils of Oxford County be requested to adopt The Future Oxford Community Sustainability Plan and indicate their support, through resolution".

Please consider taking this request to your October 13<sup>th</sup> Town Council meeting.

Thank you.

*Alison Edwards*  
Legislative Services Coordinator/Deputy Clerk  
County of Oxford  
21 Reeve St., P.O. Box 1614  
Woodstock, ON N4S 7Y3  
Phone: [519-539-9800](tel:519-539-9800) ext.3017



As Adopted by Oxford County Council September 9, 2015

## Executive Summary

The Community Sustainability Plan aims to improve quality of life for Oxford's current and future generations and to balance Oxford's collective economic, community, and environmental interests.

### Background

Located in the heart of southwestern Ontario, Oxford has a population of approximately 109,000 residents. Oxford is "growing stronger together" through demonstrated partnerships with residents, businesses, the County of Oxford, and the eight area municipalities: Blandford-Blenheim, East Zorra-Tavistock, Ingersoll, Norwich, South-West Oxford, Tillsonburg, Woodstock, and Zorra.

One of Ontario's foremost farming communities, Oxford's location at the crossroads of Highways 401 and 403 has contributed to the development of a significant commercial and industrial sector. Oxford is home to a thriving local arts, culture, and culinary community, and boasts conservation parks, natural areas, and more than 100 kilometres of scenic trails.

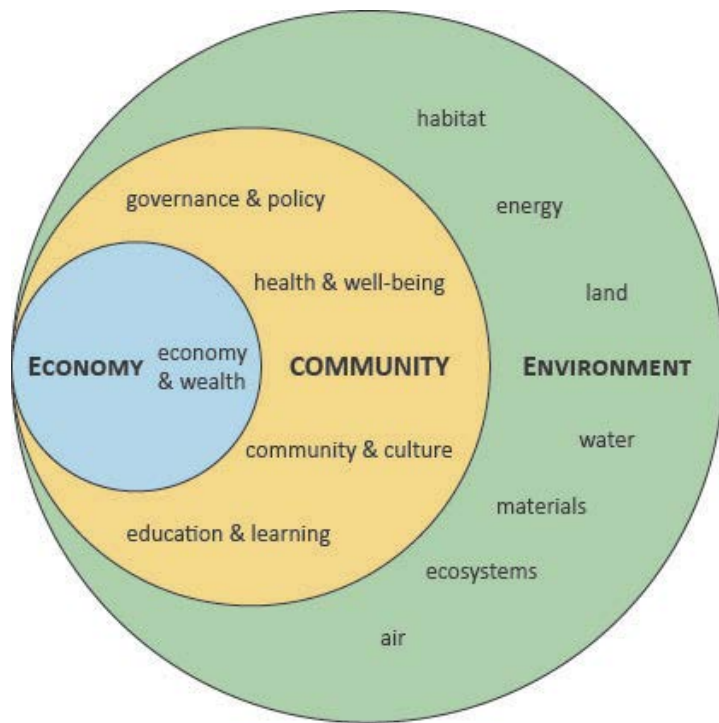
### What is Sustainability?

Sustainability is an approach to meeting the needs of the present without compromising the ability of future generations to meet their own. It takes into account the short and long-term ecological, social, and economic consequences of our actions and emphasizes both environmental and human well-being as essential ends in themselves.

Oxford has adopted the lens of sustainability to create an integrated and effective approach to addressing challenges, including economic and social inequities, human health, ecosystem decline, and community development.



**Figure 1: Sustainability Framework**



*Figure 1* illustrates a sustainability framework of nested circles, recognizing that community and economic activity occurs within environmental, or ecological, limits.

This framework provides a guide through which Oxford can work together to build a sustainable, resilient, and vital future. The goal of Future Oxford is to articulate how we balance these interests in a model that informs decisions about our future.

## Words from the Steering Committee

Community sustainability represents a vision of how Oxford can work together to build a sustainable, vital and more resilient future. Giving shape to that vision, and informing the plan and tools that will make it happen, has been a key component to the Future Oxford initiative.

The Community Sustainability Plan Committee has guided the development and implementation of Future Oxford. The Steering Committee was selected to represent the community on the basis of both geography and areas of focus for sustainability (economic, community, and environment). It includes the following members:

Chris Friesen (Chair)  
Jeff Surridge  
Dave Steenburg  
Ian Stevens

George Klosler  
Marilyn Price  
Bryan Smith  
Nicole Langlois

Jay Heaman  
Jason Smith  
Ian Heikoop  
Jurgen van Dijken

David Gilvesy  
Cher Sprague  
Joan Morris

In working towards a collective vision for a sustainable future, the Community Sustainability Steering Committee needed to consider the viewpoints of community members throughout the County. Our goal has been to connect and engage as much of Oxford as possible to inform and inspire the vision, goals, actions, and targets of Oxford's Community Sustainability Plan.

Over the last few months, Oxford residents have come together to listen, brainstorm, and ultimately dream, about what our community can look like in 2020 and 2030 through a series of innovative community engagement initiatives. The Community Sustainability Plan is a reflection of that community spirit and thought.

The Steering Committee has integrated all the ideas that have emerged from our community into the goals, targets, actions, and objectives of this plan, reflecting the diverse needs and aspirations of Oxford. The elements of this Community Sustainability Plan will assist Oxford to become a leading resilient, sustainable, and thriving County.

**Vision:** A vibrant, prosperous, and responsible Oxford for all.

**Mission:** To achieve community sustainability throughout Oxford.

## Goals

### 1. COMMUNITY

*GOAL 1i: An Oxford that is accessible for all citizens*

OBJECTIVES		ACTIONS
<b>1iA</b>	<p><b>Provide high-quality and accessible health care, social services, support programs, and housing that meet the needs of all citizens.</b></p> <p><i>Targets:</i> Reduce core housing need in Oxford by X% by 2020 and Y% by 2030.<sup>i</sup></p> <p>Reduce % population living in poverty by X% in 2020 and by Y% in 2030</p>	<ol style="list-style-type: none"> <li>1. Create partnership opportunities that encourage the private sector to invest in affordable housing.</li> <li>2. Foster collaboration among citizens, community partners, and all levels of government to advance preventative health (including decreasing substance abuse and improving mental health) through active living and building social capital.</li> <li>3. Encourage infill development including mixed-use projects and/or small homes, secondary homes, and in home suites on existing lots.</li> </ol>
<b>1iB</b>	<p><b>Develop accessible intercommunity transportation options to reduce reliance on personal automobile ownership.</b></p> <p><i>Target:</i> Reduce the average distance driven per resident by X% from 2007 levels by 2020 and by Y% by 2030.</p>	<ol style="list-style-type: none"> <li>4. Provide frequent, cost-efficient transportation options that connect all of Oxford and larger to hubs outside of Oxford.</li> <li>5. Provide real time transportation information on-site, online, and in an Oxford transportation guidebook to highlight routes, connections, and timetables.</li> </ol>

