



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, May 11, 2015, 6:00 p.m.**

**Call to Order**

**Presentations 6:00**

Presentation of Achievement of Excellence Awards to:

- 1) Ingersoll Girls Hockey Association – Ingersoll Ice Pharmasave Pee Wee Rep Team
- 2) Ingersoll Minor Hockey Association – Brokerlink Atom Rep Team
- 3) Ingersoll Minor Hockey Association – Pointing Financial Group Pee Wee Rep Team
- 4) Ingersoll Minor Hockey Association – Louie's Pizza & Pasta Bantam Rep Team

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) Minutes of Regular Council Meeting on [April 13, 2015](#)
- 2) Minutes of Special Council Meeting on [April 11, 2015](#)
- 3) Minutes of Special Council Meeting on [April 28, 2015](#)

**Correspondence – Note and File**

- 1) [ERTH](#) Notice of Annual General Meeting, Thursday June 11 6:15pm
- 2) [Minister of Transport](#) –letter of receipt of correspondence re: Canada Post
- 3) [IDCI OFSAA Girls' Volleyball Championship Committee](#) – letter of appreciation
- 4) [Ontario Provincial Police](#) - re: Citizen Self Reporting (CSR)
- 5) [Oxford County Public Health](#) – re: Smoke-Free Ontario Act amendments
- 6) [Upper Thames River Conservation Authority](#) - Board of Directors Meeting Agenda, Minutes and Reports

**Accounts**

[Disbursement Sheets – April 2015](#)

**Resolution – Committee of the Whole (Councillor Petrie)**

### Monthly Staff Reports

- |                                  |                           |
|----------------------------------|---------------------------|
| 1) Administration Report         | <a href="#">A-043-15</a>  |
| 2) Clerk's Report                | <a href="#">C-044-15</a>  |
| 3) Economic Development Report   | <a href="#">D-040-15</a>  |
| 4) Fire Services Report          | <a href="#">F-040-15</a>  |
| 5) Operations Report             | <a href="#">OP-049-15</a> |
| 6) Parks & Recreation Report     | <a href="#">R-043-15</a>  |
| 7) Treasury Report               | No Report                 |
| 8) Planning Status Tables Report | <a href="#">P-040-15</a>  |

### Special Staff Reports

- |   |                           |
|---|---------------------------|
| 1) Lot Maintenance By-law   | <a href="#">C-045-15</a>  |
| 2) ERTH Council Remuneration                                      | <a href="#">C-046-15</a>  |
| 3) Housing Services Corporation Accountability Act                | <a href="#">C-047-15</a>  |
| 4) GM Soccer Field Lease Extension                                | <a href="#">D-041-15</a>  |
| 5) 2015 Pan Am Torch Relay – Ingersoll Celebration Host Community | <a href="#">R-044-15</a>  |
| 6) VPCC – YFC/Youth Unlimited & Operation Sharing                 | <a href="#">R-045-15</a>  |
| 7) 2015-2016 Master Ice Schedule                                  | <a href="#">R-046-15</a>  |
| 8) Rotary Outdoor Community Ice Rinks – Victoria Park             | <a href="#">R-047-15</a>  |
| 9) Fusion Youth Entrepreneurship Program                          | <a href="#">R-048-15</a>  |
| 10) Building Permit, Planning & Engineering Fee Study             | <a href="#">OP-050-15</a> |

### Public Meeting 7:00pm

- 1) Sifton Properties Ltd. Applications for Draft Plan of Subdivision and Zone Change
  - a) Community and Strategic Planning Report. [CASPO 2015-99](#)

### Petitions, Delegations and Presentations

- 1) Glenn Tunnock, Consultant from Tunnock Consulting Ltd., Building, Planning and Engineering Fees Study – [Ingersoll Fee Study Presentation](#)

### Correspondence & Resolutions

- 1) [Chippewas of the Thames First Nations](#) – letter to the Minister of Environment re: Southwestern Landfill request for Cancellation
- 2) [Run Ingersoll Committee](#) – Request permission to allow the Run Ingersoll Committee to host their 9<sup>th</sup> annual event on Sunday, June 14, 2015 and to utilize Town owned streets as indicated in Appendix A
- 3) [Jason Smith, G&L Printing and Promotional Services](#) conflict with the Town's Procurement Policy request for resolution
- 4) [PlayRight Playgrounds Ingersoll, Dave Cripps](#) – Request to facilitate playground installation in Victoria Park during the summer of 2015

**Consideration of By-Laws**

- 1) [By-Law 15-4802](#) – A By-law to provide for the levy and collection of special charges in respect of the Business Improvement Area for the year 2015.
- 2) [By-Law 15-4803](#) – The Procedure By-law
- 3) [By-Law 15-4804](#) – Procurement By-law
- 4) [By-Law 15-4805](#) – Committees and Boards Appointment
- 5) [By-Law 15-4806](#) – Extension of GM Senior's Centre and Soccer Field Lease
- 6) [By-Law 15-4807](#) – To adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meetings held on April 28, and May 11, 2015.

**Notice of Motion**

- 1) Councillor Petrie – EARTH Corporations Council Remuneration. Read at the April 13, 2015 Council meeting.

**WHEREAS** EARTH Corporation's Board of Directors is made of members appointed by its shareholders

**AND WHEREAS** EARTH Corporation's shareholders are made up of a group of municipalities including the Town of Ingersoll

**AND WHEREAS** the Town of Ingersoll strives to be transparent in the remuneration of its board of directors

**AND WHEREAS** the Town of Ingersoll recognizes that EARTH Corporation is not required to report the remuneration of its Board of directors under the legislation and rules governing it

**THEREFORE BE IT RESOLVED** that the Town of Ingersoll here by request that EARTH Corporation voluntarily report the remuneration of its board of directors on a yearly basis in the same manner as its shareholders

**AND FURTHER THAT** a copy of this resolution be forwarded to the other shareholder municipalities and EARTH Corporation's Board of Directors

**Upcoming Council Meeting**

**Regular Meeting of Council**  
Monday, June 15, 2015, 6:00 p.m.  
Town Centre, Council Chambers

**Closed Session**

- 1) Minutes of April 11, April 13, 2015 Closed Session
- 2) Section 239 (2) (c) a proposed or pending disposition of land by the municipality;
- 3) Section 239 (2) (c) a proposed or pending disposition of land by the municipality;
- 4) Section 239 (2) (d) labour relations or employee negotiations
- 5) Section 239 (2) (e) litigation or potential litigation

**Adjournment**



**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, April 13, 2015, 6:00 p.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

Deputy Mayor Fred Freeman

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

**Staff:**

William Tigert, CAO

Michael Graves, Clerk

Ann Wright, Deputy Clerk

Jim Brown, Director of Finance/Treasurer

John Holmes, Fire Chief

Kale Brown, Director of Economic Development

Sandra Lawson, Town Engineer

Bonnie Ward, Director of Parks and Recreation

John Brown, I.T. Manager

**Media:**

John Tapley, Reporter, Ingersoll Times

John Payne, Associate Producer, Rogers TV

Megan McPhaden, 104.7 Heart FM

**Call to Order**

Mayor Comiskey welcomes the general public and opens this meeting of Council at 6:14 p.m.

**Disclosures of Pecuniary Interest**

None Declared



**Minutes of Council Meeting**

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

**C15-04-111 THAT** the minutes of the Regular Council meeting held on March 9, 2015 and the minutes of the Special Council meeting held on, March 12, 2015 be adopted.

**CARRIED**

**Correspondence – Note & File**

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

**C15-04-112 THAT** the Note and File Correspondence items 1 through 8 be received as information.

**CARRIED**

**Accounts - Resolution**

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

**C15-04-113 THAT** the Disbursement Sheets for the month of March 2015 be received as information.

**CARRIED**

**Monthly Staff Reports**

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

**C15-04-114 THAT** Council do now go into Committee of the Whole.

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

**CARRIED**

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

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

**C15-04-115 THAT** the monthly staff reports be received as information.

**CARRIED**

Councillor Petrie arrives at 6:25pm and joins the meeting

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

**C15-04-116 THAT** the Council of the Corporation of the Town of Ingersoll receive for information and endorse the attached correspondence that has been forwarded to the Minister of Environment and Climate Change.

**AND FURTHER THAT** the Council instruct staff to forward copies of the attached correspondence to the following Provincial representatives;

The Honourable Kathleen Wynne, Premier  
Agatha Garcia-Wright, MOECC – Director, Ministry of the Environment  
Michelle Whitmore – MOECC – Special Projects Officer, Ministry of the Environment  
The Honourable David Oraziotti – Minister of Government and Consumer Services

**AND FURTHER THAT** the Council instruct staff to circulate the correspondence with a request for support in our opposition to the Landfill due to the proximity of the Ingersoll Rural Cemetery, to the following bodies and agencies:

The Royal Canadian Legion  
Veteran Affairs Canada  
Army, Navy & Air Force Veterans in Canada  
Ontario Heritage Trust  
Ontario Association of Cemetery and Funeral Professional

**CARRIED**

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

**C15-04-117 THAT** the Council for the Town of Ingersoll receives the Clerk's Department Report C-041-15 entitled Proposed 2015 Town Hall Holiday Closure as information;

**AND FURTHER THAT** Council approves the recommended dates for 2015 Holiday Closures as outlined in this report with a review of the Christmas towards having the Town open.

**CARRIED**

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

**C15-04-118 THAT** the Council for the Town of Ingersoll receives report C-042-15 as information;

**AND FURTHER** approves the recommended amendments to the Town's Procedure By-law and directs the Clerk to bring forward the by-law at the May Regular Council Meeting.

**CARRIED**

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

**C15-04-119** THAT the Council for the Town of Ingersoll receives Special Report C-043-15 as information;

**AND FURTHER THAT** Council of the Town of Ingersoll grants \$200.00 to Braydon Todd to assist in him competing at the National wrestling competition in Fredericton, New Brunswick.

**CARRIED**

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

**C15-04-120** THAT report Number OP-039-15 be received as information, and further that staff be directed to update the report on the progress of this project in another 6 to 12 months;

**AND FURTHER THAT** staff be directed to obtain an opinion from the municipal solicitor with respect to a best practice enforcement policy for inspections to establish readiness for occupancy and final completion of construction of a house were occupancy may have or established in a way not prescribed by the Ontario Building Code.

**CARRIED**

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

**VERBAL** THAT Council do not rise out of Committee of the Whole.

**CARRIED**

### **Petitions, Delegations & Presentations**

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

**C15-04-121** THAT the Council for the Town of Ingersoll receives the presentation from Upper Thames River Conservation Authority regarding the UTRCA's roles and responsibilities and their role in regard to the Carmeuse Landfill proposal.

**CARRIED**

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

**C15-04-122** THAT the Council for the Town of Ingersoll receives the delegation from Christina Eus on behalf of the Carnegie Library Group as information.

**CARRIED**

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

**C15-04-123** THAT the Council for the Town of Ingersoll receives the delegation from Tim Lobzun regarding the Tax Rate By-law and Sewer Rates as information.

**CARRIED**

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

**C15-04-124** THAT the Council for the Town of Ingersoll receives the delegation from the Ingersoll Girls Hockey Associations regarding the growth of the IGHA and the current Ice Allocation to User Groups as information.

**CARRIED**

### Special Staff Reports

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

**VERBAL** THAT Council do now go into Committee of the Whole. Council in Committee of the Whole, Councillor Franklin in the Chair.

**CARRIED**

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

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

**C15-04-125** THAT report Number OP-041-15 be received as information;

**AND THAT** if Council wishes to choose Option 2 that staff schedule a closed session to discuss the disposal of the property.

**CARRIED**

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

**C15-04-126** THAT the Council for the Town of Ingersoll receives Special Report OP-046-15 as information.

**CARRIED**

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

**C15-04-127** THAT the Council of the Corporation of the Town of Ingersoll accept report A-042-15 for information and that staff meet with group and ACO to discuss transition and preservation of the building.

**CARRIED**

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

**C15-04-128** THAT the Council for the Town of Ingersoll receives Special Report OP-047-15 be received as information;

**AND THAT** staff be directed to make the changes noted in this report to the Traffic and Parking By-law and further that the changes be completed as soon as possible.

**AND FURTHER THAT** the Clerk provide notice of the changes in an appropriate manner.

**CARRIED**

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

**C15-04-129** THAT Council gives permission to the Ingersoll Safe Cycling Committee to host the 2nd Annual Family Bike Ride on Sunday, May 24, 2015, Rain Date – May 31, 2015 from 12:30 pm to 3:30pm;

**AND FURTHER THAT** Council authorizes ISCC to utilize various streets in the Town of Ingersoll for the Family Bike Ride (Family Bike Ride Routes – Appendix A).

**CARRIED**

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

**C15-04-130** THAT Council authorize the Mayor and Clerk of the Town of Ingersoll to sign the MOU with the Woodstock and Area Small Business Enterprise Centre.

**AND FURTHER THAT** Council grant permission for the SureStart program to be extended from September 28, 2015 until March 31, 2016 on a part time basis with 100% of funding from WASBEC.

**CARRIED**

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

**C15-04-131** THAT the Council of the Corporation of the Town of Ingersoll receives the report on the Procurement of Goods and Services Policy as information.

**CARRIED**

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

**C15-04-132** THAT the Council of the Corporation of the Town of Ingersoll receives Report T-044-14 on the continuation of Council's one-third tax exempt allowance as information;

**AND FURTHER THAT** The Council adopts the continuation of the one-third tax exempt allowance.

**CARRIED**

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

**C15-04-133** THAT Report No. T-045-15 regarding Sale of Land Due to Tax Sale Arrears be received for information.

**CARRIED**

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

**C15-04-134** THAT Council do now rise out of Committee of the Whole.

**CARRIED**

**Moved by Mayor Comiskey; seconded by Councillor Franklin**

**C15-04-135** 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**

### **Correspondence & Resolutions**

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

**C15-04-136** THAT the Council for the Town of Ingersoll directs staff to gain more information and to bring a report back to Council.

**CARRIED**

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

**C15-04-137** THAT the Council for the Town of Ingersoll approves the request from the Canadian Cancer Society for an exemption from the Town's Noise By-law during their 13th annual Relay for Life in Ingersoll on Friday, June 19, 2015 at IDCI from 11:00pm to 12:00am.

**CARRIED**

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

**C15-04-138 THAT** the Council for the Town of Ingersoll approves the request from Oxford County Right to Life to walk from Memorial Park at 10:30am along Thames St. through Town, turning left until Bell St. and left onto John St. arriving at Henderson Hall on May 23, 2015.

**CARRIED**

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

**C15-04-139 THAT** the Council for the Town of Ingersoll approves the requests from the Canterbury Folk Festival Committee as outlined in their request letter dated March 31, 2015.

**CARRIED**

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

**C15-04-140 THAT** the Council for the Town of Ingersoll approves the requested by the Ingersoll Cheese & Agricultural Museum to close Centennial Lane on Sunday, May 3, 2015 for the May Day Event.

**CARRIED**

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

**C15-04-141 THAT** the Council for the Town of Ingersoll receives the correspondence from Mary Cooper as information;

**AND FURTHER THAT** Council directs the Town Engineer to write a report with further information on this matter.

**CARRIED**

### **Consideration By-Laws**

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

**C15-04-142** That the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 15-4799
- 2) By-Law 15-4800
- 3) By-Law 15-4801

Council in Committee of the Whole, Mayor Ted Comiskey 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 Franklin; seconded by Councillor Lesser**

**C15-04-143** THAT the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C15-04-144** THAT By-laws 15-4799 through to By-law 15-4801 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### Notice of Motion

I Councillor Brian Petrie move that Council for the Town of Ingersoll approve the following motion:

**WHEREAS** ERTH Corporation's Board of Directors is made of members appointed by its shareholders;

**AND WHEREAS** ERTH Corporation's shareholders are made up of a group of municipalities including the Town of Ingersoll;

**AND WHEREAS** the Town of Ingersoll strives to be transparent in the remuneration of its board of directors;

**AND WHEREAS** the Town of Ingersoll recognizes that ERTH Corporation is not required to report the remuneration of its Board of directors under the legislation and rules governing it;

**THEREFORE BE IT RESOLVED** that the Town of Ingersoll here by request that ERTH Corporation voluntarily report the remuneration of its board of directors on a yearly basis in the same manner as its shareholders;

**WHEREAS** ERTH Corporation's Board of Directors is made of members appointed by its shareholders municipalities and ERTH Corporation's Board of Directors.

Motion read for first reading, not seconded.

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, May 11, 2015, 6:00 p.m.  
Town Centre, Council Chambers



**Closed Session**

**Moved by Councillor Bowman; seconded by Councillor**

**C15-04-145** THAT Council do now go into Committee of the Whole at 10:28 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 March 9, 2015 and March 12, 2015 Closed Session;
- 2) Personal matters about an identifiable individual, including municipal or local board employees;
- 3) Labour relations or employee negotiations;
- 4) Proposed or pending acquisition or disposition of land by the municipality;
- 5) Proposed or pending acquisition of land by the municipality;
- 6) Labour relations or employee negotiations

**CARRIED**

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

**C15-04-146** THAT Council do now rise out of Committee of the Whole at 10:40 p.m. from Closed Session.

**CARRIED**

**Consideration of Closed Session**

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

**C15-04-147** THAT Council extend the Council meeting of April 13, 2015 past the 11:00pm adjournment time as required in the Procedural By-law.

**CARRIED**

**Moved by Councillor Bowman; seconded by Councillor**

**C15-04-148** THAT Council do now go back into Committee of the Whole at 11:01 p.m. to continue the Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended.

**CARRIED**

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

**C15-04-149** THAT Council do now rise out of Committee of the Whole at 11:06 p.m. from Closed Session.

**CARRIED**

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

**C15-04-150** THAT the Closed Session Minutes of March 9, and March 12, 2015 be adopted.

**CARRIED**

**Adjournment**

On motion Council adjourned at 11:07 p.m.