OBJECTIVES		ACTIONS
<b>1iC</b>	<p><b>Promote and support volunteering.</b></p> <p><i>Target:</i> Increase the percentage of the population that volunteers by X% by 2020 and by a further Y% by 2030.</p>	<p><b>6.</b> Increase the use and awareness of the Volunteer Opportunities Directory in Oxford.</p> <p><b>7.</b> Enhance the capacity of volunteer organizations through:</p> <ul style="list-style-type: none"> <li>• expanded recruitment programs;</li> <li>• training support for all ages;</li> <li>• a public recognition program; and,</li> <li>• addressing transportation needs of volunteers.</li> </ul>
<b>1iD</b>	<p><b>Ensure that affordable, healthy food options are accessible to all residents.</b></p> <p><i>Target:</i> To be Determined in conjunction with development of the Food Security Plan</p>	<p><b>8.</b> Develop a food security<sup>ii</sup> plan that supports food affordability and accessibility of food to all of Oxford's population.</p> <p><b>9.</b> Promote backyard gardens, community gardens, and community food hubs in partnership with community partners and schools.</p>
<b>1iE</b>	<p><b>Promote engagement in decisions that affect the public good.</b></p> <p><i>Target:</i> Increase voter turn-out rates to all elections by X% by 2020 and a further Y% by 2030.</p>	<p><b>10.</b> Ensure broad communication, engagement<sup>iii</sup> and community awareness of government initiatives/plans and community programs/services.</p> <p><b>11.</b> Develop a collaborative voter engagement program, including supporting volunteers to stimulate voter turnout and a voter information package on sustainability issues for all elections.</p>

**GOAL 1ii: A knowledgeable and equitable Oxford**

OBJECTIVES		ACTIONS
<p><b>1iiA</b></p> <p><b>Ensure access to affordable education for all ages.</b></p> <p><i>Targets:</i> Increase the number of residents with post-secondary education by X% by 2020 and to the Y% by 2030.</p> <p>X% functional literacy within Oxford by 2020 and Y% by 2030.</p>	<p><b>12.</b> Work to develop a university campus in Oxford.</p> <p><b>13.</b> Expand opportunities for post-secondary programs, including:</p> <ul style="list-style-type: none"> <li>• self-directed learning opportunities;</li> <li>• co-op programs;</li> <li>• skilled trade programs;</li> <li>• employment training programs; and</li> <li>• loans and grants for students.</li> </ul> <p><b>14.</b> Ensure high-speed/high-capacity broadband throughout Oxford.</p> <p><b>15.</b> Provide access to collaborative spaces and services for people who are participating in online studies and support self-directed learning.</p>	
<p><b>1iiB</b></p> <p><b>Advance the community dialogue on sustainability issues.</b></p> <p><i>Target:</i> Increase the sustainability quotient by X% by 2020 and by Y% by 2030.</p>	<p><b>16.</b> Create and support community sustainability roundtables to lead a region-wide dialogue on sustainability issues and the implementation of sustainability actions.</p> <p><b>17.</b> Establish an environmental responsibility program in collaboration with schools.</p> <p><b>18.</b> Support organizations and programs working to eliminate the use of fossil fuels.</p>	

**GOAL 1iii: A creative Oxford**

OBJECTIVES		ACTIONS
<b>1iiiA</b>	<p><b>Promote arts, recreation and culture.</b></p> <p><i>Target:</i> Increase the number of participants at arts, recreation, and culture activities by X% by 2020 and by Y% by 2030.</p>	<p><b>19.</b> Encourage relevant organizations to convene to develop:</p> <ul style="list-style-type: none"> <li>• an arts and culture plan; and</li> <li>• a funding initiative and a strategy to use under-utilized facilities and spaces to support a thriving arts, recreation, and culture community in Oxford.</li> </ul> <p><b>20.</b> Support and promote collaborations among theatres, galleries, and museums (e.g. such as <u>Oxford Creative Connections</u>).</p> <p><b>21.</b> Enhance and promote arts and recreation programming within schools and for residents.</p> <p><b>22.</b> Develop a major arts and culture tourist destination in Oxford.</p>

**2. ECONOMY**

**GOAL 2i: A thriving local economy**

OBJECTIVES		ACTIONS
<b>2iA</b>	<p><b>Build a vibrant economy.</b></p> <p><i>Target:</i> Grow the total number of jobs in the region in relation to projected population growth targets by X% by 2020 and by Y% by 2030.</p>	<p><b>23.</b> Enhance collaboration between all local and regional economic development officers and agencies.</p> <p><b>24.</b> Develop a mechanism to enhance support of local business expansion and retention.</p> <p><b>25.</b> Support companies that can process Oxford-based agricultural products (e.g. dairy, soy, corn, market vegetables, and fruit).</p> <p><b>26.</b> Amend zoning to encourage on-farm processing.</p> <p><b>27.</b> Promote emerging employment opportunities to youth.</p> <p><b>28.</b> Encourage high-tech manufacturing in Oxford.</p>

OBJECTIVES		ACTIONS
<b>2iB</b>	<p><b>Cultivate entrepreneurship throughout Oxford.</b></p> <p><i>Target:</i> Increase the number rate of successful new start-ups per year (including youth) by X% by 2020 and by Y% by 2030.</p>	<p><b>29.</b> Enhance employment mentorship programs for new entrepreneurs.</p> <p><b>30.</b> Provide incentive programs to support equity and diversity.</p>
<b>2iC</b>	<p><b>Encourage production and consumption of locally produced food and products.</b></p> <p><i>Target:</i> Increase the quantity of local food consumed/purchased by 25% by 2020 and 50% by 2030.</p>	<p><b>31.</b> Enhance the visibility and capacity of farmers' markets to showcase Oxford farmers and local products for Oxford residents and beyond.</p> <p><b>32.</b> Incentivize and encourage local restaurants and grocery stores to use or sell local products.</p> <p><b>33.</b> Ensure preservation of farmland through proactive land-use and other policies.</p>

**GOAL 2ii: A local economy that supports and fosters community sustainability**

OBJECTIVES		ACTIONS
<b>2iiA</b>	<p><b>Grow the sustainable economy.</b></p> <p><i>Target:</i> Oxford has the highest percentage of sustainability related jobs in the province by 2020.</p>	<p><b>34.</b> Develop an Oxford job strategy that stimulates the sustainable economy, including an inventory of sustainability related jobs.</p> <p><b>35.</b> Develop incentives to support ecological farming approaches or techniques.</p> <p><b>36.</b> Ensure appropriate access to Community Employment Services across Oxford.</p> <p><b>37.</b> Support local business through procurement policies and full-cost accounting<sup>iv</sup> by government and public sector organizations.</p> <p><b>38.</b> Encourage green entrepreneurship through incentives and programs.</p> <p><b>39.</b> Organize job fairs in each community and promote existing online employment resources.</p>

### 3. ENVIRONMENT

**GOAL 3.i Oxford is recognized, within and by the world, as a leader in environmental action**

OBJECTIVES		ACTIONS
<p><b>3iA</b></p> <p><b>Protect and restore the ecosystem.</b></p> <p><i>Targets:</i> Plant 10,000 native species trees per year.</p> <p>Restore and/or rehabilitate X ha of native species, grasslands, wetlands, and natural features per year.</p> <p>X% tree cover in settlement areas by 2020 and Y% by 2030.</p> <p>X% overall tree cover by 2020 and Y% by 2030.</p>	<p><b>40.</b> Develop a green infrastructure plan including a tree planting strategy.</p> <p><b>41.</b> Create a biodiversity plan to preserve and enhance biodiversity in Oxford, with a focus on native species. .</p> <p><b>42.</b> Establish a Natural Heritage System within the Official Plan to increase and connect green space to support biodiversity and to protect significant natural features in Oxford.</p> <p><b>43.</b> Encourage sustainable agricultural practices.</p> <p><b>44.</b> Develop a plan that encourages restoration of abandoned pits, quarries and brownfield sites.</p> <p><b>45.</b> Create a region-wide plan for adaptation to climate change.</p>	
<p><b>3iB</b></p> <p><b>Move away from fossil fuels and enhance low carbon transportation.</b></p> <p><i>Targets:</i> Reduce Oxford greenhouse gas emissions by X% below 2013 levels by 2020 and by Y% by 2030.</p> <p>100% Renewable Energy by 2050</p>	<p><b>46.</b> Develop an Oxford Energy Plan and reduction target strategy.</p> <p><b>47.</b> Provide incentives for renewable energy, retrofits, zero-energy homes, passive housing, and other advanced low-carbon strategies.</p> <p><b>48.</b> Encourage local electric utilities to use renewable electricity through a renewable energy (solar) lease program.</p> <p><b>49.</b> Develop a marketing strategy and campaign to educate elementary and secondary students and the public at large about energy conservation initiatives.</p> <p><b>50.</b> Develop a plan to ensure Oxford is carbon-positive by 2050.</p> <p><b>51.</b> Develop a plan to ensure Oxford achieves 100% Renewable Energy by 2050.</p> <p><b>52.</b> Evaluate the impact of new developments on Greenhouse Gas (GHG) emissions.</p>	



OBJECTIVES		ACTIONS
<p><b>3iB</b> (cont.)</p>	<p><b>Transition away from fossil fuels and enhance low carbon transportation.</b> <i>(continued)</i></p> <p><b>Target:</b> Increase the percentage of low carbon transportation usage by X% by 2020 and by Y% by 2030.</p>	<p><b>53.</b> Develop funding initiatives to stimulate energy and demonstration projects, including district energy projects throughout Oxford.</p> <p><b>54.</b> Advocate for Building Code revisions to reduce fossil fuel consumptions through green construction and retrofits.</p> <p><b>55.</b> Develop an Oxford program to support companies tracking and reducing their GHG emissions (along the lines of Climate Smart).</p> <p><b>56.</b> Develop a network of bike lanes throughout Oxford, including physically separated trails where feasible, paved shoulders and bike stands.</p> <p><b>57.</b> Develop a transportation demand management strategy that includes programs and incentives for ridesharing (including school buses), active transportation, bike sharing, and workplace mode-shifting with a particular focus on marginalized residents.</p>
<p><b>3iC</b></p>	<p><b>Achieve Zero waste in Oxford.</b></p> <p><b>Target:</b> Reduce total waste disposed per capita by 40% by 2020 and by 60% by 2030.</p> <p>Achieve the highest total waste diversion rate/capita in Ontario by 2020.</p>	<p><b>58.</b> Develop a waste reduction and diversion strategy to ensure the Oxford County Waste Management site can meet Oxford's total landfill disposal needs of residents and businesses to at least 2100.</p> <p><b>59.</b> Enhance and incentivize reuse and recycling programs</p> <p><b>60.</b> Develop a composting strategy to divert 100% of organics from landfill.</p> <p><b>61.</b> Actively investigate the potential for waste to energy projects that support renewable energy principles and targets.</p> <p><b>62.</b> Advocate for sustainable packaging reform in Ontario.</p> <p><b>63.</b> Prohibit the importation of contaminated excess soils.</p>

OBJECTIVES		ACTIONS
3iD	<p><b>Ensure long-term protection of all source water.</b></p> <p><i>Target:</i> Reduce municipal water consumption per capita served by X% by 2020 and by Y% by 2030.</p>	<p>64. Develop a County-wide water management plan to protect all source water, similar to municipal source water protection plans now in development.</p> <p>65. Enhance water efficiency programs, including conservation awareness, xeriscaping, and incentives for rainwater capture and grey water systems.</p> <p>66. Develop regulations for sustainable water use for quarrying and gravel extraction.</p> <p>67. Develop a penalty structure for industries that dump into or pollute water systems.</p> <p>68. Prevent importation of sewage from outside Oxford.</p> <p>69. Encourage river and stream bank soil erosion protection and water quality protection from manure and/or chemical products.</p> <p>70. Develop water metering throughout Oxford.</p>

## Steps towards implementation

The goal of the Future Oxford community engagement process was to connect and engage as much of Oxford as possible to inform and inspire the vision, goals, actions, and targets of Oxford’s Sustainability Plan. Individuals throughout Oxford also took part in workshops, participated on-line and hosted their own round tables to comment, edit, and inform the Community Sustainability Plan.