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Saturday, April 11, 2015, 9:00 a.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

Deputy Mayor Fred Freeman

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

**Staff:**

William Tigert, CAO/Acting Clerk

**Call to Order**

Mayor Comiskey welcomes the general public and opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

None declared

**Strategic Priorities Goal Setting Session**

At Focus a Consultant Company, was in attendance and updates Council on the results of the feedback from the Public Survey and of Department Head's full day Strategic Priorities Workshop.

**Upcoming Council Meetings**

**Regular Meeting of Council**  
Monday, April 13, 2015, 6:00 p.m.  
Town Centre, Council Chambers

**Consideration of Closed Session**

**Moved by Mayor Comiskey; seconded by Deputy Mayor Freeman**

**C15-04-151** THAT Council do now go into Committee of the Whole at 11:47 a.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matter:

- 1) Labour relations or employee negotiations

**CARRIED**

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

**C15-04-152** THAT Council do now rise out of Committee of the Whole at 12:55 p.m. from Closed Session.

**CARRIED**

**Adjournment**

On motion Council adjourned at 12:55 p.m.

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Tuesday, April 28, 2015, 6:00 p.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

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

**Staff:**

Sandra Lawson – Town Engineer

Michael Graves – Town Clerk

**Call to Order**

Mayor Comiskey opens the meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

None declared

**Special Report**

**Moved by Councillor Franklin; seconded by Councillor Petrie**

**C15-04-153** THAT Council do now go into Committee of the Whole.

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

**CARRIED**

While in Committee of the Whole Council discussed the Special Report- Catherine Street Bridge and Road Reconstruction Tender Award.

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

**C15-04-154** THAT Council do now rise out of Committee of the Whole.

**CARRIED**

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

**C15-04-155** THAT report Number OP-048-15 be received as information and that the tender for the Catherine Street Bridge and Road Reconstruction project be awarded to Elgin Construction of St. Thomas for \$1,724,884.05.

**AND FURTHER THAT** an additional \$40,000 be taken from the Engineering Reserve to cover the additional costs of the bridge and roadwork.

**CARRIED**

### Upcoming Council Meetings

**Regular Meeting of Council**  
Monday, May 11, 2015, 6:00 p.m.  
Town Centre, Council Chambers

### Adjournment

On motion Council adjourned at 6:12 p.m.

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk

ERTH



CORPORATION

## **NOTICE**

### **ANNUAL GENERAL MEETING**

**The Annual General Meeting of ERTH Corporation will be held as follows:**

Date: Thursday, June 11, 2015

Social: 6:15 PM

ERTH Awards: 6:45 PM

Meeting: 7:15 PM

Location: Elmhurst Inn  
415 Harris Street  
Ingersoll, Ontario

**Lower Level - Grand Ballroom**

(Light refreshments will be provided)

An official notice will be forwarded to you at a later date, requiring your list of attendees and voting delegate.

*Contact:*

**Eustacia Young**

ERTH Corporation

(519) 518-6117 x 255

[eyoung@erthcorp.com](mailto:eyoung@erthcorp.com)



Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

AVR 28 2015  
APR 28 2015

Mr. Michael Graves  
Clerk  
Town of Ingersoll  
130 Oxford Street  
Ingersoll ON N5C 2V5

RECEIVED

MAY 04 2015

TOWN OF INGERSOLL  
CLERK/TREASURER

Dear Mr. Graves:

Thank you for your correspondence regarding Canada Post.

On December 11, 2013, Canada Post announced a Five-point Action Plan ([www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](http://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)), which is intended to return the corporation to financial self-sustainability by 2019 and is within the parameters of the Canadian Postal Service Charter ([www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm](http://www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm)). Canada Post is required by law to operate on a self-sustaining financial basis. I look forward to seeing progress as Canada Post rolls out its plan for an efficient, modern postal service that protects taxpayers and is aligned with the choices consumers are making.

The reality is that Canadians are increasingly choosing to communicate in ways other than by sending letters. Due to the lack of demand, mail volumes have dropped more than 25% since 2008 and continue to fall. The traditional postal business model that worked so well in the pre-digital era is increasingly out of step with today's reality.

With respect to mail delivery to persons with disabilities, most Canadians, including those with disabilities and seniors, already receive their mail through venues other than door-to-door delivery. Over the past few decades, Canada Post has had considerable experience in implementing solutions that meet the needs of mail recipients, including those with disabilities and seniors. Mobility and seniors' issues will continue to be an important consideration for the corporation as it converts the remaining households still receiving door-to-door delivery to community mailboxes over the next few years.

As a commercial Crown corporation that operates at arm's length from the Government, Canada Post is responsible for the management of its own operations. Therefore, I am sharing our exchange of correspondence with Mr. Deepak Chopra, President and Chief Executive Officer of Canada Post, so that he is aware of your concerns.

Canada



Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "LRaitt". The signature is written in a cursive, flowing style.

The Honourable Lisa Raitt, P.C., M.P.  
Minister of Transport

c.c. Mr. Dave MacKenzie, M.P.  
Mr. Deepak Chopra



2015 OFSAA 'AAA'  
GIRLS VOLLEYBALL CHAMPIONSHIPS  
INGERSOLL DISTRICT COLLEGIATE INSTITUTE  
37 Alma St., Ingersoll ON PH: 519-485-1200 FX: 519-425-0142



Convenor: Mr. S. Pellow ([s.pellow@tvdsb.on.ca](mailto:s.pellow@tvdsb.on.ca))

Sponsorship: Mr. E. MacKintosh ([e.mackintosh@tvdsb.on.ca](mailto:e.mackintosh@tvdsb.on.ca))

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Town of Ingersoll  
130 Oxford Street 2<sup>nd</sup> Floor  
Ingersoll, ON  
N5C 2V5

Dear Mayor Comiskey:

On behalf of the OFSAA 'AAA' Girls' Volleyball Championship committee, I would like to thank you for your generous monetary donation. Your commitment in assisting with this venture is sincerely appreciated.

The OFSAA Girls' Volleyball Championship was a huge success and would not have been possible without the support of the Ingersoll and IDCI communities.

Once again, thank you for your support as your sponsorship played a vital part in the success of OFSAA. The athletes who attended this provincial high school championship will have memories to cherish for a life time.

Sincerely,

Mrs. Sandra Hooper  
Secretary-Treasurer  
OFSAA Girls' 'AAA' Volleyball Championship Committee



Lincoln M. Alexander Building  
777 Memorial Ave.  
Orillia ON L3V 7V3

Edifice Lincoln M.  
Alexander  
777, avenue Memorial  
Orillia ON L3V 7V3

Telephone/Téléphone:  
Facsimile/Télécopieur:  
File Number/Référence:

(705) 329-6177  
(705) 329-6176  
GOV 3750 00

April 13, 2015

Dear Mayor / Reeve,

On July 7<sup>th</sup>, 2014 the Ontario Provincial Police (OPP) introduced Citizen Self Reporting (CSR), an internet-based reporting system, as an alternate means of reporting non-emergency incidents to police from the traditional phone call to a Communications Centre. Utilizing this system is completely optional and has been introduced as a simple and convenient method to use a computer or mobile device to report specific incidents that are not deemed to be an emergency, or where there are no suspects or no injuries involved.

Since the program was implemented, the OPP has received hundreds of online reports from citizens across Ontario. With this information, police have been able to use these online reports to make linkages to property crime investigations, some of which have led to the arrest and charging of suspect(s).

The OPP is constantly looking for ways to improve efficiencies and increase public safety and we are confident that online reporting has greater potential moving forward now that citizens can report non-emergency incidents anywhere, anytime.

The OPP are collaborating with our municipal partners to promote and support Citizen Self Reporting throughout the province. Citizen Self Reporting will be instrumental in allowing members of the public to report less serious occurrences on their own time. As members of the public engage the Citizen Self Reporting system more frequently, it will permit valuable front line resources to be focused on more serious crimes and community based projects.

Municipalities can assist in supporting this system by posting the enclosed web information on your municipal website. The following link will take you directly to the CSR website:  
<http://www.opp.ca/reporting/>

Community safety and well-being in Ontario is everyone's responsibility. Your ongoing support will make a difference.

Yours truly,

A handwritten signature in black ink, appearing to read "R. W. Barnum", with a long, sweeping underline.

R. W. (Rick) Barnum, Chief Superintendent  
Bureau Commander  
Communications and Technology Services Bureau  
Ontario Provincial Police



**Public Health & Emergency Services**

410 Buller Street, Woodstock, ON N4S 4N2  
519.539.9800, ext. 3410 | Toll-free: 1.800.755.0394  
Fax: 519.539.6206 | [www.oxfordcounty.ca/health](http://www.oxfordcounty.ca/health)

April 24, 2014

Dear Town of Ingersoll ,

I would like to thank you for your recent involvement in the Smoke-Free Ontario Act signage order with Oxford County Public Health. As you know, January 1, 2015 brought a regulatory amendment to the Smoke-Free Ontario Act, in which Oxford County Public Health is responsible for administering and enforcing. The changes are significant. It is now illegal to:

- Smoke tobacco or hold lighted tobacco within 20 metres of playgrounds and sporting areas. This includes spectator areas adjacent to sporting areas.
- Smoke tobacco or hold lighted tobacco on bar and restaurant patios; exemption for legions that have an established restaurant or bar patio prior to November 18, 2013, that was compliant with prior regulation (no rooftop covering).
- Smoke tobacco or hold lighted tobacco at any part of the fair, festival or special/community event where food or beverage is served, offered for sale, or offered for consumption.

The inclusion of playgrounds, sports fields and bar and restaurant patios to the Act will have implications for the operation of various services provided by your Municipality.

For example, signs shall be posted on/near all playground equipment, on all sporting fields, bar/restaurant patios and at fairs/festival or community events. We would like to meet with you or your staff regarding these changes to ensure we have all of the correct information, contacts and to ensure application of the Smoke-Free Ontario Act to these settings is as smooth as possible for both all parties involved.

Once again, thank you for your continued support in enforcing the Smoke-Free Ontario Act. Please contact me with any questions or concerns you may have.

Regards,

Gemma Urbani  
Smoke-Free Ontario Coordinator  
Oxford County Public Health  
519-539-9800 ext. 3460  
[gurbani@oxfordcounty.ca](mailto:gurbani@oxfordcounty.ca)

February 24, 2015

**NOTICE OF  
BOARD OF DIRECTORS' MEETING**

**DATE: TUESDAY, MARCH 24, 2015**

**TIME: 9:30 A.M. – 11:30 A.M.**

**LOCATION: WATERSHED CONSERVATION CENTRE  
BOARDROOM**

| <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<br>- Thursday, February 19, 2015  |             |
| 5. Business Arising from the Minutes   |             |
| 6. Delegation – None   |             |
| 7. Closed Session – In Camera  |             |
| 8. Orientation   | 9:35am      |
| (a) Community Partnerships<br>(T.Hollingsworth)(20 minutes)  |             |
| 9. Presentations   | 9:55am      |
| (a) Health and Safety Training<br>(C.Ramsey)(20 minutes)   |             |
| 10. (a) For Your Information Report<br>(January and March FYI attached)<br>(I.Wilcox)(5 minutes)                           | 10:15am     |
| (b) Fanshawe Pioneer Village Report<br>(S.Johnson)(Verbal)(5 minutes)  | 10:20am     |
| 11. Business for Approval  | 10:25am     |
| (a) Use of Capital Maintenance Reserve<br>(J.Howley/C.Harrington)(Report attached)<br>(Document #Finances 200)(15 minutes) |             |

- (b) 2015 Capital – Water Erosion Control Infrastructure (WECI) Projects (R.Goldt)(Report attached) (Document #Flood Control 500)(10 minutes) 10:40am
- (c) POA Designation (Report attached)(Document #CA’s1389) (J.Howley)(5 minutes) 10:50am
- 12. Business for Information 10:55am
  - (a) Administration and Enforcement- Section 28 (M.Snowsell/K. Winfield)(Report attached) (5 minutes)
  - (b) Consultant Award Harrington and Embro Dams Class EA (R.Goldt)(Report attached) (Document #Flood Control 513)(5 minutes)
- 13. Other Business (Including Chair and General Manager's Comments) 11:05am
- 14. Adjournment 11:10am



Ian Wilcox, General Manager

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

|              |                 |            |                           |
|--------------|-----------------|------------|---------------------------|
| I. Wilcox    | T.Hollingsworth | J.Brick    | M.Snowsell                |
| S.Shivas     | A.Shivas        | S.Johnson  |                           |
| C.Tasker     | L.Trottier      | G.Inglis   | London Free Press         |
| B.Glasman    | B.Mackie        | K.Winfield | Stratford Beacon Herald   |
| C.Harrington | A.Shivas        | J.Howley   | Woodstock Sentinel Review |

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, MARCH 24, 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 Watershed Conservation Centre Boardroom. The following members and staff were in attendance.

|                  |           |                       |
|------------------|-----------|-----------------------|
| Members Present: | T.Birtch  | S.Levin               |
|                  | M.Blackie | N.Manning             |
|                  | M.Blosh   | H.McDermid            |
|                  | R.Chowen  | J.McKelvie            |
|                  | A.Hopkins | M.Ryan                |
|                  | T.Jackson | K.Van Kooten-Bossence |
|                  | J.Klumper | G.Way                 |

Regrets: M.Campbell

Solicitor: G.Inglis

|        |                 |            |
|--------|-----------------|------------|
| Staff: | T.Chapman       | A.Shivas   |
|        | D.Griffin       | S.Shivas   |
|        | R.Goldt         | M.Snowsell |
|        | T.Hollingsworth | P.Switzer  |
|        | J.Howley        | L.Trottier |
|        | R.McNaughton    | I.Wilcox   |
|        | C.Ramsey        | K.Winfield |

Guest: Shanna Dunlop, Museum Curator, Fanshawe Pioneer Village

The Chair welcomed the members and staff to the Board of Directors' meeting.

1. Approval of Agenda

T.Jackson moved –N.Manning seconded:-

“RESOLVED that the UTRCA Board of Directors approve the agenda as posted on the Members' Web-site.”

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  
- February 19, 2015

K. Van Kooten-Bossence moved –T.Jackson seconded:-

“RESOLVED that the UTRCA Board of Directors  
approve the Annual General Meeting minutes  
dated February 19, 2015 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes – None

6. Delegations – There were no delegations.

7. Closed Session – In Camera

There was no business to discuss in Closed Session.

8. Orientation

I.Wilcox advised the members at the beginning of each Board meeting an Orientation Session will be scheduled to assist the new members and familiarize the current members with the Authority’s Program and Services.

(a) Community Partnerships Program

I.Wilcox introduced T.Hollingsworth, Coordinator, Community and Corporate Services and noted she will be outlining the Authority’s Community Partnerships Program.

T.Hollingsworth advised the members the Community Partnerships Program strengthens the link between the watershed residents and the Conservation Authority. She outlined the two components of the Program – Community Partnerships and Community Education, the role and activities undertaken by each unit and highlighted the respective staff.

T.Hollingsworth presented a video of the 2013 Children’s Water Festival for the members’ information. The Chair encouraged the members to attend the 2015 Festival to be held at Pittock Conservation Area from May 26 to 29, 2015. She stated the Authority staff does a fantastic job organizing the event and the children thoroughly enjoy themselves while learning about water.

The complete presentation is posted on the member’s web-site.

9. Presentations

(a) Health and Safety Training

C.Ramsey made a presentation outlining the work that is undertaken to ensure the Authority staff has the required Health and Safety Training and also to advise the Board of Directors of its responsibilities in this regard.

The presentation is posted on the members secure web-site for further review and information.



10. (a) For Your Information  
(January and March attached)

The reports were presented to the members for their information.

- (b) Fanshawe Pioneer Village

I.Wilcox outlined the background information relating to the association between Fanshawe Pioneer Village and the Authority.

He advised that Sheila Johnson, Executive Director of Fanshawe Pioneer Village is away on vacation, and stated that Shanna Dunlop, Museum Curator was in attendance to present a Village update.

S.Dunlop highlighted several special events that will take place at the Museum over the upcoming months and circulated the "Big on History Big on Fun" flyer outlining the dates and time for the events.

11. Business for Approval

- (a) Use of Capital Maintenance Reserve  
(J.Howley)(Document #Finances 200)

As background information, I.Wilcox advised the members the Capital Maintenance Reserve Policy was approved by the Board of Directors in 2006. It was developed to guide staff and the Board of Directors in the appropriate development and use of the Reserve. Funds can be transferred from the Capital Reserve to acquire or improve lands, buildings, engineering structures, machinery and equipment. He stated in March of each year staff present a report to the Board requesting approval to transfer a portion of these funds for capital needs.

He stated approximately \$175,000 is budgeted annually through the general levy for the Capital Reserve. Currently, the balance is \$501,000.

The report was presented for consideration.

S.Levin referred to the Hazard Tree Removal and the 1:1 tree replacement proposal. He suggested the Authority consider a tree replacement of 2:1. Although this amendment would result in an additional cost of \$33,000, it is more in line with the Authority's mandate to protect and restore. He inquired whether transferring the additional cost would interfere with subsequent requests for funds later this year.

I.Wilcox stated there is some latitude in the reserve to absorb the additional \$33,000, as the Reserve is replenished annually. He noted however, a request will be presented to the Board later this year to transfer in excess of \$200,000 to finalize the costs of the Watershed Conservation Centre.

The members discussed whether funding this project through the Capital Reserve was an appropriate use of the funds, and offered funding alternatives, such as "Adopt a Tree" and in-kind donations.

I.Wilcox assured the members the proposed project is an appropriate use for the Capital Reserve, but also noted staff are exploring alternate funding sources to offset the cost of replacing the trees, in which case the full amount may not be required.

The members expressed concern regarding approving the transfer of \$296,100 for this project, plus an additional \$25,000 to purchase digital aerial photography as outlined in the report, coupled with the additional request slated for later in the year for the completion of the Watershed Conservation Centre. Currently, the Reserve does not have adequate funds to accommodate the proposed needs.