The Community Sustainability Plan Steering Committee considered all community input in developing this “draft final” version of Oxford’s first-ever Community Sustainability Plan (CSP). A Multi-Criteria Assessment Tool has been included in the CSP as a means to inform major decision making and priority setting along with an Implementation and Reporting Strategy designed to foster community action and progress reporting throughout the delivery of the Community Sustainability Plan.

County Council and all eight Area Municipal Councils are now being presented the “draft final” Community Sustainability Plan, Multi-Criteria Assessment Tool and the recommended Implementation and Reporting Strategy for final comment. Following the final consultation process, the Steering Committee will ask Oxford County Council and all eight Area Municipal Councils to formally adopt the **Community Sustainability Plan, Multi-Criteria Assessment Tool, and the Implementation and Reporting Strategy.**

## Endnotes

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<sup>i</sup> Note that all targets refer to 2015 as a base year.

<sup>ii</sup> In 1996, countries at the World Food Summit agreed that: “Food security exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life.” World Health Organization (WHO). A food security plan is a plan for how this food security will be achieved for the County.

<sup>iii</sup> Public engagement can occur in a variety of forms including but not limited to:

- attending Council meetings;
- emails to council and council members;
- communication via social media;
- one-on-one meetings with councilors on specific issues;
- voting at elections;
- formal and informal referendums;
- kitchen table discussions;
- delegations and;
- public meetings chaired by staff or elected officials.

<sup>iv</sup> Full-cost accounting is a method of cost accounting that traces direct and indirect environmental, social, and economic costs throughout the lifecycle of a product.

November 26, 2015

Sent via email – awright@ingersoll.ca

Town of Ingersoll  
130 Oxford Street  
2<sup>nd</sup> Floor  
Ingersoll, Ontario N5C 2V5

Attention: Ann Wright

Dear Mrs. Wright

RE: Exemption Request from Noise By-Law 3633-94  
12 Princess Park Road, Ingersoll

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My name is Rhonda Moyaert and I am the owner of the above noted property.

I am getting married on August 13, 2016 in the back yard at my residence, 12 Princess Park Road, Ingersoll.

At this time, I would like to request an exemption from the Ingersoll Noise By-Law 3633-94, in order to be able to have music and guests at our wedding in the back yard. The Ceremony will commence at 6:00 p.m. on August 13, 2016. I would like to request that we be exempt from the by-law until 1:00 a.m. on August 14, 2016. We are hoping to expect approximately 80 people at our wedding. We will only be using a speaker system and not a live band.

My fiancé, and I are the organizers of our wedding and we are, like everyone else, on a budget, therefore utilizing our property as our venue.

I have never requested an exemption from the noise by-law before. All my contact information is as follows:

Rhonda Moyaert  
12 Princess Park Road  
519-320-8212 (c)  
519-485-3610 (h)  
[rhondamoyaert@hotmail.com](mailto:rhondamoyaert@hotmail.com)

Thank you in advance for your consideration and approval.

Sincerely



Rhonda Moyaert

# NOTICE

## The Government of Ontario Process for Ministers' and Parliamentary Assistants' Delegations at the OGRA/ROMA Combined Conference

Sunday February 21 – Wednesday February 24, 2016  
Toronto, Ontario

Individual Ministers and Parliamentary Assistants are being asked to participate in municipal delegations. Please note that not all Ministers and Parliamentary Assistants will be taking delegations. If your municipality wishes to meet with a Minister or Parliamentary Assistant, we ask that you complete and submit the online form. Please note all request forms **must** include the name of a contact person who is knowledgeable about the issue and available to respond to ministry inquiries in a timely manner.

The Ministry of Municipal Affairs and Housing (MMAH) will respond to delegation requests for the Minister of Municipal Affairs and Housing. MMAH will advise other Ministers and Parliamentary Assistants of delegation requests and decisions on delegations will be made and given to you by the Ministers requested. To assist in expediting your delegation request, we ask that you use the Municipal Delegation Request Form rather than going through your MPP or directly to the Ministers' Offices.

In order to facilitate municipalities in planning their delegation schedules we will advise municipalities of their delegation times prior to the conference. As a result, **no delegation requests will be accepted after the DEADLINE of FRIDAY, January 08, 2016.**

Municipalities will be contacted by the respective Ministries about their requests and, if applicable, the meeting time and location, approximately **one week** before the Conference.

You can now submit one form to request delegation meetings with up to 4 ministries. To request delegation meetings with more than 4 ministries, please submit a new form. Please limit issues for discussion to a maximum of 3 per ministry. We ask that delegates not meet with more than one Minister on a given issue. To make the most of the delegation time available (delegations usually run 15 minutes), please ask to discuss your issue only with the Minister or Parliamentary Assistant responsible for that issue.

Thank you.

Vinothini Kajendran  
Municipal Programs and Education Branch  
Ministry of Municipal Affairs and Housing  
Telephone: 416-585-6280  
E-mail : [vinothini.kajendran@ontario.ca](mailto:vinothini.kajendran@ontario.ca)



**Corporation of the Town of Ingersoll  
By-Law 15-4851**

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**A bylaw to authorize the execution of an agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Transportation for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program**

**WHEREAS** the Town is desirous on entering into an agreement with the Minister of Transportation related to funding provided by the Province of Ontario under the Dedicated Gas Tax Funds for Public Transportation Program;

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. **THAT** the Mayor and Treasurer of The Corporation of the Town of Ingersoll are hereby authorized to execute an agreement with Her Majesty the Queen in right of the Province of Ontario and to affix the seal of the Corporation thereto.
2. **AND THAT** a copy of the said agreement shall be annexed to and form part of this by-law.