I.Wilcox stated the tree removal and replacement project will take approximately four years to complete, therefore the total \$296,100 would not be transferred from the Capital Reserve in 2015.

It was suggested if the noted project is based on a four year plan, could staff submit a request to transfer the required funds to continue the project on an annual basis? This approach would leave the 2015 Maintenance Capital Reserve with a healthy balance to offset any unforeseen situations.

I.Wilcox stated that is the Board's decision and outlined the current financial procedure that is undertaken for multi-year projects.

Following a further discussion, T.Jackson stated that currently the Authority does not have a firm cost on the Tree Removal Project and therefore suggests the Board direct the Authority staff to put the project out for tender to obtain a firm cost and submit a report with the results to the Board next month for consideration and approval.

S.Levin moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors direct staff to request tenders for the hazard tree removal services and tree replacement based on a 1:1 and 2:1 ratio and submit a report outlining the tender results at the April Board of Directors Meeting, and further the Board approve the \$25,000 to purchase 2015 digital aerial photography.”

CARRIED.

- (b) 2015 Capital – Water Erosion Control  
Infrastructure (WECI) Projects  
(Report attached)(Document #Flood Control 500)

R.Goldt outlined the report for the members' consideration. He advised the members of a late submission to continue the London Dyke Hazard Tree Removal Program. He requested the project be added to the list submitted for approval. Following a brief discussion,

S.Levin moved T.Jackson seconded:-

“RESOLVED that the Board of Directors approve the 2015 Water and Erosion Control Infrastructure (WECI) Capital Repairs and Studies project list with the addition of the London

Dyke Hazard Tree Removal Program for WECI  
funding in February 2015.”

CARRIED.

- (c) Provincial Offences Officer Designation  
(Report attached)(Document #CAs 1389)

J.Howley introduced Dave Griffin and advised the members he was hired for the season to fill the maternity leave for the position of Assistant Superintendent, Wildwood Conservation Area.

N.Manning moved – S.Levin seconded:-

“RESOLVED that the Board of Directors approve the recommendation as outlined in the report to designate Dave Griffin as a Provincial Offences Act Officer.”

CARRIED.

12. Business for Information

- (a) Administration and Enforcement – Section 28  
(Report attached)(Document #ENVP 2199)

The attached report was presented to the members for information.

T.Jackson moved – M.Ryan seconded:-

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

CARRIED.

T.Jackson inquired whether staff could plot the locations of the Section 28 applications on a watershed map. Following a brief discussion regarding the merit of this request, it was suggested that staff pursue options that could be utilized to obtain this information and report back at a future meeting.

T.Jackson also suggested it would be helpful for the members to have knowledge of the “turn-around time” for applications by inserting the date the application was received on the Section 28 Report. M.Snowsell stated that although this request can be accommodated, he cautioned that many applications received are incomplete thereby hampering the Authority’s turn-around time. He urged the members to contact the Authority if they are aware of any problems with the Authority not responding to an application in a timely manner.

M.Blosh inquired how the Board of Directors are made aware of the Hearing Committee’s decisions. I.Wilcox noted that typically there is no report submitted to the Board. The Committee has been delegated the responsibility to make the decisions on behalf of the Board.

M.Snowsell briefly outlined the Municipal/County Tree Cutting Bylaws and the Authority’s responsibilities / regulatory obligations relating to tree cutting in both the rural and urban areas and the ongoing challenges this can create.

He outlined an example of these challenges relating to a clear cutting activity that is currently being undertaken within the City of London this past week. He encouraged the members to

contact the Authority if they witness any negative activity or have any concerns relating to properties within the watershed.

- (b) Consultant Award  
Harrington and Embro Dams Class EA  
(Report attached)(Document #Flood Control 513)

The report was presented to the members for their information.

N.Manning moved – K.Van Kooten-Bossence seconded:-

“RESOLVED that the report be accepted as presented.”  
CARRIED.

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

I.Wilcox stated the Spring is a busy time for the Authority. He noted although the members will receive information notices regarding events, they are not obligated to attend unless they wish to and no remuneration is paid on these occasions.


He noted the Conservation Areas open on Friday April 24<sup>th</sup> and therefore the Board of Directors will require a car pass to permit access into Fanshawe CA to attend the April Board meeting. Swipe cards have been distributed today for this purpose. These cards will also provide access to the day use areas of all three conservation areas for the season.

The General Manager referred to the Conservation Area Seasonal Staff Orientation Days. Each park will host its own Orientation. Much of the training is being done on line now and there isn't a need for tri park orientation as in the past. The Orientation Days are scheduled as follows: Fanshawe and Pittock, Friday April 10 and Wildwood, Friday April 17. Please contact J.Howley if interested in attending any of the sessions.

The Chair thanked the members for attending the first regular meeting of the Board. She encouraged the members to complete their bios and submit them to S.Shivas for posting on the members' web-site.

14. Adjournment

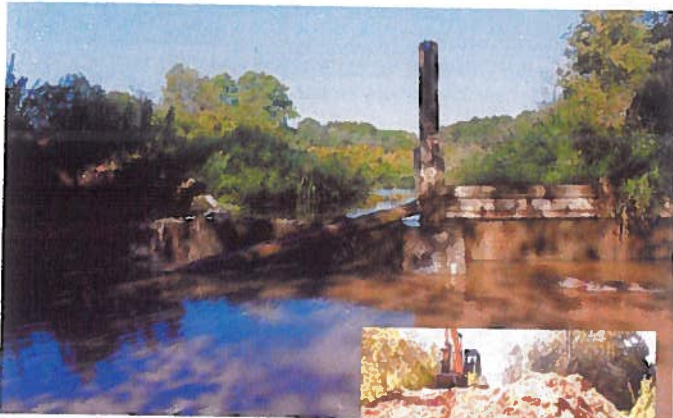
There being no further business the meeting was adjourned at 11:40 a.m. on a motion by T.Birtch.

  
\_\_\_\_\_  
Ian Wilcox  
General Manager  
/ses  
Att.

\_\_\_\_\_  
J.McKelvie, Authority Chair

## Going ... Going ... Gone

The last phase in the removal of a small dam was completed in November. The 3-metre-high dam was built in 1968 on the Somerville Drain in Perth County. Over the past two years, UTRCA staff have been gradually removing the barrier, piece by piece. The reservoir, which was heating up the water and depleting it of oxygen, is now gone and the stream has returned to a natural channel. With the barrier gone, the aquatic ecosystem is healthier and species such as fish and turtles can move freely.



Above: The last pieces of the dam to be removed after two years of gradually demolishing the structure. Right: The remaining barrier is removed in September 2014. Below: Tree planting next to the stream, free-flowing after 46 years.



The last step in the project saw staff planting native trees and shrubs to shade the stream. Funding for the project was provided by the Recreational Fisheries Conservation Partnerships Program through Fisheries and Oceans Canada.

Contact: Brad Glasman, Coordinator, Conservation Services

## New Precipitation Monitoring System

The UTRCA, Western University and Environment Canada are collaborating to develop an automated monitoring system for collecting rainfall data throughout the Thames River watershed.

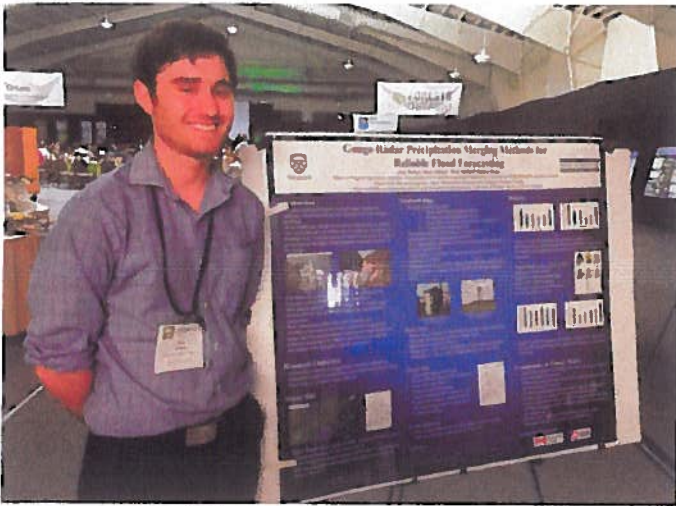
Jack McKee, Master of Engineering Science Candidate at Western University, has developed rainfall estimates based on Environment Canada's radar. The project is now close to implementing a reliable automated process that will use detailed UTRCA rain gauge data and Environment Canada's radar precipitation data, in real time.



UTRCA hydrology staff will use the new precipitation monitoring system to help forecast and manage floods. (pictured: Prospect Hill campground, February 2009)

Only a few organizations in Ontario are using rain gauge and radar merging systems. This data will be extremely useful for the UTRCA's flood forecasting and warning program. Currently, real time precipitation data is obtained from 20 rain gauges across the Thames watershed, but this network does not always capture localized intense storms, which may become more frequent in the future. This information will also be useful for monitoring watershed conditions during droughts, assessing watershed health, and computer modelling.





Jack McKee and his winning poster at the Latorell Conservation Symposium.

Jack's research was recently recognized at the Latorell Conservation Symposium. The Student Poster Call showcases new research being developed by students from environmental programs at Ontario universities and colleges. Jack's project received the top award based upon votes by 1,000 delegates from across the province.

Funding was provided by the Natural Science & Engineering Research Council of Canada, Western University Engineering Department, Ministry of the Environment and Climate Change "Showcasing Water Innovation" program, and UTRCA.

Contact: Jack McKee ([mckeej@thamesriver.on.ca](mailto:mckeej@thamesriver.on.ca)), or Mark Helsten, Senior Water Resources Engineer

## Oxford County Stewardship Award

The Oxford County Stewardship Award is awarded to a landowner in Oxford County who has done exemplary work in conservation. The recipient for 2014 was Dawn Dennison, for her ongoing efforts to resolve erosion issues on her Thamesford-area property, which she co-owns with her brother, Tom.



Erecting a bluebird box on the Dennison farm.

Most recently, Dawn retired 2.5 acre (1 ha) of highly erodible land. UTRCA staff planted approximately 1650 hardwood and coniferous trees along the Thames to buffer the river corridor and installed bluebird nest boxes which were occupied the first spring!

Dawn has been enhancing their

property for 15 years and she and her neighbours have enjoyed watching the wildlife return to the area. Dawn and Tom were delighted to be nominated by the UTRCA and to receive this award. Their goal is to retire more of the field and continue naturalizing in the future.

Contact: Brenda Gallagher, Forestry Technician



Stone is placed along the river to create a corridor for the trail between the water and the railway embankment.

## Oxford Thames River Trail Extension

Work has begun on the Phase 2 extension of the Oxford Thames River Trail, near Beachville. This construction project will double the length of the trail system to a total of 3.5 km.

The trail system has been a priority project for the Oxford County Trails Council for nearly eight years. The first phase of the trail officially opened in 2010, starting in the village of Beachville and heading east toward Woodstock. The trail ended where the Thames River meanders north toward the CN rail line, creating a corridor that is too narrow for the trail. After much investigation, a project plan was developed to add stone to the existing shoreline to create enough space for the trail through this short section.

This 'pinch point' construction project was only possible through generous donations from local trail enthusiasts, a sizeable donation of rock and screenings from Carmeuse Lime Ltd., discounted construction work and trucking from Paul Brown & Son Excavating Ltd., and land use permission from Oxford County, for a total of nearly \$40,000 in cash and in kind contributions.

The Phase 2 project will be completed in 2015, using an additional \$75,000 Ontario Trillium Foundation grant that will see construction of approximately 1000 feet of boardwalk, ending at a new observation platform overlooking the recently completed Stewardship Oxford and Ducks Unlimited - Thames River Wetland Project (highlighted in the September 2014 FYI). The new trail sections and observation platform will include interpretive elements highlighting the natural heritage features of this beautiful site. A ribbon-cutting grand opening will be held in summer 2015.

This project is another significant and positive step towards realizing the Oxford County Trails Council's long-term goal of an Innerkip to Ingersoll ("I to I") trail system along the Thames River.

Contact: Brad Hertner, Community Partnership Specialist





UTRCA staff move an in-stream habitat structure across the stream to install it against the streambank.

## Medway Creek

The UTRCA has been working with the Friends of Medway Creek to restore habitat for terrestrial and aquatic species and improve water quality in areas of the Medway Creek. On one property, over 600 trees and shrubs have been planted to restore approximately one acre of land. The creek banks were also planted to provide stability and create more shade for the creek and habitat, resulting in improved features in the channel which are critical for aquatic life.

Six habitat structures and river stone deflectors were strategically placed along bends in the creek. These structures will reduce ongoing erosion and provide additional aquatic habitat.

The Medway Creek project was made possible through funding from Environment Canada's EcoAction Program and local schools.  
*Contact: Julie Welker, Community Partnership Specialist*

## Luckhart Truckwash Wetland Treatment System Upgrade

In 1998, Doug Luckhart expanded his livestock truckwash facility near Sebringville. At the time, the UTRCA worked closely with Doug to design a unique wetland system to treat the washwater from the facility. The system is comprised of three stages: a collection lagoon, two parallel wetland cells and a grass filterstrip.

For nearly 20 years, the wetland plants and grasses have worked well and removed most of the nutrients from the washwater. In 2014, a third marsh and a sand filter were added. Flow from the two original marshes now moves through the new marsh then through a red sand filter before outletting onto the grassed filterstrip.

The sand's reddish colour is due to its high iron content. Urban stormwater runoff studies indicate that red sand is able to capture up to 99% of the phosphorus in urban runoff. The Luckhart site is the first to use a red sand filter for an agricultural application. The filter will be monitored to learn how it performs in this setting.



The red sand has a high Iron content.

Funding for the project was provided by the Ontario Ministry of the Environment and Climate Change "Showcasing Water Innovation" program.

*Contact: Craig Merkley, Conservation Services Specialist*



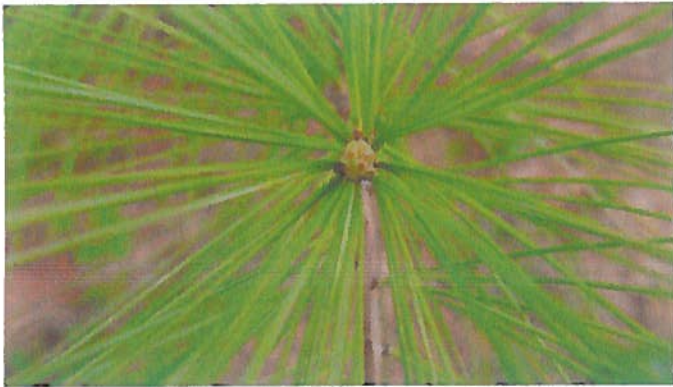
The completed red sand filter.

## Species of the Month: White Pine

As Ontario's provincial tree, the Eastern White Pine (*Pinus strobus*) has a natural range that stretches across the province from Manitoba to Quebec, from Lake Superior in the north to Lake Erie in the south. It also reaches into parts of the northeastern United States and Canada. The White Pine is named for its sticky sap, which turns white when it dries.

This coniferous (cone-bearing) tree is one of the tallest trees in eastern Canada, reaching up to 30 metres in height and 100 cm in diameter. A supercanopy tree, it often towers over large hardwoods in the forest. Raptors rely on these trees for nest building, calling





An easy identification clue: The White Pine's needles attach to the twig in bundles of five, and there are five letters in the word "white."

and hunting. White Pines can live up to 200 years and are found on a variety of sites from dry, sandy soils to sphagnum bogs but they grow best on moist, sandy loam.

This softwood tree is widely planted for forestry purposes as the lumber is used for a variety of purposes including doors, cabinets, plywood and furniture. In colonial times, the Royal Navy reserved the rights to this tree for its ship masts. The UTRCA often plants this species in plantations and in mixed naturalization projects as it is fast growing and hardy.



The White Pine is named for its sap, which turns white when it dries.

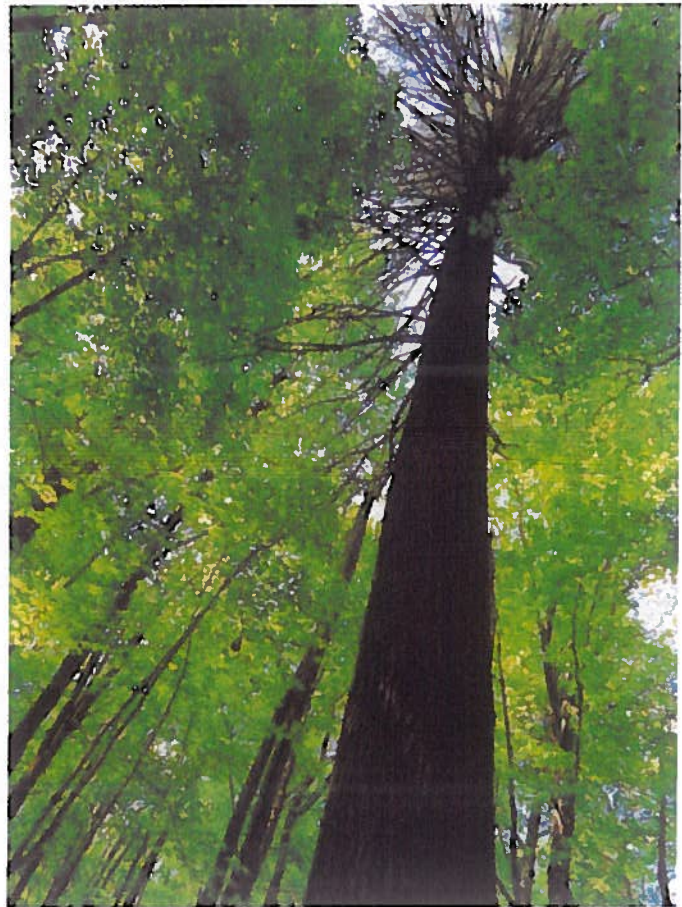
White Pine leaves are slender, flexible needles, 5-15 cm long, that grow in bundles of five. They remain on the tree for 1-4 years so it is not uncommon to see brown needles on a healthy tree, a sign some leaves are ready to be shed. The seed cones are cylindrical, 8-20 cm long, yellowish-green without prickles.

Soon after the cones mature, the seeds are shed and the cones fall. Trees typically have their first good seed crop at about 20-30 years old, and every 3-5 years thereafter. The seeds are spread by wind and seed-eating wildlife such as squirrels and Red Crossbills.

Of the four pine species native to Ontario, White Pine is the only one that has a range in the Carolinian Zone, though it is not a dominant tree here. The other pines are Red Pine, Jack Pine and Pitch Pine.

Native peoples and early settlers relied on a tea brewed with White Pine needles to provide vitamin C. Turpentine was distilled from pine resin obtained from tapping live pine trees.

Contact: Cathy Quinlan, Terrestrial Ecologist



A towering White Pine in Norfolk County.



www.thamesriver.on.ca  
519-451-2800  
Twitter @UTRCMarketing  
Find us on Facebook!





UTRCA's Ryan Mullin and Justin Skrypnik taking snow survey readings.

### The Snow Report

This winter has been long and cold, much like last year as you are all probably quite aware! The UTRCA's most recent snow survey (March 3) indicated that snow cover is above normal for this time of year. In the watershed as a whole, there is generally 125% more snow in terms of water equivalent, at approximately 77 mm. North of St. Marys, there is up to 168% above normal at approximately 110 mm water equivalent.

While these numbers are slightly higher than normal, the watershed is only at 40% to 50% of the long term maximum, which mostly occurred in the spring of 1977, one of the UTRCA flood years of record.

Much like last year, the amount of spring flooding we experience this year will depend on how the spring progresses. Last year, the spring was cool, resulting in a gradual melt with no major flooding issues. This year, there is once again the potential for a major flood event, depending on how warm and sustained temperatures are and how much rain we get at the same time.

UTRCA hydrology staff will be watching weather forecasts closely over the next few weeks and hoping for a trouble free snow melt, similar to last year. So far the long term forecasts seem to be in our favour.

Contact: Mark Helsten, Senior Water Resources Engineer

### Spring Tree Planting Season

As the tree planting crew waits for spring to arrive, they are gearing up for a busy season. With some larger sites planned, the 2015 machine planting crew will be planting more trees than they have since 2009. The increased demand means that trees are almost sold out for this year's Private Lands Tree Planting Program. This program is for rural landowners who reside within the UTRCA watershed and own a minimum of 1 ha (2.5 acres). Landowners can choose from a variety of coniferous and deciduous trees and wildlife shrubs in a range of sizes, including seedlings, 45 to 60 cm potted and balled and burlap conifers, and 175 cm hardwood trees.



The UTRCA's machine tree planting crew has a busy spring ahead.

This year, 44 of the landowners participating in planting programs will receive grants for their conservation efforts. These grants come from a variety of sources including Trees Ontario, Donald McTavish Foundation, Clean Water Program and an anonymous donor who donated \$30,000 for habitat restoration. Planting projects that are eligible for grants include windbreaks, buffers along watercourses, sensitive groundwater areas and highly erodible land retirement.

Every year, the Conservation Services Unit holds an evening workshop with information for landowners about watershed programs and projects. This year's Rural Landowner Workshop takes place March 12 in Belmont. UTRCA is partnering with Kettle Creek Conservation Authority and Trees Ontario for this event. Presentations include Conservation Authority and Trees Ontario 50 Million Tree Programs, Emerald Ash Borer and Your Woodlot, and Innovative Rural Water Quality Projects.

Contact: Brenda Gallagher, Forestry Technician





Staff remove limbs from a dead ash tree felled during the chainsaw refresher course. Wildwood CA's Paul Switzer and Ryan Mullin (inset) were among the participants.

### Timber!

On January 27, Conservation Area staff from Wildwood, Fanshawe and Pittock as well as staff from the ESA team and forestry unit took part in the annual Chainsaw Refresher Course at Wildwood CA. The course ensures that all chainsaw operators attend a one day review and evaluation to demonstrate safe cutting and felling practices.

The two types of chainsaw operators are an apprentice chainsaw operator and a certified chainsaw operator. An apprentice operator must attend a one day chainsaw course (in house) with a chainsaw trainer and is only permitted to cut when a certified operator is present. To become a certified chainsaw operator, staff must also complete the one day chainsaw course (in house) and then demonstrate chainsaw operation proficiency to at least two UTRCA chainsaw trainers. On that day, Wildwood Assistant Superintendent Ryan Mullin passed his evaluation, becoming the newest certified UTRCA chainsaw operator.

All 40 of the trees that were cut down were dead ash trees, victims of Emerald Ash Borer that had been marked for removal in fall 2014 by Wildwood staff. There are still approximately 200 hazard ash trees identified for removal in the campground and day use areas.

Contact: Ryan Mullin, Assistant Superintendent, Wildwood CA



Snow drifting across the road on Fanshawe Dam.

### Smashing through the Snow

Conservation Area staff have been kept busy this long, cold winter with snow plowing and removal operations. At Fanshawe CA, preparations begin in the fall with refresher training on the various pieces of snow removal equipment, which includes a plow truck/sander, a tractor with a snow pusher and snow blower, and smaller equipment and tools. A 40:1 sand/salt mix is used on the roads, and an eco friendly de-icer is used on the sidewalks.

During the winter, three staff are assigned daily to deal with the roads and walkways/parking lots. For snow falls greater than 5 cm, plowing starts as early as 2 am. One person focuses on the main roads and laneways while the second person clears the parking lots around the Watershed Conservation Centre (WCC) and then works through the property clearing lots in the day use area for the Pioneer Village and Safety Village. Once the parking lots are open, staff tackle the WCC walkways. This storm clean-up typically requires about 14 pre-dawn staff hours from start to finish.

The third staff member usually starts at 9 am, plowing secondary roads leading to well pump houses, the hydroelectric plant, maintenance workshop and Sugar Bush. This person also monitors the roads and walkways and clears them as needed.

For overnight snowfall of less than 5 cm, staff are still in early to sand roads and clear and de-ice walkways. Quite often after the initial clean up is done, there is work to prepare for the next event.



The tractor waiting for winter with a snow pusher and blower.

Tasks include pushing back snowbanks around parking lots and blowing back snowbanks along roads. In areas where drifting snow is common, such as along Fanshawe Dam and in the day use area, snowbanks are blown back even further to account for the drifts.

*Contact: Steve Musclow, Superintendent, Fanshawe CA*

## **Communities for Nature Spring Plans**

We are anticipating an interesting and perhaps slow start to the planting season after the cold winter. As always, the arrival of trees is weather dependent. We are gearing up for a full spring with 40 planting events and 8200 trees and shrubs being planted throughout the watershed, which includes working with school and community groups, as well as many municipalities. Highlights include a large windbreak planting at Ilderton's Oxbow Public School, four days of establishing vegetation around the stormwater pond in a new subdivision in Tavistock, five days of naturalization on GM CAMI property in Ingersoll, three days of planting at the Thames River Wetland Beachville Restoration project site, four days in the Medway Creek watershed, five days in the City of London, two days in Stratford, one day in Dorchester, two days at both Woodstock's Burgess Park and Brick Ponds.

Weekend events in London include:

- Friends of Stoney Creek, Hastings Park, April 18
- St Andrew the Apostle Catholic Church, Huron Street, April 25
- Earth Day London at Watson Street Park, April 26
- Trees Ontario at Greenway Park, May 2

*Contact: Karen Pugh, Resources Specialist*

## **Source Protection Plan Consultation**

In December and January, the Thames-Sydenham and Region Source Protection Committee consulted with the public on the amended proposed Source Protection Plan (SPP or Plan) and updated Assessment Reports (AR). Three open houses were held as part of this last round of consultation before the Plan is submitted to the Ministry of the Environment and Climate Change (MOECC). These sessions were in addition to local consultation undertaken as part of the updates to the ARs and open houses to discuss previous versions of the Plan and ARs.

The public was invited to attend the open houses or contact staff for information on how the Plan and ARs might affect activities that the Clean Water Act and SPP identify as Significant Drinking Water Threats. Comments were invited on the amended Plan and updated ARs. Notices were placed in area newspapers, on the web site and sent to those who may be affected by the SPP. More than 500 letters and emails were sent out.

The Source Protection Committee received some comments for consideration as a result of the consultation, resulting in some revisions to the Plan and ARs. Once the committee's final revisions are made, the SPP and ARs will be submitted to the MOECC for approval in early March. The documents remain posted at [www.sourcewaterprotection.on.ca](http://www.sourcewaterprotection.on.ca) during the approval process along with the currently approved Assessment Reports.

In anticipation of the approval of the first SPP for the Thames-Sydenham and Region, municipalities are busy preparing for

implementation. Depending on the approval of the SPP, it is possible that it would be in effect in late 2015 or early 2016. Funding provided by the Province has assisted the municipalities with their preparations for implementation.

*Contact: Chris Tasker, Source Protection Project Manager*

## **Wanted: Aquatic Plants Supplier!**

We are looking for leads on where native aquatic plants may be purchased! The source we have relied on for the past 15 to 20 years has "dried up" with the sale of Acorus Restoration plant nursery, leaving a void in the aquatic plant supply world. Native aquatic plants are used to establish vegetation around stormwater ponds, in constructed wetlands and for erosion control projects. Most of the plants we have purchased have been plugs, grown in trays.

*Contact: Karen Pugh, Resources Specialist*

## **Glen Cairn Community Partners**

The Forks subwatershed is an 88 sq. km urban watershed that includes the Forks of the Thames in London. This watershed was identified in the 2012 UTRCA Report Cards as a priority in terms of improving water quality and forest conditions. The watershed is too large, diverse and populated to approach using our traditional community action plans, though, so it was decided to scale down and target a neighbourhood where we can implement Low Impact Development projects to help address urban stormwater runoff.

The Glen Cairn neighbourhood has rich cultural diversity but aging infrastructure. Its proximity to the Thames River makes it an ideal neighbourhood to target. Furthermore, four local organizations that recently came together to adopt Glen Cairn Park North and East were eager to do more for their community. These partners are Community Living London, London Training Centre, Glen Cairn Community Resource Centre and YFC London.

These groups, along with the UTRCA, have now established Glen Cairn Community Partners. The purpose of this committee is to collaborate with various businesses, home owners, community members, City of London and agencies to identify potential partners and projects that will help attain the goal of a healthier environment and to engage the broader Glen Cairn community in best management practices.

The partners' mission statement is "Engaging our community through development of sustainable projects that improve our environment and transform our neighbourhood."

*Contact: Julie Welker, Community Partnerships Specialist*

## **Job Fair Time**

Conservation Area and Human Resources staff have been attending job fairs for well over a decade, to answer students' questions and provide information about the UTRCA. Steven Musclow, Sharon Viglianti and Justin Skrypnik were on hand for Western University's job fair on January 22. It was a well attended event with over 1,800 students taking part. Ryan Mullin and Mary Sloan attended the Fanshawe College career fair on February 11, where over 1,000 students participated.



These job fairs are an opportunity to recruit students for our summer positions and to raise the profile of the UTRCA as a great place to work as a long-term career.

Contact: Justin Skrypyk, Assistant Superintendent, Pittock CA

## Green Hair and the Environment

Thank you to the Green Hair Spa in Stratford, for their generous donation in 2014 towards the Communities for Nature program. Jessica Guy, owner of the Spa, and her clients contributed a portion of sales to the UTRCA's program. Jessica has a keen interest in the environment and this is one way she gives back to her community. We appreciate her contribution that enables local school children to get outdoors and dirty!

Contact: Karen Pugh, Resources Specialist



This cedar log cribwall was filled with stone, soil and red osier dogwood cuttings to create a living wall that will protect the lake shore from erosion and provide shade, leaf litter and other aquatic habitat benefits.

## Lake Victoria Project Update

For several years, the UTRCA has been working with various partners to stabilize the north shore of Stratford's Lake Victoria and improve water quality and aquatic habitat. The features installed include a live cribwall, wooden cover structures, rock shoals, and fishing access area.

The project partners included the Avon River Environmental Enhancement Association, City of Stratford, Fisheries and Oceans Canada, RBC, Rotary Club of Stratford and UTRCA. A permanent sign will be installed in the spring to highlight the improvements.

Contact: Brad Glasman, Coordinator, Conservation Services



The rock shoal creates underwater structure for small amphibians and fish. The timber crib and stone structure also provides a stable access for fishing and fish habitat. This access was constructed as part of the Recreational Fisheries Conservation Partnerships Program.



Wooden cover structures are made of native hardwood planks and submerged below the water, creating cooler habitat and refuge for fish.

## On the Agenda

The next UTRCA Board of Directors meeting will be January 27, 2015. Agendas and approved board meeting minutes are posted at [www.thamesriver.on.ca](http://www.thamesriver.on.ca); click on "Publications."

- Orientation to Community Partnerships Unit
- Use of Capital Maintenance Reserve
- 2015 Capital – Water Erosion Control Infrastructure Projects
- Provincial Offences Act Officer Designation
- Administration and Enforcement – Section 28

Contact: Susan Shivas, Executive Assistant



[www.thamesriver.on.ca](http://www.thamesriver.on.ca)  
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**To:** UTRCA Board of Directors

**From:** Chris Harrington, Coordinator, Planning & Research  
Jennifer Howley, Coordinator, Conservation Areas

**Date:** March 4, 2015 **Agenda #:** 11 (a)

**Subject:** Request of Use of Capital Maintenance Reserve **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UT  
RCA\_PO.Finances:200.1

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**Recommendations:**

**That the Board of Directors approve the expenditure of \$25,000 from the Capital Maintenance Reserve to purchase 2015 digital aerial photography as a partner in the 2015 South Western Ontario Orthophotography Project (SWOOP).**

**That the Board of Directors approve the expenditure of \$263,050 from the Capital Maintenance Reserve to contract tree removal services to assist with the removal of hazard ash trees as per our Hazard Tree Policy.**

**Report:**

At the August 2005 Board of Directors meeting, the following guidelines were approved regarding the use of the capital maintenance levy for Authority projects:

**Capital Maintenance Levy Guidelines:**

- The capital maintenance levy will be used for priority Authority capital projects as identified by the Infrastructure Management Plan (or existing capital list until plan completion),
- The Board of Directors will approve all capital projects as a component of the UTRCA Budget at a Board of Directors meeting,
- Projects that support the broader Authority mandated programs are eligible for capital maintenance levy,
- The capital maintenance levy may be used exclusively or in combination with other funding sources to meet project costs,
- Staff wages are an eligible expense (design, tendering, project management, labour, motor pool).

Staff is recommending the following projects to be implemented/funded through the capital maintenance levy in 2015. The current balance of the capital maintenance reserve is \$501,896.00

**Project 1: South Western Ontario Orthophotography Project (SWOOP)**

UTRCA participated as a partner in the aerial photography project (SWOOP) in 2006 and in 2011 and as a partner received up dated high quality digital orthophotography and digital elevation data. The 2015 SWOOP initiative represents a partnership of Municipalities, Provincial Ministries,

Conservation Authorities and some private corporations. As a partnership all members are able to access high quality imagery at a significant cost savings.

This product is essentially a digital version of an air photo covering the entire UTRCA watershed that can be used in mapping products and to update data in the UTRCA Geographic Information System. This type of air photo data has been instrumental in the ongoing update of key corporate spatial data sets such as woodlands, watercourses, wetland and other topographic mapping data to determine changes in the landscape since the last image was taken. This data is used extensively in UTRCA projects and programs and fits the capital levy guideline of supporting broad Authority mandated programs.

In March 2006 the UTRCA Board of Director's approved \$14,000 for participation in SWOOP as a capital project. Following this approval staff were able to pursue and secure alternative funding from the Source Water Protection program and not expend the approved capital funding. In November of 2010 the UTRCA Board of Director's approved \$38,000.00 for participation in SWOOP, an increased cost given requirements for data quality and associated elevation model products as requested in the partner's bid specification.

The Ontario Ministry of Natural Resources is coordinating the partnership and is currently requesting interested partners enter into a funding agreement as a partner in the project. The total upset limit cost of \$25,000 will cover costs to acquire the photography and related hardware/software to store, backup and provide access on the UTRCA network for staff use.

Ultimately the final product is anticipated to be high quality data that is essential in a wide range of UTRCA projects and programs and will serve as a basis for maintaining high quality up to date spatial data.

## **Project 2: Removal of Emerald Ash Bore Hazard Trees**

The Emerald Ash Borer (EAB) is a highly destructive insect pest of ash trees. Native to eastern Asia, this pest was first discovered in Windsor and Detroit in 2002. EAB was first detected in London in 2006. The first evidence on UTRCA land was at Fanshawe Conservation Area in 2010, when holes from EAB were found on ash trees in the parking lot of the old administration building. The ash trees on our land are approximately 50 years old.

UTRCA staff has monitored the progress of the insects and their impact, and has been removing ash trees along with other trees that meet the definition of a hazardous tree as per the UTRCA Hazard Tree Policy. A hazard tree is defined as being 100% dead, showing signs of disease/decline in health, or having structural failure. Consideration is also given to the location of the tree, prioritizing trees located within target areas (e.g., trail system, public space).

In the fall of 2014, Conservation Area Unit staff inventoried the hazard ash trees and began removing trees themselves, where possible. However, approximately 40% of the hazard trees identified are located under hydro lines or near structures such as buildings and trailers and, as such, require professional assistance for removal. Estimates were obtained from various tree service companies to understand the magnitude of the project and the cost to contract out the work that staff was not able to complete.