**READ** a first and second time in Open Council this 14th day of December, 2015.

**READ** a third time in Open Council and passed this 14th day of December, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

Ministry of  
Transportation

Office of the Minister

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
416-327-9200  
www.ontario.ca/transportation

Ministère des  
Transports

Bureau du ministre

Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
416-327-9200  
www.ontario.ca/transports



November 12, 2015

His Worship Ted Comiskey  
Mayor  
Town of Ingersoll  
130 Oxford Street  
Ingersoll, ON N5C 2V5

Dear Mayor Comiskey:

**RE: Letter of Agreement between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the "Ministry") and the Town of Ingersoll (the "Municipality") Related to Funding Provided by the Province of Ontario (the "Province") to the Municipality under the Dedicated Gas Tax Funds for Public Transportation Program (this "Letter of Agreement")**

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This Letter of Agreement sets out the terms and conditions for the use of dedicated gas tax funds by municipalities for public transportation.

As the Province desires to increase public transportation ridership to support the development of strong communities, the Ministry maintains a Dedicated Gas Tax Funds for Public Transportation Program (the "Program"), under which two cents of the existing provincial gas tax is provided to municipalities for public transportation expenditures.

Following the passage of the *Dedicated Funding for Public Transportation Act, 2013* (the "DFPTA"), a portion of the tax that is paid to Ontario under the *Gasoline Tax Act* in each fiscal year is dedicated to the provision of grants, including those pursuant to the Program, to municipalities for public transportation.

Any funding to the Municipality by the Ministry will be provided in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2015/2016 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which have been reviewed and are understood by the Municipality and are hereby incorporated by reference, the Ministry and the Municipality covenant and agree as follows:

1. To support increased public transportation ridership in the Municipality, and in recognition of the Municipality's need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems, the Ministry agrees to provide funding to the Municipality under the Program in an amount up to

\$57,326 in accordance with, and subject to, the terms set out in this Letter of Agreement and the guidelines and requirements, with \$42,995 payable on receipt of this signed Letter of Agreement and related authorizing municipal by-law(s), and any remaining payment(s) payable thereafter.

2. Despite Section 1, the Municipality understands and agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to adjustment to reflect final gas tax receipts and any other adjustments as set out in the guidelines and requirements.
3. If the Municipality receives dedicated gas tax funds on behalf of any other municipality, and the other municipality has agreed to the Municipality collecting the dedicated gas tax funds on its behalf, the Municipality shall provide, upon request and in compliance with the requirements set out in the guidelines and requirements, any applicable municipal by-law and legal agreement between the Municipality and the other municipality providing for such arrangement to the Ministry prior to the payment of any dedicated gas tax funds by the Ministry under this Letter of Agreement.
4. The Municipality shall deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
5. The Municipality shall adhere to the reporting and accountability measures set out in the guidelines and requirements, and shall provide all requested documents to the Ministry.
6. The Municipality understands and agrees that the funding provided under this Letter of Agreement represents the full extent of the Ministry's and Province's financial contribution under the Program, and that no additional funds will be provided by either the Ministry or the Province for such purposes to the Municipality for the 2015/2016 Program year.
7. The Ministry may terminate this Letter of Agreement at any time, without cause, liability, penalty or costs upon giving at least sixty (60) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement without cause, it may cancel all further dedicated gas tax funds payments. Where the Ministry has terminated this Letter of Agreement under this Section, the Ministry may, after determining the Municipality's reasonable costs to terminate any binding agreement for any eligible public transportation service acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, provide the Municipality with additional funding to offset, in whole or in part, such costs. The additional funding may be provided only if there is an appropriation for this purpose, and in no event shall the additional funding result in the total funding under this Letter of Agreement exceeding the amount specified under Section 1.
8. Any provisions, including those in the guidelines and requirements, which by their nature are intended to survive the termination or expiration of this Letter of Agreement, shall survive its termination or expiration.



9. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
10. The Municipality agrees that it will not assign any of its rights or obligations under this Letter of Agreement.
11. The invalidity or unenforceability of any provision of the Letter of Agreement will not affect the validity or enforceability of any other provision of the Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
12. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
13. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please secure the required signatures for the four enclosed copies of this Letter of Agreement and return two fully signed copies to:

Ministry of Transportation  
Division Services and Program Management Office  
27<sup>th</sup> Floor, Suite #2702  
777 Bay Street,  
Toronto, Ontario M7A 2J8

Once the Ministry has received the signed copies of this Letter of Agreement and a copy of the authorizing municipal by-law, the Ministry will make arrangements for the payment of the dedicated gas tax funds to the Municipality.

Yours sincerely,



Steven Del Duca  
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms.

**Town of Ingersoll**

Per: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Per: \_\_\_\_\_  
Chief Financial Officer/Treasurer

Date: \_\_\_\_\_



**Corporation of the Town of Ingersoll  
By-Law 15-4852**

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**Being a by-law to appoint a Committee of Adjustment**

**WHEREAS** it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

**AND WHEREAS** the Council of the Corporation of the Town of Ingersoll deems it advisable to establish a Committee of Adjustment;

**NOW THEREFORE** the Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) The Committee of Adjustment for the Corporation of the Town of Ingersoll shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.
- (2) All members of Council shall be appointed to the Committee of Adjustment for a term to expire December 31, 2016.
- (3) The Mayor shall serve as Chairperson of the Committee of Adjustment and in their absence the Deputy Mayor shall serve as Chairperson.
- (4) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- (5) In the conduct of Committee business, all members of the Committee shall have equal voting rights, including the Chairperson and shall abide by the Council Procedure By-law established for the conduct of meetings.
- (6) That any by-law inconsistent with this by-law shall be hereby repealed.

**READ** a first and second time in Open Council this 14th day of December, 2015.

**READ** a third time in Open Council and passed this 14th day of December, 2015.

---

**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 15-4853**

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**A by-law to enter into a lease agreement with CLG Strategic Think Inc.  
(132 Thames Street, Upper Unit)**

**WHEREAS** it is deemed necessary and advisable to enter into a Lease Agreement with CLG Strategic Think Inc. for the purpose of renting the upper Unit as commercial premise at 132 Thames Street South/123 Oxford Street South in the Town of Ingersoll.

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That a Lease Agreement between CLG Strategic Think Inc. and the Corporation of the Town of Ingersoll is hereby approved.
2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement and the Clerk is directed to affix the corporate seal thereto.
3. That a copy of the said agreement, in substantially the same form, shall be attached to and form part of this by-law.