The following table outlines the number of trees as well as the estimated cost for removal. The funding being requested is to cover the cost of the hazard trees to be removed by a contractor (270 trees).

| Location                  | Total # Ash Trees Identified | Trees to be Addressed by Staff | Trees to be Addressed by Contractor | Estimated Cost to Complete Work |
|---------------------------|------------------------------|--------------------------------|-------------------------------------|---------------------------------|
| <b>Fanshawe CA</b>        |                              |                                |                                     |                                 |
| Day use                   | 25                           | 22                             | 3                                   |                                 |
| Campground                | 68                           | 45                             | 26                                  |                                 |
| Yacht club                | 20                           | 16                             | 4                                   |                                 |
| Cottages                  | 178                          | 38                             | 140                                 |                                 |
| Hydro line brushing       | 25                           | 0                              | 25                                  |                                 |
| <i>Total at FCA</i>       | <i>316</i>                   | <i>121</i>                     | <i>195</i>                          | <i>\$185,000</i>                |
| <b>Pittock CA</b>         |                              |                                |                                     |                                 |
| Day use                   | 30                           | 25                             | 5                                   |                                 |
| Campground                | 75                           | 20                             | 55                                  |                                 |
| <i>Total at PCA</i>       | <i>105</i>                   | <i>45</i>                      | <i>60</i>                           | <i>\$33,000</i>                 |
| <b>Wildwood CA</b>        |                              |                                |                                     |                                 |
| Day use                   | 69                           | 69                             | 0                                   |                                 |
| Campground                | 171                          | 156                            | 15                                  |                                 |
| Cottages                  | 0                            | 0                              | 0                                   |                                 |
| <i>Total at WCA</i>       | <i>240</i>                   | <i>225</i>                     | <i>15</i>                           | <i>\$12,000</i>                 |
| <b>TOTAL Numbers/\$\$</b> | <b>661</b>                   | <b>391</b>                     | <b>270</b>                          | <b>\$230,000</b>                |

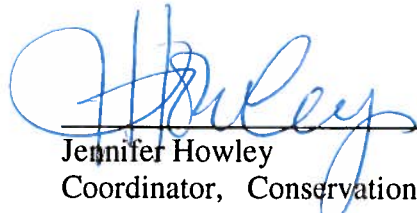
Due to the large number of trees being removed, a replacement strategy is imperative. Working with the UTRCA Forestry Unit, it was estimated that a 1 for 1 replacement strategy would cost approximately \$50/tree. This cost includes the replacement hardwood tree, hand planting crew labour, stake, rodent guard and plastic tie. Replacing 661 trees would cost an additional \$33,050 and take approximately four years to complete.

In total, the Conservation Area Unit is requesting \$263,050 from the capital maintenance reserve to offset the expenses of contracting out the tree removal as well as replacing the trees cut. The Forestry Unit will continue to look for funding sources to offset the cost of replacing the trees, in which case the full amount may not be required.

If funding is approved for this project, the tender process would begin immediately in order to have work completed this year.

Prepared & Recommended by:

  
 Chris Harrington  
 Coordinator, Planning & Research

  
 Jennifer Howley  
 Coordinator, Conservation Areas

**To:** UTRCA Board of Directors  
**From:** Jeff Brick, Coordinator, Hydrology and Regulatory Services  
**Date:** March 9, 2015 **Agenda #:** 11(b)  
**Subject:** 2015 Capital - Water and Erosion Control Infrastructure (WECI) Projects **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UTRCA\_PO.Flood Control:500.1

**Recommendation:**

**That the UTRCA Board of Directors approve the 2015 Water and Erosion Control Infrastructure (WECI) Capital Repairs and Studies project list as submitted for WECI funding in February 2015.**

**Background:**

The proposed list of 2015 projects is summarized in the attached table. This list of projects has been submitted for WECI funding and the list is primarily based on the 2015 20 Year Flood Control Capital Repair Plan as approved by the Board of Directors at the May 2014 meeting

**Project list highlights:**

Most 2015 projects submitted are a continuation of 2014 work or have been resubmitted because they were not funded in 2012 - 2014.

New projects for 2015 have been submitted based on the Flood Control Capital Repair Plan. The added projects are;

- **Wildwood Dam - Stop Log Hoist** – blasting / preventative maintenance painting and refurbishment work. This work has been moved up from 2016.
- **John St. Weir – Stop Log Replacement – Design – Build:** fabrication of aluminum stop logs. Fabrication over 3 – 5 years for gradual replacement. Staged to take advantage of surplus funding opportunities.

The following project was submitted based on the current contract staff capacity to undertake;

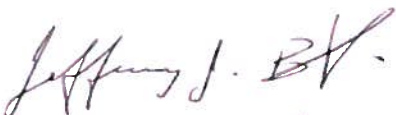
- **Wildwood Dam - Operation, Maintenance, and Surveillance (OMS) Manual** – improve documentation for dams with respect to dam safety guidelines. Continues from Pittock Dam OMS undertaken in 2014-15.

All projects proposed to be submitted for WECI funding include additional UTRCA claimable project management and labour cost markups.

If there are any questions, please contact Rick Goldt at extension 244.

**Recommended by:**

**Prepared by:**



Jeff Brick, Coordinator  
Hydrology and Regulatory Services



Rick Goldt, Supervisor  
Water Control Structures

Attachment: Table



**UTRCA - Proposed Projects – 2015 WECI Capital Repairs and Studies**

(Feb 17, 2015)

**Project Name, Description**

**John St. Weir Stop Logs Replacement** - design engineering changed to design / build to consider fabrication innovation based on recent Orr Dam logs replacement work. Fabrication to extend over a few years to possibly take advantage of program end of year funding surpluses as project ranks low and is otherwise not expected to be funded.

**Mitchell Dam Concrete Repairs** - gains, piers - based on 2011 Concrete Repair Strategy. Carry forward from 2012, 13, 14. Previous submissions not funded, however 2014 funded but too late in year for the work.

**London Earth Dykes Feasibility Management Alternatives Pt 2** - Started under 2014 funding. To continue in 2015.(includes Ada – Jacqueline, Clarence – Nelson, Broughdale,Coves, Byron, Front Dykes)

**West London Dykes Master Repair Plan Update MEAA (Approach 2) Pt 2** - Started under 2014 funding. To continue in 2015.

**West London Dykes Phases 3 - 9 Design (North Thames Branch) Pt 2** - Started under 2014 funding to continue in 2015. (ref. draft 2013 Master Repair Plan and 2013 London Dykes Stability Review).

**Harrington Dam EA Pt2-** Started under 2014 funding, to continue in 2015.

**Embro Dam EA** - Carried forward from 2012 submission. Not funded but underway with Harrington Dam EA.

**Ingersoll Channel Capacity Review & Update** - Carried forward from 2013,14 submission. Not funded.

**Fanshawe Dam Transformer Station and Standby Generator Replacement** – Engineering funded in 2014. Construction and rehabilitation to be undertaken in 2015.

**Fanshawe Dam Gate Painting Ph 3 of 4** – Work started under 2013 and 2014. To continue painting of last 3 gates, 3 towers. (phase 4 -future concrete repairs to piers, gate and gains painting.)

**Pittock Dam Control Hut Design Pt2** - Started under funding in 2014 and to continue in 2015.

**Wildwood Dam - Stop Log Hoist Painting** – Blasting and painting of hoist superstructure.

**Wildwood Dam OMS Manual** – Updating of documentation similar as for Pittock Dam in 2014.

**Fanshawe Dam Gate Wheels Ph 2 of 2** – Continuation of 2014 work to refurbish gate rollers prior to gate painting.

**Fanshawe Dam Reservoir Storage Capacity Survey Pt3**– Funded in 2014. Final underwater surveys in 2015 to complete storage reassessment.

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**To:** UTRCA Board of Directors  
**From:** Jennifer Howley, Coordinator, Conservation Areas  
**Date:** February 24, 2015 **Agenda #:** // (c)  
**Subject:** Provincial Offences Act Officer Designation **Filename:** ::ODMA\GRPWISEUT\_MAIN.UT  
- Dave Griffin (Assistant Superintendent, RCA\_PO.CAs:1389.1  
Wildwood Conservation Area)

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**Recommendation:**

**That the Board of Directors designate Dave Griffin as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act and the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Wildwood Conservation Area.**


**Background:**

The Board of Directors appoints as Provincial Offences Act (POA) Officers those full time staff whose responsibilities include performing regulatory enforcement duties associated with Section 29 of the Conservation Authorities Act and other relevant regulations. Prior to the appointment, the individual being considered must have proof of a clear criminal record (immediately prior to the appointment) as well as proof of training in the POA process. Typically, staff provides proof of completing the MNRFPark Warden Training Course or equivalent.

Dave Griffin was hired in February 2015 to fill the maternity leave for the position of Assistant Superintendent at Wildwood Conservation Area. He graduated from the postgraduate Conservation and Environmental Law Enforcement program at Sir Sandford Fleming College in Lindsay, earning an Ontario College Graduate Certificate in the spring of 2013. Dave then completed the three week long Ontario Parks Park Warden Training Course in June 2013. That course was delivered in Peterborough, with instruction given by senior Ontario Parks and MNRFPark staff. He comes with extensive experience in the provincial park system including as a POA Officer in performing the duties of a Park Warden at Point Farms Provincial Park, near Goderich, for the 2013 and 2014 operating seasons. Dave also completed the required annual three day Park Warden recertification training course in the spring of 2014. From December 4, 2014 to February 1, 2015 he was employed as a Park Warden at Pinery Provincial Park, near Grand Bend.

As indicated, designation under the Provincial Offences Act is subject to approval of the UTRCA Board of Directors.

Recommended and Prepared by:



Jennifer Howley  
Coordinator Conservation Areas

**To:** Chair and Members of the UTRCA Board of Directors  
**From:** Jeff Brick, Coordinator – Hydrology & Regulatory Services  
**Date:** March 11, 2015 **Agenda #:** 12 (a)  
**Subject:** Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document  
Development, Interference of Wetlands and Alteration to **ENVP 2199**  
Shorelines and Watercourses Regulation

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 November 13 to March 10, 2015.

**Application #28/14 (Extension/Renewal)**

**County of Oxford**

**County Road 59 – County of Oxford, Township of Norwich**

- requested extension/renewal for permit originally issued March 25, 2014.
- proposed County Road 59 bridge replacement over Mud Creek.
- plans prepared by County of Oxford staff.
- staff approved and permit extension issued January 14, 2015.

**Application #125/14**

**Melchers Construction**

**6464 Decker Drive, London**

- approval required for construction of single family dwelling and dog kennel
- staff approved and permit issued November 21, 2014

**Application #128/14 (Amendment)**

**Bert Clifford**

**Part Lot 7, Concession 9 Gore – Township of Perth South**

- requested amendment to permit originally issued October 30, 2014.
- change to concrete sono-tube foundation piers from originally planned concrete block foundation for seasonal residence cabin at Camp Bimini.
- updated plans prepared by GB Architect Inc. in accordance with locations and mitigation measures agreed to on site between UTRCA staff and representatives of the Camp.
- staff approved and permit amendment issued January 19, 2015.

**Application #132/14**

**Johnson Engineering Consultants Inc.**

**Part Lot 21, Concession 1 – Township of Perth East**

-proposed building addition to Nuhn Industries manufacturing facility and stormwater management facility enhancement.

-flood modelling and site plans prepared by Johnson Engineering Consultants Inc.

-staff approved and permit issued November 14, 2014.

**Application #133/14**

**Orgaworld Canada**

**4675 Wellington Road South, London**

-proposed installation of sanitary force main in regulated area

-plans prepared by Conestoga-Rovers Associates

-staff approved and permit issued January 6, 2015

**Application #134/14**

**Jane Lowrie**

**2807 Woodhull Road**

-reconstruction of residential dwelling

-lot grading plan prepared by AGM Engineering and building drawings prepared by Barry Wade

-staff approved and permit issued December 10, 2014

**Application #136/14**

**Township of Perth East**

**Ehgoetz Drain**

-cleanout of 500 metres of a Class C municipal drain

-permit and SCR for bottom cleanout issued November 13, 2014

**Application #138/14**

**Quadro Communications Co-Operation Inc.**

**Part Lot 35, Concession 13 & Part Lot 36, Concession 12 – Township of Zorra**

-proposed high pressure directional drilling installation of fibre optic cable to service the Wildwood Cottages undercrossing four small tributaries to the Wildwood Lake/Reservoir.

-plans prepared by Quadro Communications Co-Operation Inc. and Weber Contracting Limited.

-staff approved and permit issued November 24, 2014.

**Application #139/14**

**Seam McGuire**

**48 Duke Street, London**

-proposed house addition within Coves Special Policy Area

-drawings prepared by Jeff C. Wilson Architectural Drawings, in conformity with SPA policies

-staff approved and permit issued January 22, 2015

**Application #140/14**

**LCBO**

**955 Wilton Grove Road, London**

-approval requested for construction of warehouse addition and expanded truck service areas

-plans prepared by MMM Group

-staff approved and permit issued November 20, 2014

**Application #141/14**

**2363590 Ontario Inc.**

**1218 Riverside Drive, London**

-proposal to redevelop subject property for multi-family residential structure

-plans prepared by Whitney Engineering

-staff approved and permit issued January 5, 2015

**Application #142/14**

**Township of Perth East**

**Whirl Creek Drain**

-spot cleanout of 5500metres of a class C municipal drain

-permit and SCR for spot cleanouts issued November 28, 2014

**Application #143/14**

**Jason Dieleman**

**60 Hog Back Close – Municipality of Middlesex Centre**

-proposed house and driveway construction and installation of new septic system.

-plans prepared by Orchard Design Studio Incorporated and BOS Engineering & Environmental Services Inc. in accordance with geotechnical assessment report prepared by EXP Services Inc.

-staff approved and permit issued December 16, 2014.

**Application #144/14**

**Rogers Communications Partnership**

**Huron Street – City of Stratford**

-proposed HDPE 4 inch fibre optic cable conduit installation undercrossing the Roadhouse Municipal Drain.

-detail design and hydro-fracture contingency plans prepared by Rogers Communications Partnership.

-staff approved and permit issued December 3, 2014.

**Application #145/14**

**Ivy Homes Ltd.**

**8 Cavendish Crescent, London**

-permit required for construction of house addition in West London Candidate SPA

-drawings prepared by D.C. Buck, P. Eng.

-staff approved and permit issued December 3, 2014

**Application #146/14**

**Municipality of West Perth – Logan**

**DeBlock Drain**

-bottom cleanout of a class F drain

-permit and SCR for bottom cleanout issued December 5, 2014

**Application #147/14**

**Municipality of West Perth – Logan**

**McDouglad Drain**

-bottom cleanout of a class F drain

-permit and SCR for bottom cleanout issued December 5, 2014

**Application #148/14**

**Parmalat Canada**

**100 St. George Street, Mitchell**

-proposed installation of an 80' x 11' inground scale

-staff approved and permit issued December 8, 2014

**Application #150/14**

**City of London**

**Hamlyn Street, London**

-approval required for multiple watercourse crossings on Hamlyn Street for trunk sanitary sewer

-detailed engineering drawings prepared by AECOM

-staff approved and permit issued January 14, 2015

**Application #151/14**

**Township of Norwich**

**Row Drain**

-cleanout of a class F drain

-permit and SCR for bottom cleanout issued December 16, 2014

**Application #153/14**

**Timbercreek Asset Management**

**1231 Richmond Street, London**

-permit required for installation of sign in regulated area

-staff approved and permit issued in accordance with minor works policy December 18, 2014

**Application #154/14**

**Timbercreek Asset Management**

**1265 Richmond Street, London**

-approval required for sign construction

-staff approved and permit issued in accordance with minor works policy December 18, 2014

**Application #2/15**

**Municipality of Thames Centre**

**Bontje Drain**

-cleanout of a class F drain

-permit and SCR for bottom cleanout through a wetland issued January 21, 2015

**Application #07/15**

**City of Woodstock**

**944 James Street – City of Woodstock**

-construction of stormwater management pond and associated drainage swales to service the municipal public works yard and upstream, external properties.

-plans prepared by AECOM.

-staff approved and permit issued January 14, 2015.

**Application #8/15**

**City of London**

**Egerton Street, London**

- approval requested for reconstruction of section of Egerton Street between Vauxhall Street and Vauxhall Bridge, with fill placement on new road embankment within flood plain of South Thames River
- staff approved and permit issued March 9, 2015 upon receipt of modelling information from AECOM confirming that work would not impact on flood elevations

**Application #9/15**

**City of London**

**Colborne Street, London**

- approval required for reconstruction of storm sewer outfall at southern limit of road allowance
- detailed design completed by AECOM, incorporating natural channel features and bioengineering where feasible
- staff approved and permit issued January 23, 2015

**Application #10/15**

**Mark Goris**

**21473 Nissouri Road – Thames Centre**

- permit requested for construction of shop/storage facility in regulated area
- site plans revised in response to concerns raised by UTRCA
- drawings prepared by Stonecrest Engineering
- staff approved and permit issued January 20, 2015

**Application #11/15**

**Ivy Homes Ltd.**

**152 Wilson Avenue, London**

- approval required for construction of house addition
- drawings prepared by D.C. Buck Engineering
- staff approved and permit issued January 26, 2015

**Application #12/15**

**Sifton Properties**

**1400 and 1440 North Wenige Drive, London**

- permit required for development of townhouse block within Ballymote Woods Subdivision
- plans prepared by AGM Engineering
- staff approved and permit issued February 10, 2015

**Application #13/15**

**City of London**

**Riverside Drive, London**

- proposal to reconstruct section of Riverside Drive between Britannia Avenue and Mt. Pleasant Avenue
- drawings including provisions for erosion and sediment prepared by IBI Group
- staff approved and permit issued February 11, 2015

**Application #14/15**

**City of London**

**Hyde Park Road, London**

- permit required for widening of Hyde Park Road (Phase 2)
- engineering drawings prepared by Stantec Consulting
- staff approved and permit issued February 23, 2015

**Application #16/15**

**Western University**

**Huron Drive at Philip Aziz Avenue, London**

- approval required for reconstruction of "South Valley Sewer Phase 2"
- detailed engineering drawings (including floodproofing of small pumping station) prepared by Development Engineering (London) Limited
- staff approved and permit issued February 6, 2015

**Application #17/15**

**Mike Horley**

**89 Wilson Avenue, London**

- proposed second storey addition on existing residential dwelling within West London candidate SPA
- drawings prepared by Blueline Design
- staff approved and permit issued February 12, 2015

**Application #18/15**

**Forest City Pools**

**11-1367 Rideau Court, London**

- approval required for replacement pool installation and cabana construction
- new in-ground pool to be located with greater setback from top of slope in accordance with geotechnical report/recommendations by Golder Associates
- deteriorating wooden retaining wall to be removed and slope regraded/vegetated
- staff approved and permit issued March 5, 2015

**Application #19/15**

**Lisa Champion and Scott McIntosh**

**Lot 26, Concession EMR – Township of Perth South**

- proposed modular home construction, construction of new driveway and installation of associated septic system.
- plans prepared by Mth Contracting Ltd. in accordance with elevation survey prepared by MTE – OLS Ltd. and geotechnical report by CMT Engineering Inc.
- staff approved and permit issued February 17, 2015.

**Application #20/15**

**Township of East-Zorra Tavistock**

**Timm's Creek Drain**

- 200 metre cleanout of a Class A drain
- permit and SCR for bottom cleanout issued February 20, 2015

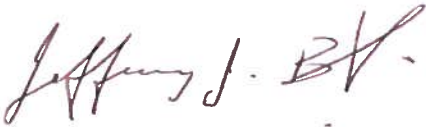


**Application #22/15**  
**Trevalli Homes Ltd.**

**Lot 12, Wedgewood Drive – City of Woodstock**

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued March 2, 2015.

Reviewed by:



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Jeff Brick, Coordinator  
Hydrology & Regulatory Services

Prepared by:



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Karen Winfield  
Land Use Regulations Officer



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Mark Snowsell  
Land Use Regulations Officer



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Cari Ramsey  
Env. Regulations Technician

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**To:** UTRCA Board of Directors  
**From:** Jeff Brick, Coordinator, Hydrology and Regulatory Services  
**Date:** March 10, 2015 **Agenda #:** 12(b)  
**Subject:** For Information – Consultant Award - **Filename:** ::ODMA\GRPWISE\UT\_MAIN  
Harrington and Embro Dams Class EA .UTRCA\_PO.FloodControl:513  
.1

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**Report Purpose:**

UTRCA Purchasing Procedure states the following:

Public tender shall be required to purchase, rent, service, design, build or renovate with a unit cost in excess of \$50,000.00. The approval of the Board of Directors is required for any contract or purchase over \$50,000.00 where the Authority proposes to award a contract or to purchase from other than the lowest bidder. Where contracts are awarded to the lowest bidder, a report shall be submitted to the Board of Directors summarizing the results of the tendering process.

(Excerpt from Section 22.02 of UTRCA Personnel Regulations, 2011)

As the lowest tender is being accepted for this project, this report is provided for information.

**Background:**

Class Environmental Assessment (EA) projects for Harrington and Embro Dams were included in the 2014 - 20 Year Capital Repair Plan and in the list of projects approved by the Board of Directors for the 2014 Water and Erosion Control Infrastructure (WECI) program submission. A number of presentations and discussions led to a public meeting in February of 2012 with Zorra Township Council and at this meeting, the Township requested the UTRCA to apply for WECI funding. The UTRCA was notified of funding approval in December, 2014. The Authority was able to commit to approximately 50% of the funding available in January 2015 to be expended before March 31, 2015.

Dam Safety Reviews and related studies completed around 2009 indicated that many Conservation Area dams require significant works to meet technical standards. Harrington Dam was reported as being potentially unstable by the geotechnical consultant and rebuilding or removal was recommended. The review of Embro Dam found that considerable work is needed to improve stability. It was determined that costs for work on the dams would be significantly more than yearly budgets or accumulated reserves would allow for. It was therefore decided to address potential future costs by reviewing future options for Harrington and Embro dams. As there was considerable interest in the future of the dams at the local community level, a Township public meeting was held on February 16, 2012 to obtain community input. Based on this input, the Township asked the UTRCA to pursue funding for Class EA projects for the two dams.

A Terms of Reference has been developed which outlines tasks that will be completed by the consultant and tasks that will be completed by UTRCA. For this project, the UTRCA will assemble data, characterize the existing environmental conditions and assist with public facilitation. UTRCA costs will

be primarily in kind within existing operating budgets and some cost recovery may be claimable if the project is approved for additional funding in 2015.

**Report on the RFP Process:**

A request for proposals was released in early February, 2015 and proposals were received on March 3. Nine consultants with the experience necessary to undertake the study were requested to submit proposals. Three proposals were received responding with work plan proposals (Part A) and cost proposals (Part B). In this case, the Part A proposals of the three consultants were suitable and closely ranked and therefore Part B was opened for the three consultants.

The Base cost bids were as follows:

|                                     |                 |
|-------------------------------------|-----------------|
| AECOM Canada Ltd. – London          | \$116,145 + HST |
| Stantec Consulting Limited – London | \$ 96,937 + HST |
| Ecosystem Recovery Inc. – Cambridge | \$ 69,950 + HST |

Terms of Reference for the Class EA project required a \$7,000 contingency allowance be carried in the proposals and that Provisional costs be estimated for additional meetings, such as extra project team meetings, public meetings, UTRCA Board and Township meetings and First Nations meetings. With the Contingency and Provisional costs the full bids were:

|                    |                 |
|--------------------|-----------------|
| AECOM              | \$153,705 + HST |
| DILLON             | \$118,858 + HST |
| Ecosystem Recovery | \$ 88,595 + HST |

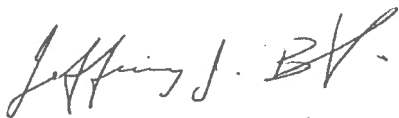
Ecosystem Recovery Inc. was the preferred consultant based on the evaluation of Part A and Part B proposals together. The project has been awarded at an upset cost of \$ 88,595 + HST.

**Budget:**

2014 year end reserve balance for Harrington and Embro Dams were \$48,859 and \$28,036 respectively. WECI 2014-15 funding is available for approximately \$35,000 total cost for the Harrington Dam Class EA which can be further maximized towards March 31, 2015 claims. Additional funding has been applied for in the 2015/16 year. As the WECI scoring system has been adjusted for 2015/16 to strengthen funding opportunities for projects considering dam removal, funding prospects are better. The Embro Dam Class EA portion of the work is likely to continue to be unfunded in 2015 and rely on reserves as the Embro Dam ranks lower through the funding criteria. The proportion of costs to be allocated to each dam will be evaluated during the course of the projects.

Please contact staff if there are any questions.

**Recommended by:**



Jeff Brick, Coordinator  
Hydrology and Regulatory Services

**Prepared by:**



Rick Goldt, Supervisor  
Water Control Structures

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

| <u>VENDOR NAME / VOUCHER</u>  | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                 | <u>DESCRIPTION OF PURCHASE</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------------|-----------------|--------------------------|--|--------------------------------|---------------|----------------|
| AL'S TIRE INGERSOLL           |                 |                          |  |                                |               |                |
|                               | 73,916          | 43958 01-4500-4230-46382 | 938200 T2-07 DODGE 3500                    | PARTS FOR TRUCK#2              | \$297.13      |                |
|                               | 73,916          | 43958 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | PARTS FOR TRUCK#2              | \$32.82       |                |
|                               | 73,916          | 43958 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PARTS FOR TRUCK#2              | \$0.00        | \$329.95       |
| AMCTO ZONE 3 SECRETARY        |                 |                          |  |                                |               |                |
|                               | 73,971          | 43959 01-1000-4000-40630 | STAFF TRAINING                             | ZONE 3 MTG - APRIL 10TH        | \$65.00       |                |
|                               | 73,971          | 43959 01-1300-4000-40630 | STAFF TRAINING                             | ZONE 3 MTG - APRIL 10TH        | \$75.00       |                |
|                               | 73,971          | 43959 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | ZONE 3 MTG - APRIL 10TH        | \$0.00        | \$140.00       |
| AUDIO CINE FILM INC.          |                 |                          |  |                                |               |                |
|                               | 73,959          | 43960 01-5200-6170-40260 | SUBSCRIP AND PUBLICATIONS                  | ENTERTAINMENT COPYRIGHT LIC    | \$315.00      |                |
|                               | 73,959          | 43960 01-5100-6090-40600 | MEMBERSHIP FEES                            | ENTERTAINMENT COPYRIGHT LIC    | \$315.00      |                |
|                               | 73,959          | 43960 01-0000-0200-00325 | HST RECEIVABLE100%                         | ENTERTAINMENT COPYRIGHT LIC    | \$40.95       |                |
|                               | 73,959          | 43960 01-0000-0200-00325 | HST RECEIVABLE100%                         | ENTERTAINMENT COPYRIGHT LIC    | \$40.95       |                |
|                               | 73,959          | 43960 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | ENTERTAINMENT COPYRIGHT LIC    | \$0.00        | \$711.90       |
| BENEDICT RAITHY               |                 |                          |  |                                |               |                |
|                               | 73,889          | 43961 10-0000-3259-80000 | MATERIALS-BRIDGE HENDERSON @ CATHERINE     | SURVEY FOR 114 GEORGE ST       | \$1,775.21    |                |
|                               | 73,889          | 43961 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | SURVEY FOR 114 GEORGE ST       | \$196.09      |                |
|                               | 73,889          | 43961 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | SURVEY FOR 114 GEORGE ST       | \$0.00        | \$1,971.30     |
| BLYTHE DALE SAND & GRAVEL     |                 |                          |  |                                |               |                |
|                               | 73,943          | 43962 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | WINTER SAND                    | \$303.45      |                |
|                               | 73,943          | 43962 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | WINTER SAND                    | \$33.52       |                |
|                               | 73,943          | 43962 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | WINTER SAND                    | \$0.00        | \$336.97       |
| COUNCILLOR REIMBURSEMENT      |                 |                          |  |                                |               |                |
|                               | 73,953          | 43963 01-0100-4000-40630 | STAFF TRAINING                             | COUNCILLOR 101 TRAINING EXP    | \$319.51      |                |
|                               | 73,953          | 43963 01-0100-4000-40630 | STAFF TRAINING                             | COUNCILLOR 101 TRAINING EXP    | \$135.08      |                |
|                               | 73,953          | 43963 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | COUNCILLOR 101 TRAINING EXP    | \$35.29       |                |
|                               | 73,953          | 43963 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | COUNCILLOR 101 TRAINING EXP    | \$14.92       |                |
|                               | 73,953          | 43963 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | COUNCILLOR 101 TRAINING EXP    | \$0.00        | \$504.80       |
| EMPLOYEE REIMBURSEMENT        |                 |                          |  |                                |               |                |
|                               | 73,949          | 43964 01-4000-4000-40620 | MILEAGE                                    | MILEAGE - MARCH                | \$29.17       |                |
|                               | 73,949          | 43964 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | MILEAGE - MARCH                | \$3.23        |                |
|                               | 73,949          | 43964 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | MILEAGE - MARCH                | \$0.00        | \$32.40        |
| R.J.BURNSIDE & ASSOCIATES     |                 |                          |  |                                |               |                |
|                               | 73,908          | 43965 10-0000-3259-80000 | MATERIALS-BRIDGE HENDERSON @ CATHERINE     | PROF SERV THRU FEB 26          | \$14,787.47   |                |
|                               | 73,908          | 43965 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | PROF SERV THRU FEB 26          | \$1,633.35    |                |
|                               | 73,908          | 43965 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PROF SERV THRU FEB 26          | \$0.00        | \$16,420.82    |
| CAMPBELL'S                    |                 |                          |  |                                |               |                |
|                               | 73,910          | 43966 01-4000-4000-40200 | OFFICE SUPPLIES                            | CD-Rs AND ENVELOPES            | \$64.09       |                |
|                               | 73,910          | 43966 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | CD-Rs AND ENVELOPES            | \$7.08        |                |
|                               | 73,910          | 43966 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CD-Rs AND ENVELOPES            | \$0.00        | \$71.17        |
| CANPAR TRANSPORT L.P.         |                 |                          |  |                                |               |                |
|                               | 73,880          | 43967 01-1000-4000-40240 | COURIER CHARGES                            | GRANT AGR - MIN OF AGRIC       | \$16.49       |                |
|                               | 73,880          | 43967 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | GRANT AGR - MIN OF AGRIC       | \$1.82        |                |
|                               | 73,880          | 43967 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | GRANT AGR - MIN OF AGRIC       | \$0.00        | \$18.31        |
|                               | 73,893          | 43967 01-1000-4000-40240 | COURIER CHARGES                            | AGRMT SENT TO MIN OF AGRIC     | \$16.49       |                |
|                               | 73,893          | 43967 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | AGRMT SENT TO MIN OF AGRIC     | \$1.82        |                |
|                               | 73,893          | 43967 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | AGRMT SENT TO MIN OF AGRIC     | \$0.00        | \$18.31        |
| CANSEL - TORONTO*****         |                 |                          |  |                                |               |                |
|                               | 73,909          | 43968 01-4000-4000-40220 | TELEPHONE                                  | GPS SERVICE - TO MARCH 14      | \$264.58      |                |
|                               | 73,909          | 43968 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | GPS SERVICE - TO MARCH 14      | \$29.22       |                |
|                               | 73,909          | 43968 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | GPS SERVICE - TO MARCH 14      | \$0.00        | \$293.80       |
| CHAMPION INDUSTRIAL EQUIPMENT |                 |                          |  |                                |               |                |
|                               | 73,922          | 43969 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | CONSOLE REPAIR                 | \$91.58       |                |
|                               | 73,922          | 43969 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | CONSOLE REPAIR                 | \$10.12       |                |
|                               | 73,922          | 43969 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CONSOLE REPAIR                 | \$0.00        | \$101.70       |
| CORE-MARK INTERNATIONAL, INC. |                 |                          |  |                                |               |                |
|                               | 73,856          | 43970 01-5000-6020-40430 | CANTEEN SUPPLIES                           | CANDY, CUPS, FRENCH FRIES      | \$70.17       |                |
|                               | 73,856          | 43970 01-5000-6020-40430 | CANTEEN SUPPLIES                           | CANDY, CUPS, FRENCH FRIES      | \$64.95       |                |
|                               | 73,856          | 43970 01-0000-0200-00325 | HST RECEIVABLE100%                         | CANDY, CUPS, FRENCH FRIES      | \$9.12        |                |
|                               | 73,856          | 43970 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CANDY, CUPS, FRENCH FRIES      | \$0.00        | \$144.24       |
| CULLIGAN                      |                 |                          |  |                                |               |                |
|                               | 73,879          | 43971 01-0100-4000-41110 | COMMITTEE & COUNCL MEETINGS                | WATER DELIVERY - MARCH         | \$70.57       |                |
|                               | 73,879          | 43971 01-0100-4000-41110 | COMMITTEE & COUNCL MEETINGS                | WATER DELIVERY - MARCH         | \$2.54        |                |
|                               | 73,879          | 43971 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | WATER DELIVERY - MARCH         | \$0.29        |                |
|                               | 73,879          | 43971 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | WATER DELIVERY - MARCH         | \$0.00        | \$73.40        |
| DATASOLUTIONS                 |                 |                          |  |                                |               |                |
|                               | 73,858          | 43972 01-5100-4000-40200 | OFFICE SUPPLIES                            | RIBBON FOR CARD PRINTER        | \$466.00      |                |
|                               | 73,858          | 43972 01-0000-0200-00325 | HST RECEIVABLE100%                         | RIBBON FOR CARD PRINTER        | \$60.58       |                |
|                               | 73,858          | 43972 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | RIBBON FOR CARD PRINTER        | \$0.00        | \$526.58       |