**READ** a first and second time in Open Council this 14th day of December, 2015.

**READ** a third time in Open Council and passed this 14th day of December, 2015.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

**TOWN OF INGERSOLL  
RENTAL AGREEMENT**

**THIS AGREEMENT** made in duplicate as of the \_\_\_\_ day of \_\_\_\_\_, 2015.

**BETWEEN:**

**The Corporation of the Town of Ingersoll**  
(the "Landlord")

And

**CLG Strategic Think Inc.**  
(the "Tenant")

In consideration of the foregoing, and of the mutual covenants and undertakings herein contained and expressed, it is agreed among the parties as follows:

1. Premises

The Parties agree that the Landlord will rent to the Tenant and the Tenant will rent from the Landlord the Upper Unit as commercial premises at 132 Thames Street South/123 Oxford Street South in the Town of Ingersoll. The Upper Unit comprises approximately 1,800 square feet of space.

2. Term

The Rental Agreement shall be for a term of seven (7) months effectively commencing December 15, 2015 and terminating on July 15, 2016 (the "Term").

Provided the Tenant is not in default under the Agreement, one (1) month prior to the end of the term, the Tenant shall have the right to renew the Agreement at the same terms and conditions, save and except for the fee which shall be mutually agreed upon by the parties prior to the commencement of the renewal term.

3. Rent and Utilities

The Tenant agrees to pay a flat rate fee in the amount of \$750 per month (including HST) for rent and utilities, each payment due on the 1<sup>st</sup> day of each month and to be made at: Town of Ingersoll, 130 Oxford Street South, Ingersoll, ON N5C 2V5.

The fee will include all utilities such as electricity, hydro, water, gas, snow removal, but exclude telephone and cable.

The Tenant shall provide seven (7) post-dated cheques on December 15, 2015. The Landlord shall provide a receipt to the Tenant for each monthly cheque.

4. Security Deposit

A security deposit is not required.

5. Landlord's Improvements

The Tenant shall have the right, subject to verbal approval of the Landlord to undertake improvements including painting and decorating. During the Term, any alterations thereto on the Premises by the Tenant is subject to the prior written approval of the Landlord, with such approval not be unreasonably withheld or delayed.

## **6. Obligations**

- a. The Landlord shall keep the Premises in a good state of repair and fit for habitation during the tenancy and shall comply with any statutory enactment or law respecting standards of health, safety or housing.
- b. Where the Landlord provides a service or facility to the Tenant that is reasonably related to the Tenant's use and enjoyment of the Premises, the Landlord shall not discontinue providing that service.
- c. Tenant agrees not to use the Premises in such a manner as to disturb the peace and quiet of other tenants in the building.
- d. The Tenant shall be responsible for the ordinary cleanliness of the interior of the Premises and for the repair of damage caused by willful or negligent act of the Tenant or any person who the Tenant permits on the Premises.
- e. Except in the case of an emergency, the Landlord shall not enter the Premises without the consent of the Tenant unless:
  - i. The entry is made during daylight hours and verbal or written notice of the time of the entry has been given to the Tenant at least twenty-four (24) hours in advance of the entry.
  - j. Notice of termination of the tenancy has been given and the entry is at a reasonable hour for the purposes of exhibiting the Premises to prospective tenants.

## **7. Indemnity**

Save and except for any damage arising from the negligent act or omission of the Landlord or any person for whom it is in law responsible, the Tenant agrees to indemnify and save harmless the Landlord from and against any and all claims, including, without limitation, all claims for bodily injury or property damage arising from any act or omission of the Landlord or any assignee, subtenant, agent, contractor, servant, employee, invitee or licensee of the Tenant and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought thereon.

## **8. Insurance**

The Tenant acknowledges that the Landlord, in respect of damage to the Premises is self-insured in any respect of third party liability maintains a comprehensive blanket policy of insurance, and therefore shall not require the Tenant to obtain any insurance coverage.

## **9. Assignment and Sub-Leasing**

This Agreement and privileges granted to the Tenant hereunder are personal to the Tenant and shall not be assigned or sub-leased either in whole or in part by the Tenant without the consent in writing of the Landlord, which consent by the Landlord may not be unreasonably withheld.

## **10. Termination of Tenancy**

If the Rent hereby reserved, or any part thereof, shall be in arrears or if the Tenant shall make default in the observance or performance of any of the Tenant's covenants or agreements contained in this Agreement and such arrears or default shall continue for a period of fourteen (14) days, then the Landlord may give the Tenant notice requiring the Tenant to pay the arrears or remedy the default within thirty (30) days of receipt of notice or such longer period as is reasonably required under the circumstances. If the Tenant fails to pay the arrears or to commence to remedy the default within such period, the Landlord may, by giving the Tenant prior written notice, re-enter the Premises and the Tenant shall forfeit all right, title and interest in the Premises to the Landlord.

The Tenant shall, upon termination of this Agreement, vacate and return the dwelling in the same condition that it was received as of the date of tenancy, less reasonable wear and tear, and other damages in the normal use of the Premises by the Tenant.

## 11. Cancellation

The Tenant and the Landlord shall have the right to terminate this Agreement at any time upon providing the other with two (2) months prior written notice, without penalty, compensation, damages or bonus to the other. Upon the expiry date of such notice, the Tenant shall deliver up vacant possession of the Premises, pursuant to the terms of this Agreement, and this Agreement shall then be terminated.

## 12. Approvals

This Agreement is subject to the conditions set forth which has been inserted for the sole benefit of the Tenant and may be waived by the Tenant at its sole discretion, or by its solicitors on its behalf. The condition shall be waived or fulfilled within the time limit, if any, as set out herein.

If the condition is not fulfilled within the applicable time period and the Tenant fails to notify the Landlord's solicitors that the condition has been waived within the applicable time period, this Agreement shall be null and void, notwithstanding any intermediate acts or negotiations, and, neither the Landlord or the Tenant shall be liable to the other for any loss, costs or damages.

## 13. Notices

With the exception of those verbal notices specifically noted, all other notices and demands provided for in this Agreement shall be in writing and shall be served personally or shall be mailed to the parties by registered mail, return receipt requested, as follows:

To the Landlord:   The Corporation of the Town of Ingersoll  
Town Centre  
130 Oxford St., 2<sup>nd</sup> Floor  
Ingersoll, ON N5C 2V5  
Attention: CAO/ Deputy Clerk  
Fax No. 519-485-3543

To the Tenant:     CLG Strategic Think Inc.  
9 Pine Street  
Ingersoll, ON N5C 1A2  
Attention: Jason Smith  
[jsmith@spotmarketing.ca](mailto:jsmith@spotmarketing.ca)

If such notice is sent by registered mail as foresaid, it shall be deemed to have been received by the recipient two (2) working days after date of posting. If such notice is delivered by and to the recipient it shall be deemed to have been received by the recipient on the date of delivery.