|                               |       |                    |   |                              |            |             |
|-------------------------------|-------|--------------------|---|------------------------------|------------|-------------|
| COMMITTEE MEMBER EXPENSES     |       |                    |   |                              |            |             |
| 73,885                        | 43973 | 01-3230-4000-41520 | COMMUNICATION                               | INTERNET - FEB               | \$52.86    |             |
| 73,885                        | 43973 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | INTERNET - FEB               | \$5.84     |             |
| 73,885                        | 43973 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | INTERNET - FEB               | \$0.00     | \$58.70     |
| 73,967                        | 43973 | 01-3230-4000-41520 | COMMUNICATION                               | INTERNET - MARCH             | \$52.86    |             |
| 73,967                        | 43973 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | INTERNET - MARCH             | \$5.84     |             |
| 73,967                        | 43973 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | INTERNET - MARCH             | \$0.00     | \$58.70     |
| DOMINION EQUIPMENT & CHEMICAL |       |                    |   |                              |            |             |
| 73,898                        | 43974 | 01-5100-4100-41530 | EQUIP REPAIRS & MAINT                       | REPAIR FLOOR MACHINE         | \$445.30   |             |
| 73,898                        | 43974 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIR FLOOR MACHINE         | \$57.89    |             |
| 73,898                        | 43974 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR FLOOR MACHINE         | \$0.00     | \$503.19    |
| DRENNAN REFRIGERATION INC.    |       |                    |   |                              |            |             |
| 73,860                        | 43975 | 01-5000-6020-41530 | EQUIPMENT REPAIRS & MAINTENANCE             | SUPPLY PROGRAMMABLE TIMER    | \$212.46   |             |
| 73,860                        | 43975 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SUPPLY PROGRAMMABLE TIMER    | \$27.62    |             |
| 73,860                        | 43975 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SUPPLY PROGRAMMABLE TIMER    | \$0.00     | \$240.08    |
| ECO SOLUTIONS                 |       |                    |   |                              |            |             |
| 73,925                        | 43976 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | 14,000L SALT BRINE           | \$2,037.24 |             |
| 73,925                        | 43976 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | 14,000L SALT BRINE           | \$225.02   |             |
| 73,925                        | 43976 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 14,000L SALT BRINE           | \$0.00     | \$2,262.26  |
| FASTENAL CANADA ***           |       |                    |   |                              |            |             |
| 73,897                        | 43977 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | NUTS - 16                    | \$2.06     |             |
| 73,897                        | 43977 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | NUTS - 16                    | \$0.27     |             |
| 73,897                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | NUTS - 16                    | \$0.00     | \$2.33      |
| 73,917                        | 43977 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | BOLTS, WASHERS, STOCK        | \$73.90    |             |
| 73,917                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BOLTS, WASHERS, STOCK        | \$8.16     |             |
| 73,917                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOLTS, WASHERS, STOCK        | \$0.00     | \$82.06     |
| 73,918                        | 43977 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | BOLTS - 100                  | \$3.30     |             |
| 73,918                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BOLTS - 100                  | \$0.36     |             |
| 73,918                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOLTS - 100                  | \$0.00     | \$3.66      |
| 73,919                        | 43977 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | WASHERS & SEALANT TAPE       | \$12.80    |             |
| 73,919                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WASHERS & SEALANT TAPE       | \$1.42     |             |
| 73,919                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WASHERS & SEALANT TAPE       | \$0.00     | \$14.22     |
| 73,920                        | 43977 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | BOLTS - 50                   | \$75.03    |             |
| 73,920                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BOLTS - 50                   | \$8.28     |             |
| 73,920                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOLTS - 50                   | \$0.00     | \$83.31     |
| 73,921                        | 43977 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | BOLTS - 10                   | \$13.54    |             |
| 73,921                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BOLTS - 10                   | \$1.50     |             |
| 73,921                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOLTS - 10                   | \$0.00     | \$15.04     |
| 73,944                        | 43977 | 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | HARNES                       | \$358.55   |             |
| 73,944                        | 43977 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | HARNES                       | \$39.61    |             |
| 73,944                        | 43977 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HARNES                       | \$0.00     | \$398.16    |
| FLATH, OTTO                   |       |                    |   |                              |            |             |
| 73,961                        | 43978 | 01-5200-6290-41500 | CONTRACTED SERVICES                         | PRODUCTION FEE - SONG        | \$100.00   |             |
| 73,961                        | 43978 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PRODUCTION FEE - SONG        | \$0.00     | \$100.00    |
| FOGLER, RUBINOFF LLP          |       |                    |   |                              |            |             |
| 73,871                        | 43979 | 01-0900-4000-40710 | LEGAL FEES                                  | RE: LANDFILL - JAN5-FEB19    | \$9,234.90 |             |
| 73,871                        | 43979 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | RE: LANDFILL - JAN5-FEB19    | \$1,020.04 |             |
| 73,871                        | 43979 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | RE: LANDFILL - JAN5-FEB19    | \$0.00     | \$10,254.94 |
| FOREST CITY FIRE PROTECTION   |       |                    |   |                              |            |             |
| 73,899                        | 43980 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                        | REPAIR SPRINKLER SYSTEM      | \$1,333.56 |             |
| 73,899                        | 43980 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIR SPRINKLER SYSTEM      | \$173.36   |             |
| 73,899                        | 43980 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR SPRINKLER SYSTEM      | \$0.00     | \$1,506.92  |
| COUNCILLOR REIMBURSEMENT      |       |                    |   |                              |            |             |
| 73,966                        | 43981 | 01-3230-4000-40630 | STAFF TRAINING                              | TRAINING EXPENSES            | \$54.03    |             |
| 73,966                        | 43981 | 01-3230-4000-40620 | MILEAGE                                     | TRAINING EXPENSES            | \$50.09    |             |
| 73,966                        | 43981 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRAINING EXPENSES            | \$5.97     |             |
| 73,966                        | 43981 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRAINING EXPENSES            | \$5.53     |             |
| 73,966                        | 43981 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRAINING EXPENSES            | \$0.00     | \$115.62    |
| EMPLOYEE REIMBURSEMENT        |       |                    |   |                              |            |             |
| 73,870                        | 43982 | 01-3000-4000-41610 | FIRE FIGHTING EQUIPMENT                     | FIRE FIGHTER BOOTS           | \$180.10   |             |
| 73,870                        | 43982 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | FIRE FIGHTER BOOTS           | \$19.90    |             |
| 73,870                        | 43982 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FIRE FIGHTER BOOTS           | \$0.00     | \$200.00    |
| GLASSFORD MOTORS LTD          |       |                    |   |                              |            |             |
| 73,895                        | 43983 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                     | REPAIRS TO 1999 DODGE        | \$505.74   |             |
| 73,895                        | 43983 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIRS TO 1999 DODGE        | \$65.75    |             |
| 73,895                        | 43983 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIRS TO 1999 DODGE        | \$0.00     | \$571.49    |
| GRA - HAM ENERGY              |       |                    |   |                              |            |             |
| 73,926                        | 43984 | 01-4500-4230-41440 | DIESEL FUEL CLR - LIC VEH                   | 349.7L CLEAR DIESEL          | \$348.39   |             |
| 73,926                        | 43984 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | 349.7L CLEAR DIESEL          | \$38.48    |             |
| 73,926                        | 43984 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 349.7L CLEAR DIESEL          | \$0.00     | \$386.87    |
| 73,927                        | 43984 | 01-4500-4230-41420 | FUEL- GASOLINE                              | 654.7L UNLEADED GASOLINE     | \$605.59   |             |
| 73,927                        | 43984 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | 654.7L UNLEADED GASOLINE     | \$66.90    |             |
| 73,927                        | 43984 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 654.7L UNLEADED GASOLINE     | \$0.00     | \$672.49    |
| EMPLOYEE REIMBURSEMENT        |       |                    |   |                              |            |             |
| 73,956                        | 43985 | 01-5200-6195-41036 | PARTICIPANT INCENTIVES                      | BUSINESS REG'N & MILEAGE-MAR | \$60.00    |             |

|                            |        |       |                    |   |                                |            |            |
|----------------------------|--------|-------|--------------------|---|--------------------------------|------------|------------|
|                            | 73,956 | 43985 | 01-5200-6195-40620 | MILEAGE                                     | BUSINESS REG'N & MILEAGE-MAR   | \$164.39   |            |
|                            | 73,956 | 43985 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | BUSINESS REG'N & MILEAGE-MAR   | \$21.37    |            |
| HURON TRACTOR LTD          | 73,956 | 43985 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BUSINESS REG'N & MILEAGE-MAR   | \$0.00     | \$245.76   |
|                            | 73,903 | 43986 | 01-5000-6050-41530 | EQUIP REPAIRS & MAINT                       | MAINTENANCE ON 1445 RIDER      | \$2,029.99 |            |
|                            | 73,903 | 43986 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | MAINTENANCE ON 1445 RIDER      | \$263.90   |            |
| INGERSOLL LANES            | 73,903 | 43986 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MAINTENANCE ON 1445 RIDER      | \$0.00     | \$2,293.89 |
|                            | 73,862 | 43987 | 01-5100-6090-40500 | SPECIAL EVENTS                              | BOWLING - MARCH BREAK CAMP     | \$156.02   |            |
|                            | 73,862 | 43987 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | BOWLING - MARCH BREAK CAMP     | \$20.28    |            |
| INGERSOLL RENT-ALL ***     | 73,862 | 43987 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOWLING - MARCH BREAK CAMP     | \$0.00     | \$176.30   |
|                            | 73,891 | 43988 | 01-5000-6050-41530 | EQUIP REPAIRS & MAINT                       | CHAINSAW OIL                   | \$14.45    |            |
|                            | 73,891 | 43988 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CHAINSAW OIL                   | \$1.88     |            |
|                            | 73,891 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CHAINSAW OIL                   | \$0.00     | \$16.33    |
|                            | 73,907 | 43988 | 01-4500-4121-80000 | MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM, | AIR FILTER                     | \$25.88    |            |
|                            | 73,907 | 43988 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | AIR FILTER                     | \$2.86     |            |
|                            | 73,907 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | AIR FILTER                     | \$0.00     | \$28.74    |
|                            | 73,911 | 43988 | 01-4500-4000-41700 | BLDG REPAIRS & MAINTENANCE                  | SCISSOR LIFT RENTAL            | \$280.86   |            |
|                            | 73,911 | 43988 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SCISSOR LIFT RENTAL            | \$31.02    |            |
|                            | 73,911 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SCISSOR LIFT RENTAL            | \$0.00     | \$311.88   |
|                            | 73,912 | 43988 | 01-4500-4121-80000 | MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM, | SPARK PLUG                     | \$56.58    |            |
|                            | 73,912 | 43988 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SPARK PLUG                     | \$6.25     |            |
|                            | 73,912 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SPARK PLUG                     | \$0.00     | \$62.83    |
|                            | 73,913 | 43988 | 01-4500-4121-80000 | MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM, | STARTER ROPE                   | \$6.11     |            |
|                            | 73,913 | 43988 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | STARTER ROPE                   | \$0.67     |            |
|                            | 73,913 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | STARTER ROPE                   | \$0.00     | \$6.78     |
|                            | 73,914 | 43988 | 01-4500-4121-80000 | MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM, | CHAINSAW CHAIN                 | \$73.88    |            |
|                            | 73,914 | 43988 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CHAINSAW CHAIN                 | \$8.16     |            |
| INGERSOLL TIMES, THE       | 73,914 | 43988 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CHAINSAW CHAIN                 | \$0.00     | \$82.04    |
|                            | 73,970 | 43989 | 01-0100-4000-40260 | SUBSCRIPTIONS AND PUBLICATIONS              | INGERSOLL TIMES - 1 YR - MAYOR | \$57.14    |            |
|                            | 73,970 | 43989 | 01-0000-0200-00310 | G.S.T. REBATE RECEIVABLE                    | INGERSOLL TIMES - 1 YR - MAYOR | \$2.86     |            |
|                            | 73,970 | 43989 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | INGERSOLL TIMES - 1 YR - MAYOR | \$0.00     | \$60.00    |
| EMPLOYEE REIMBURSEMENT     | 73,945 | 43990 | 01-6200-4000-40270 | NEW EQUIPMENT                               | FIRE EXTINGUISHER - MUSEUM     | \$56.99    |            |
|                            | 73,945 | 43990 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | FIRE EXTINGUISHER - MUSEUM     | \$7.41     |            |
|                            | 73,945 | 43990 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FIRE EXTINGUISHER - MUSEUM     | \$0.00     | \$64.40    |
| JPW SYSTEMS INC.           | 73,892 | 43991 | 01-5100-4100-41700 | BLDG REPAIRS AND MAINT                      | REPAIR SLIDING FRONT DOOR      | \$293.00   |            |
|                            | 73,892 | 43991 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIR SLIDING FRONT DOOR      | \$38.09    |            |
| KEN'S SMALL ENGINE         | 73,892 | 43991 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR SLIDING FRONT DOOR      | \$0.00     | \$331.09   |
|                            | 73,936 | 43992 | 01-4500-4120-80000 | MATERIALS-ROADSIDE MAINT, MOWING, WEED SPR  | SPARK PLUG                     | \$5.09     |            |
|                            | 73,936 | 43992 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SPARK PLUG                     | \$0.56     |            |
|                            | 73,936 | 43992 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SPARK PLUG                     | \$0.00     | \$5.65     |
|                            | 73,937 | 43992 | 01-4500-4230-46409 | 940900 LAWN MOWER/WEED CUTTERS              | FILTERS FOR RIDING MOWER       | \$57.04    |            |
|                            | 73,937 | 43992 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | FILTERS FOR RIDING MOWER       | \$6.30     |            |
|                            | 73,937 | 43992 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FILTERS FOR RIDING MOWER       | \$0.00     | \$63.34    |
|                            | 73,938 | 43992 | 01-4500-4230-46409 | 940900 LAWN MOWER/WEED CUTTERS              | GRASS CHUTE DEFLECTOR          | \$27.02    |            |
|                            | 73,938 | 43992 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | GRASS CHUTE DEFLECTOR          | \$2.98     |            |
|                            | 73,938 | 43992 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | GRASS CHUTE DEFLECTOR          | \$0.00     | \$30.00    |
|                            | 73,939 | 43992 | 01-4500-4120-80000 | MATERIALS-ROADSIDE MAINT, MOWING, WEED SPR  | LAWNMOWER PARTS                | \$61.00    |            |
|                            | 73,939 | 43992 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | LAWNMOWER PARTS                | \$6.74     |            |
| EMPLOYEE REIMBURSEMENT     | 73,939 | 43992 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LAWNMOWER PARTS                | \$0.00     | \$67.74    |
|                            | 73,950 | 43993 | 01-4000-4000-40620 | MILEAGE                                     | MILEAGE - MARCH                | \$139.08   |            |
|                            | 73,950 | 43993 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | MILEAGE - MARCH                | \$15.36    |            |
| LIFESAVING SOCIETY         | 73,950 | 43993 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MILEAGE - MARCH                | \$0.00     | \$154.44   |
|                            | 73,872 | 43994 | 01-5100-6060-41450 | LEADERSHIP                                  | BRONZE MEDALLION - 4           | \$97.68    |            |
|                            | 73,872 | 43994 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BRONZE MEDALLION - 4           | \$0.00     | \$97.68    |
|                            | 73,900 | 43994 | 01-5100-6060-41450 | LEADERSHIP                                  | 1ST AID RECERTS - 7            | \$127.19   |            |
|                            | 73,900 | 43994 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 1ST AID RECERTS - 7            | \$0.00     | \$127.19   |
|                            | 73,901 | 43994 | 01-5100-6060-40600 | MEMBERSHIP FEES                             | FACILITY AFFILIATION FEE       | \$95.00    |            |
|                            | 73,901 | 43994 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FACILITY AFFILIATION FEE       | \$0.00     | \$95.00    |
| LIGHTNING EQUIPMENT SALES  | 73,932 | 43995 | 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA                    | LIGHT BEACON FOR TRUCK#9       | \$328.68   |            |
|                            | 73,932 | 43995 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | LIGHT BEACON FOR TRUCK#9       | \$36.31    |            |
| LIPPETT & WRIGHT FUELS LTD | 73,932 | 43995 | 01-0000-0010-00350 | DUE TO/FROM ACCOUNT                         | LIGHT BEACON FOR TRUCK#9       | \$0.00     | \$364.99   |
|                            | 73,864 | 43996 | 01-3000-4000-41470 | VEHICLE FUEL                                | 1246.0L FUEL FOR TANK          | \$1,193.13 |            |
|                            | 73,864 | 43996 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | 1246.0L FUEL FOR TANK          | \$131.78   |            |
| LONG & McQUADE             | 73,864 | 43996 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 1246.0L FUEL FOR TANK          | \$0.00     | \$1,324.91 |