## Alterations to Agreement

Any alterations to this Agreement shall be in writing and signed/initialled by all parties.

## 14. Entire Agreement

This Agreement constitutes and defines the entire contract and agreement between the parties hereto with respect to the Premises. No oral Term or condition, warranty, collateral understanding or agreement other than expressly contained in this Agreement shall form a part of the contract or be binding upon any party hereto.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement.

**The Corporation of the Town of Ingersoll**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Ted Comiskey, Mayor**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Michael Graves, Clerk**  
**We have the authority to bind the Corporation**

\_\_\_\_\_  
**Jason Smith**  
**Tenant**



**Corporation of the Town of Ingersoll  
By-Law 15-4854**

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**A by-law to authorize the execution of a Lease Agreement with Canada Post Corporation**

**WHEREAS** Canada Post Corporation is the registered owner of lands municipally known as 36 Charles Street West herein referred to as "the Lands";

**AND WHEREAS** the Town is desirous to lease and maintain a parking lot on the Lands as outlined in Schedule "B" of the Lease Agreement;

**NOW THEREFORE** the Council of The Corporation of the Town of Ingersoll enacts as follows:

- 1) That the Mayor and the Clerk are hereby authorized to execute a Lease Agreement with Canada Post Corporation and to affix the seal of The Corporation of the Town of Ingersoll hereto.
- 2) That a copy of the said agreement shall be annexed to and form part of this by-law.

**READ** a first and second time in Open Council this 14th day of December, 2015.

**READ** a third time in Open Council and passed this 14th day of December, 2015.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

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**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**



THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

B E T W E E N :

**CANADA POST CORPORATION**  
(“Canada Post”)

-and-

**MUNICIPALITY OF INGERSOLL**  
(the “Municipality”)

**WHEREAS** Canada Post is the registered owner of lands municipally known as 36 Charles Street West, in the Town of Ingersoll, Province of Ontario, as legally described in Schedule “A” attached hereto (the “Lands”);

**AND WHEREAS** the Municipality wishes to lease and maintain a parking lot on the Lands, as outlined in red on the illustration of the Lands as shown in Schedule “B” attached hereto (the “Parking Lot”) on such terms and conditions as are hereinafter set forth in this agreement (the “Agreement”);

**AND WHEREAS** the Municipality acknowledges the goodwill of Canada Post to allow the Municipality to lease the Parking Lot for the purpose of use as a municipal parking lot;

**NOW THEREFORE** for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Municipality agrees to lease the Parking Lot from Canada Post and maintain the Parking Lot for the Term of this Agreement, which shall only be used as free motor vehicle parking spaces for customers of adjacent businesses and/or the downtown area, as well as persons attending community events twenty four (24) hours a day, seven (7) days per week.
2. The Municipality shall pay all costs associated with maintaining the Parking Lot.
3. For the entirety of the Term or any extensions thereof, the Municipality will be responsible for maintaining, at its sole cost and expense, any maintenance on either Charles Street West or Oxford Lane which is currently maintained by the Municipality. Such maintenance shall include, but is not limited to, the clearing of snow and ice to Municipality standards.

4. The clearing of snow and ice removal is to be completed by 7:00am.
5. The term of this Agreement shall be ten (10) years, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 (the "Commencement Date") and ending on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (the "Termination Date"), and shall be renewable thereafter upon consent of all parties hereto, on an annual basis, for successive one (1) year terms. Notification of the extensions shall be exercised sixty (60) days prior to the expiry of each term. Each term shall continue thereafter on the same terms and conditions unless terminated by either of the parties pursuant to section 5 herein.
6. The Municipality or Canada Post may terminate this Agreement at any time on sixty (60) days written notice to the other.
7. The layout of the Parking Lot on the Lands shall be in accordance with Schedule "B" attached hereto.
8. The Municipality acknowledges the Parking Lot will be exempt from Payment in Lieu of Taxes (PILT).
9. The Municipality does not require any improvements to the Parking Lot to be completed by Canada Post and accepts the Parking Lot in "as is" condition. The Municipality shall be allowed to undertake line painting on the Parking Lot and shall erect parking signage on the Parking Lot informing customers that any motor vehicle parked or operated on the Parking Lot shall be solely at the risk of the owner and operator. Canada Post shall not be liable for any theft or damages to any such motor vehicle or its contents.
10. The Municipality shall complete line painting for five (5) parking spaces and a designated walkway area which is reserved and to be used exclusively as parking for Canada Post employees. The Municipality shall erect parking signage in front of each of these five parking spaces designating the said spaces as reserved for Canada Post employee parking only.
11. Canada Post will install a gate in the existing fence of the Parking Lot. Canada Post will also install a unican type lock on the gate to ensure the gate is accessed only by Canada Post employees. This gate will allow Canada Post employees to access the Canada Post building from the Parking Lot.

12. The Municipality shall be responsible for debris pick up and other parking lot cleaning or maintenance functions on the Parking Lot, at its sole cost and expense.

13. All notices to the Municipality shall be sent to the following individual and address:

Sandra Lawson, P. Eng.  
Town Engineer  
Town of Ingersoll  
130 Oxford Street, 2<sup>nd</sup> Floor  
Ingersoll ON N5C 2V5  
Telephone: 519-485-0120 x 2236  
Facsimile: 519-485-6572

All notices to Canada Post shall be sent to the following individual and address:

CANADA POST CORPORATION  
Real Estate  
2701 Riverside Drive, Suite N0122  
Ottawa ON K1A 0B1  
Attention: Manager, Real Estate Transactions  
Telephone: 613-734-3000x55562  
Facsimile: 613-734-6001

14. The Municipality shall provide bylaw enforcement coverage for the Parking Lot in the same manner as other municipal lots within the Municipality and subject to the Municipality of Ingersoll By-laws, save and except for the five (5) parking spaces and designated walkway area reserved for Canada Post employees. Canada Post will be responsible for providing bylaw enforcement for the five (5) parking spaces and designated walkway area reserved for its employees.

15. Notwithstanding any other provision of this Agreement, the Municipality shall indemnify Canada Post and save it harmless from all losses, claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising out of this Agreement, or any occurrence in, upon or at the Lands, or the occupancy or use by the Municipality of the Lands, or by any persons using the Lands for parking or pedestrian purposes, or occasioned wholly or in part by any act or omission of the Municipality or by anyone acting on behalf of the Municipality, unless such loss, claim, action, damage, liability or expense is caused by, or is to the extent contributed to, by the negligence of Canada Post, or those for whom Canada Post is responsible in law. If Canada Post shall, without fault on its part, be made a party to any litigation commenced by or against the Municipality, then the Municipality shall defend, indemnify and hold Canada Post harmless in connection with such litigation.

16. The Municipality shall, at its own expense, procure and maintain or cause to be procured and maintained in force for the duration of this Agreement a Municipal Liability insurance, with a minimum limit of ten million dollars (\$10,000,000.00) inclusive for personal injury, bodily injury (including death) and property damage for any one occurrence or series of occurrences arising from one cause. The policy shall provide coverage for, but not be limited to, all premises and operations of the Municipality, liability for products and completed operations, broad form coverage, non-owned automobile, employer's liability, contingent employer's liability, contractual liability and liability specifically assumed under this Agreement. Canada Post shall be added to the policy as an additional insured and the policy shall contain cross liability and severability of interest clauses. This policy will be non-contributing with, and apply only as primary and not excess to any other insurance available to Canada Post.

The Municipality shall deliver to Canada Post, at the time of the signing of this Agreement, a certificate of insurance as evidence that the required coverage is in effect and that Canada Post shall be given thirty (30) days prior written notice of cancellation to such coverage.

It shall be the responsibility solely of the Municipality to determine what additional insurance coverages, if any, are necessary and advisable for its own protection or to fulfill its obligations under this Agreement. Any such additional insurance shall be provided and maintained by the Municipality at its own expense.

17. Upon the expiry or termination of this Agreement, the Municipality shall remove any signage or other additions/alterations made to the Parking Lot and return the Parking Lot to its previous condition with the exception of reasonable wear and tear for the use provided in this Agreement.

18. The Municipality shall be responsible for all costs related to the preparation of this Agreement, including but not limited to, Canada Post's reasonable legal fees in connection therewith, and the Municipality agrees it shall not register this lease or a notice thereof against the Lands or any portion thereof.

19. No failure or delay on the part of the Municipality to exercise any of its rights under this Agreement shall operate to waive or extinguish any such right, nor shall any partial exercise of any right under this Agreement preclude any other or further exercise thereof, or the exercise of any other right.

20. This Agreement constitutes the entire agreement between the parties and supersedes all other agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.
21. This Agreement shall enure to the benefit of and be binding upon the parties hereto.
22. The Municipality may not assign this Agreement in whole or in part without the written consent of Canada Post.
23. All provisions hereof that by their nature or wording contemplate the taking of action or refraining from certain actions after the termination or expiry of this Agreement shall survive its termination or expiry (including the provisions of Article 2, Article 9, Article 15, Article 16, Article 17, and Article 21 shall survive the Date, as applicable), to the extent necessary or desirable for the purpose of this Agreement.
24. This Agreement may be executed in several counterparts, each of which so executed will be deemed to be an original and such counterparts together will constitute one and the same instrument.

**IN WITNESS WHEREOF** the parties have executed this Agreement.

) **CANADA POST CORPORATION**  
) per:  
)  
)  
)  
)  
) \_\_\_\_\_  
) Name: James Douglas  
) Title: General Manager, Real Estate  
)  
) I have authority to bind the Corporation  
)  
) **MUNICIPALITY OF INGERSOLL**  
) per:  
)  
)  
)  
) \_\_\_\_\_  
) Name: Edward (Ted) Comiskey  
) Title: Mayor  
)  
)  
) \_\_\_\_\_  
) Name: Michael Graves  
) Title: Clerk  
)  
)  
) We have authority to bind the Municipality

## **Schedule "A"**

LT 3 N/S CHARLES ST BLK 1 PLAN 279; PT LOT 2 N/S CHARLES ST, 4 N/S CHARLES ST BLK 1 PL 279 AS IN ING13398 & ING13399; EXCEPT ING12361 & ING6374, INGERSOLL (PIN 001500144)

Schedule "B"







**Corporation of the Town of Ingersoll  
By-Law 15-4855**

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**Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll**

**WHEREAS** Council adopted By-Law 06-4327 on the 16<sup>th</sup> day of October, 2006 for the governing and regulation of traffic and parking;

**AND WHEREAS** Council is desirous of amending the by-law;

**NOW THEREFORE** the Council of the Town of Ingersoll enacts as follows:

1) **THAT SCHEDULE "I" – THROUGH HIGHWAYS** be amended to read as follows:

<b>Highway</b>	<b>From</b>	<b>To</b>
Kirwin Street	East side of Brookfield Court	East side of Hartfield Street

2) **THAT SCHEDULE "M" – HEAVY TRUCK RESTRICTIONS** be amended to include the following:

<b>Highway</b>	<b>Side(s)</b>	<b>From</b>	<b>To</b>
Culloden Road	Both	Clark Road	Holcroft Street
Whiting Street	Both	North side of Clark East	Fredrick Street

Delete the following:

<b>Highway</b>	<b>Side(s)</b>	<b>From</b>	<b>To</b>
Whiting Street	Both	North side of Clark East	Maple Lane

3) **THAT SCHEDULE "O" – TO DESIGNATE STOP SIGNS AT INTERSECTIONS** be amended to include the following:

<b>Intersection</b>	<b>Facing Traffic</b>
Kirwin Drive	Southbound at Brookfield Court
Kirwin Drive	Northbound at Hartfield Street
Hartfield Street	Northbound at Brookfield Court

**READ** a first and second time in Open Council this 14<sup>th</sup> day of December, 2015.

**READ** a third time in Open Council and passed this 14<sup>th</sup> day of December, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 15-4856**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on December 9, 2015 and December 14, 2015**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on December 9, 2015 and December 14, 2015 are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 14th day of December, 2015.

**READ** a third time in Open Council and passed this 14th day of December, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**