|                                |        |       |                    |                                       |                               |              |              |
|--------------------------------|--------|-------|--------------------|---------------------------------------|-------------------------------|--------------|--------------|
|                                | 73,963 | 43997 | 01-5200-6090-40500 | SPECIAL EVENTS                        | LIGHTS FOR ST. PATS DANCE     | \$43.60      |              |
|                                | 73,963 | 43997 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | LIGHTS FOR ST. PATS DANCE     | \$5.67       |              |
| MARQUIS CONSTRUCTION           | 73,963 | 43997 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | LIGHTS FOR ST. PATS DANCE     | \$0.00       | \$49.27      |
|                                | 73,873 | 43998 | 10-0000-3611-80000 | MATERIALS-MUSEUM ACCESS WASHRM        | ACCESSIBLE WASHROOM - PHASE 1 | \$3,982.30   |              |
|                                | 73,873 | 43998 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | ACCESSIBLE WASHROOM - PHASE 1 | \$517.70     |              |
| MCCABE PROMOTIONAL ADVERT.     | 73,873 | 43998 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | ACCESSIBLE WASHROOM - PHASE 1 | \$0.00       | \$4,500.00   |
|                                | 73,902 | 43999 | 01-5100-4000-40290 | UNIFORMS AND CLOTHING                 | T-SHIRTS, FLEECE JACKETS      | \$49.20      |              |
|                                | 73,902 | 43999 | 01-5100-6060-40290 | UNIFORMS AND CLOTHING                 | T-SHIRTS, FLEECE JACKETS      | \$24.60      |              |
|                                | 73,902 | 43999 | 01-5100-6090-40290 | UNIFORMS AND CLOTHING                 | T-SHIRTS, FLEECE JACKETS      | \$495.07     |              |
|                                | 73,902 | 43999 | 01-5100-6070-40290 | UNIFORMS AND CLOTHING                 | T-SHIRTS, FLEECE JACKETS      | \$183.40     |              |
|                                | 73,902 | 43999 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | T-SHIRTS, FLEECE JACKETS      | \$6.40       |              |
|                                | 73,902 | 43999 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | T-SHIRTS, FLEECE JACKETS      | \$3.20       |              |
|                                | 73,902 | 43999 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | T-SHIRTS, FLEECE JACKETS      | \$64.36      |              |
|                                | 73,902 | 43999 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | T-SHIRTS, FLEECE JACKETS      | \$23.84      |              |
| EMPLOYEE REIMBURSEMENT         | 73,902 | 43999 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | T-SHIRTS, FLEECE JACKETS      | \$0.00       | \$850.07     |
|                                | 73,958 | 44000 | 01-5200-6290-40620 | MILEAGE                               | MILEAGE - MARCH               | \$16.01      |              |
|                                | 73,958 | 44000 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | MILEAGE - MARCH               | \$2.08       |              |
| MINISTER OF FINANCE - EHT ***  | 73,958 | 44000 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | MILEAGE - MARCH               | \$0.00       | \$18.09      |
|                                | 73,951 | 44001 | 01-0000-2100-00720 | EMPLOYER HEALTH TAX (13135)           | EHT PREMIUM - MARCH           | \$7,332.41   |              |
|                                | 73,951 | 44001 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | EHT PREMIUM - MARCH           | \$0.00       | \$7,332.41   |
| MINISTRY OF FINANCE (OPP)***   | 73,881 | 44002 | 01-3200-4000-40450 | OPP CONTRACTED SERVICES               | OPP SERVICES - MARCH          | \$234,711.00 |              |
|                                | 73,881 | 44002 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | OPP SERVICES - MARCH          | \$0.00       | \$234,711.00 |
| MINUTEMAN PRESS                | 73,957 | 44003 | 01-5000-4000-41000 | ADVERTISING                           | FLYER TO INSERT IN ET BILL    | \$379.87     |              |
|                                | 73,957 | 44003 | 01-5200-6090-40550 | FUND RAISING                          | FLYER TO INSERT IN ET BILL    | \$379.86     |              |
|                                | 73,957 | 44003 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | FLYER TO INSERT IN ET BILL    | \$49.38      |              |
|                                | 73,957 | 44003 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | FLYER TO INSERT IN ET BILL    | \$49.38      |              |
| MUNICIPAL RISK SERVICES LIMITE | 73,957 | 44003 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FLYER TO INSERT IN ET BILL    | \$0.00       | \$858.49     |
|                                | 73,896 | 44004 | 01-5000-6050-40630 | STAFF TRAINING                        | RISK MANAGEMENT DOCUMENT      | \$149.00     |              |
|                                | 73,896 | 44004 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | RISK MANAGEMENT DOCUMENT      | \$19.37      |              |
| O.A.P.S.B. ***                 | 73,896 | 44004 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | RISK MANAGEMENT DOCUMENT      | \$0.00       | \$168.37     |
|                                | 73,968 | 44005 | 01-3230-4000-40610 | MEETINGS & CONFERENCES                | OAPSB CONFERENCE SPONSOR      | \$225.00     |              |
| OLDE BAKERY CAFE               | 73,968 | 44005 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | OAPSB CONFERENCE SPONSOR      | \$0.00       | \$225.00     |
|                                | 73,857 | 44006 | 01-5100-6060-40420 | PROGRAM SUPPLIES                      | PIRATES COVE COOKIES          | \$60.00      |              |
|                                | 73,857 | 44006 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PIRATES COVE COOKIES          | \$0.00       | \$60.00      |
| ONTARIO BUILDING OFFICIALS *** | 73,948 | 44007 | 01-3400-4000-41000 | ADVERTISING                           | BLDG INSP JOB POSTING AD      | \$244.07     |              |
|                                | 73,948 | 44007 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | BLDG INSP JOB POSTING AD      | \$26.96      |              |
|                                | 73,948 | 44007 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | BLDG INSP JOB POSTING AD      | \$0.00       | \$271.03     |
| ONTARIO SOUTHLAND RAILWAY INC. | 73,931 | 44008 | 01-4500-4161-80000 | MATERIALS-SAFETY DEVICES, RR CROSSING | FLASHING LT MAINT CHGS - MAR  | \$2,970.90   |              |
| OXFORD COUNTY ***              | 73,931 | 44008 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FLASHING LT MAINT CHGS - MAR  | \$0.00       | \$2,970.90   |
|                                | 73,930 | 44009 | 01-4500-5000-40270 | NEW EQUIPMENT                         | 40 SMALL + 40 LG BLUE BINS    | \$400.00     |              |
|                                | 73,930 | 44009 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | 40 SMALL + 40 LG BLUE BINS    | \$0.00       | \$400.00     |
| OXFORD SOURCE FOR SPORTS       | 73,905 | 44010 | 01-5000-6050-42900 | MISCELLANEOUS EXPENSES                | CO-ED BASEBALLS               | \$59.99      |              |
|                                | 73,905 | 44010 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | CO-ED BASEBALLS               | \$7.80       |              |
|                                | 73,905 | 44010 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CO-ED BASEBALLS               | \$0.00       | \$67.79      |
| PARIS CRANE INSPECTION SERVICE | 73,928 | 44011 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS | INSPECTION OF 2 CRANES        | \$172.99     |              |
|                                | 73,928 | 44011 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | INSPECTION OF 2 CRANES        | \$19.11      |              |
| PARKSMART INC.                 | 73,928 | 44011 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | INSPECTION OF 2 CRANES        | \$0.00       | \$192.10     |
|                                | 73,865 | 44012 | 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT          | PKG TICKET PROCESSING - FEB   | \$579.28     |              |
|                                | 73,865 | 44012 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | PKG TICKET PROCESSING - FEB   | \$63.98      |              |
| PA SHOP SALES & RENTALS        | 73,865 | 44012 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PKG TICKET PROCESSING - FEB   | \$0.00       | \$643.26     |
|                                | 73,960 | 44013 | 01-5200-6090-40420 | PROGRAM SUPPLIES                      | LIGHTS FOR ST. PATS DANCE     | \$33.96      |              |
|                                | 73,960 | 44013 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | LIGHTS FOR ST. PATS DANCE     | \$4.41       |              |
| PUROLATOR COURIER LTD          | 73,960 | 44013 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | LIGHTS FOR ST. PATS DANCE     | \$0.00       | \$38.37      |
|                                | 73,929 | 44014 | 01-4500-4230-46388 | 938800 T8-09 PETERBILT D TRUCK        | RTN TRUCK#8 CONTROLLER        | \$38.44      |              |
|                                | 73,929 | 44014 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | RTN TRUCK#8 CONTROLLER        | \$4.25       |              |
|                                | 73,929 | 44014 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | RTN TRUCK#8 CONTROLLER        | \$0.00       | \$42.69      |
| REGIS AUTO PARTS               | 73,863 | 44015 | 01-3000-4000-41510 | VEHICLE REPAIRS & MAINTENANCE         | HEAT SHRINK TUBING, ROSIN     | \$10.89      |              |

|                                |        |       |                    |   |                                |          |          |
|--------------------------------|--------|-------|--------------------|---|--------------------------------|----------|----------|
|                                | 73,863 | 44015 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | HEAT SHRINK TUBING, ROSIN      | \$1.20   |          |
| ROGERS (WIRELESS)              | 73,863 | 44015 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HEAT SHRINK TUBING, ROSIN      | \$0.00   | \$12.09  |
|                                | 73,941 | 44016 | 01-4000-4000-40220 | TELEPHONE                                   | DATA FOR ENG - GPS UNITS - MAR | \$52.91  |          |
|                                | 73,941 | 44016 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | DATA FOR ENG - GPS UNITS - MAR | \$5.85   |          |
|                                | 73,941 | 44016 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | DATA FOR ENG - GPS UNITS - MAR | \$0.00   | \$58.76  |
|                                | 73,942 | 44016 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | PW ON CALL PHONES - MAR        | \$39.79  |          |
|                                | 73,942 | 44016 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PW ON CALL PHONES - MAR        | \$4.39   |          |
|                                | 73,942 | 44016 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PW ON CALL PHONES - MAR        | \$0.00   | \$44.18  |
| SEARLES MOTOR PRODUCTS LIMITED |        |       |                    |   |                                |          |          |
|                                | 73,861 | 44017 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                     | OIL CHANGE 2012 PICK UP        | \$117.90 |          |
|                                | 73,861 | 44017 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | OIL CHANGE 2012 PICK UP        | \$15.33  |          |
| SHAW DIRECT                    | 73,861 | 44017 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | OIL CHANGE 2012 PICK UP        | \$0.00   | \$133.23 |
|                                | 73,866 | 44018 | 01-3000-4000-40300 | UTILITIES                                   | SATELLITE - MAR9-APR8          | \$107.86 |          |
|                                | 73,866 | 44018 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SATELLITE - MAR9-APR8          | \$11.91  |          |
|                                | 73,866 | 44018 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SATELLITE - MAR9-APR8          | \$0.00   | \$119.77 |
| SHOPPERS DRUG MART             |        |       |                    |   |                                |          |          |
|                                | 73,965 | 44019 | 01-5200-6090-40420 | PROGRAM SUPPLIES                            | SHOPPERS - FEB 2015 - FUSION   | \$11.96  |          |
|                                | 73,965 | 44019 | 01-5200-6090-40460 | NUTRITION PURCHASES                         | SHOPPERS - FEB 2015 - FUSION   | \$3.89   |          |
|                                | 73,965 | 44019 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SHOPPERS - FEB 2015 - FUSION   | \$0.00   | \$15.85  |
| SOAK IT UP INC                 |        |       |                    |   |                                |          |          |
|                                | 73,964 | 44020 | 01-5200-4100-40210 | JANITORIAL SUPPLIES                         | MAT & MOP CLEANING             | \$32.00  |          |
|                                | 73,964 | 44020 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | MAT & MOP CLEANING             | \$4.16   |          |
|                                | 73,964 | 44020 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MAT & MOP CLEANING             | \$0.00   | \$36.16  |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |   |                                |          |          |
|                                | 73,887 | 44021 | 01-5000-6020-40430 | CANTEEN SUPPLIES                            | POPCORN, BUTTER, FRIES, CANDY  | \$168.00 |          |
|                                | 73,887 | 44021 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | POPCORN, BUTTER, FRIES, CANDY  | \$12.47  |          |
|                                | 73,887 | 44021 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | POPCORN, BUTTER, FRIES, CANDY  | \$0.00   | \$180.47 |
| STAPLES ADVANTAGE              |        |       |                    |   |                                |          |          |
|                                | 73,972 | 44022 | 01-1000-4000-40200 | OFFICE SUPPLIES                             | BINDERS, INDEXES, K-CUPS       | \$96.32  |          |
|                                | 73,972 | 44022 | 01-1000-4000-40200 | OFFICE SUPPLIES                             | BINDERS, INDEXES, K-CUPS       | \$111.72 |          |
|                                | 73,972 | 44022 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BINDERS, INDEXES, K-CUPS       | \$12.34  |          |
|                                | 73,972 | 44022 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BINDERS, INDEXES, K-CUPS       | \$0.00   | \$220.38 |
|                                | 73,973 | 44022 | 01-1000-4000-40200 | OFFICE SUPPLIES                             | PAGE DIVIDERS                  | \$96.44  |          |
|                                | 73,973 | 44022 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAGE DIVIDERS                  | \$10.65  |          |
|                                | 73,973 | 44022 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAGE DIVIDERS                  | \$0.00   | \$107.09 |
| STEVE'S ELECTRIC ***           |        |       |                    |   |                                |          |          |
|                                | 73,859 | 44023 | 01-5000-6040-41700 | BLDG REPAIRS & MAINT                        | REMOVE HEATER                  | \$85.88  |          |
|                                | 73,859 | 44023 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REMOVE HEATER                  | \$11.17  |          |
|                                | 73,859 | 44023 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REMOVE HEATER                  | \$0.00   | \$97.05  |
|                                | 73,874 | 44023 | 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | REPAIR EMERGENCY LIGHT         | \$62.00  |          |
|                                | 73,874 | 44023 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIR EMERGENCY LIGHT         | \$8.06   |          |
|                                | 73,874 | 44023 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR EMERGENCY LIGHT         | \$0.00   | \$70.06  |
| STONETOWN SUPPLY SERVICES(ING) |        |       |                    |   |                                |          |          |
|                                | 73,869 | 44024 | 01-3000-4100-40210 | JANITORIAL SUPPLIES                         | KLEENEX, GARBAGE BAGS, LYSOL   | \$88.37  |          |
|                                | 73,869 | 44024 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | KLEENEX, GARBAGE BAGS, LYSOL   | \$9.76   |          |
|                                | 73,869 | 44024 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | KLEENEX, GARBAGE BAGS, LYSOL   | \$0.00   | \$98.13  |
|                                | 73,890 | 44024 | 01-5000-6050-40210 | JANITORIAL SUPPLIES                         | MOP HEADS, GLOVES, CLEANER     | \$338.52 |          |
|                                | 73,890 | 44024 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | MOP HEADS, GLOVES, CLEANER     | \$44.01  |          |
|                                | 73,890 | 44024 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MOP HEADS, GLOVES, CLEANER     | \$0.00   | \$382.53 |
|                                | 73,935 | 44024 | 01-4500-4230-46431 | VEHICLE MAINTENANCE                         | GLOVES & WIPES                 | \$56.99  |          |
|                                | 73,935 | 44024 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | GLOVES & WIPES                 | \$6.29   |          |
|                                | 73,935 | 44024 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | GLOVES & WIPES                 | \$0.00   | \$63.28  |
|                                | 73,952 | 44024 | 01-5000-6020-40210 | JANITORIAL SUPPLIES                         | TOILET PAPER                   | \$81.84  |          |
|                                | 73,952 | 44024 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | TOILET PAPER                   | \$10.64  |          |
|                                | 73,952 | 44024 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TOILET PAPER                   | \$0.00   | \$92.48  |
|                                | 73,962 | 44024 | 01-5200-4100-40210 | JANITORIAL SUPPLIES                         | POLISHING PADS                 | \$57.31  |          |
|                                | 73,962 | 44024 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | POLISHING PADS                 | \$7.45   |          |
|                                | 73,962 | 44024 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | POLISHING PADS                 | \$0.00   | \$64.76  |
| STRADA SIGN SUPPLY INC.        |        |       |                    |   |                                |          |          |
|                                | 73,934 | 44025 | 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | SIGNS                          | \$758.36 |          |
|                                | 73,934 | 44025 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SIGNS                          | \$83.76  |          |
|                                | 73,934 | 44025 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SIGNS                          | \$0.00   | \$842.12 |
| SUN MEDIA - CALGARY SUN        |        |       |                    |   |                                |          |          |
|                                | 73,867 | 44026 | 01-3000-4000-41000 | ADVERTISING                                 | VOLUNTEER FIRE FIGHTER AD      | \$106.08 |          |
|                                | 73,867 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | VOLUNTEER FIRE FIGHTER AD      | \$11.72  |          |
|                                | 73,867 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VOLUNTEER FIRE FIGHTER AD      | \$0.00   | \$117.80 |
|                                | 73,868 | 44026 | 01-3000-4000-41000 | ADVERTISING                                 | VOLUNTEER FIRE FIGHTER AD      | \$106.08 |          |
|                                | 73,868 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | VOLUNTEER FIRE FIGHTER AD      | \$11.72  |          |
|                                | 73,868 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VOLUNTEER FIRE FIGHTER AD      | \$0.00   | \$117.80 |
|                                | 73,875 | 44026 | 01-1000-4000-41000 | ADVERTISING                                 | COMMITTEE APPOINTMENTS AD      | \$132.29 |          |
|                                | 73,875 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | COMMITTEE APPOINTMENTS AD      | \$14.61  |          |
|                                | 73,875 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | COMMITTEE APPOINTMENTS AD      | \$0.00   | \$146.90 |
|                                | 73,876 | 44026 | 01-1000-4000-41000 | ADVERTISING                                 | COMMITTEE APPOINTMENTS AD      | \$132.29 |          |



|                             |        |       |                    |   |                              |             |             |
|-----------------------------|--------|-------|--------------------|---|------------------------------|-------------|-------------|
|                             | 73,876 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | COMMITTEE APPOINTMENTS AD    | \$14.61     |             |
|                             | 73,876 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | COMMITTEE APPOINTMENTS AD    | \$0.00      | \$146.90    |
|                             | 73,877 | 44026 | 01-1000-4000-41000 | ADVERTISING                                 | COMMITTEE APPOINTMENTS AD    | \$101.76    |             |
|                             | 73,877 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | COMMITTEE APPOINTMENTS AD    | \$11.24     |             |
|                             | 73,877 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | COMMITTEE APPOINTMENTS AD    | \$0.00      | \$113.00    |
|                             | 73,878 | 44026 | 01-1000-4000-41000 | ADVERTISING                                 | COMMITTEE APPOINTMENTS AD    | \$101.76    |             |
|                             | 73,878 | 44026 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | COMMITTEE APPOINTMENTS AD    | \$11.24     |             |
|                             | 73,878 | 44026 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | COMMITTEE APPOINTMENTS AD    | \$0.00      | \$113.00    |
| SWAN DUST CONTROL           |        |       |                    |   |                              |             |             |
|                             | 73,933 | 44027 | 01-4500-4000-41540 | RENTAL                                      | PW MAT RENTAL                | \$20.66     |             |
|                             | 73,933 | 44027 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PW MAT RENTAL                | \$2.28      |             |
|                             | 73,933 | 44027 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PW MAT RENTAL                | \$0.00      | \$22.94     |
| TABOR BROS & SONS LTD ***   |        |       |                    |   |                              |             |             |
|                             | 73,915 | 44028 | 01-4500-4121-80000 | MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM, | TREE RMVL CONTRACT 2015-4121 | \$15,864.90 |             |
|                             | 73,915 | 44028 | 01-5000-6050-41740 | LAND MAINTENANCE & IMPROVEMENTS             | TREE RMVL CONTRACT 2015-4121 | \$1,349.00  |             |
|                             | 73,915 | 44028 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TREE RMVL CONTRACT 2015-4121 | \$1,752.37  |             |
|                             | 73,915 | 44028 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | TREE RMVL CONTRACT 2015-4121 | \$175.37    |             |
|                             | 73,915 | 44028 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TREE RMVL CONTRACT 2015-4121 | \$0.00      | \$19,141.64 |
| THAMESFORD PIZZA            |        |       |                    |   |                              |             |             |
|                             | 73,904 | 44029 | 01-5100-6060-40420 | PROGRAM SUPPLIES                            | PIZZA - FEB/MARCH            | \$154.87    |             |
|                             | 73,904 | 44029 | 01-5100-6090-40420 | PROGRAM SUPPLIES                            | PIZZA - FEB/MARCH            | \$85.18     |             |
|                             | 73,904 | 44029 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PIZZA - FEB/MARCH            | \$20.13     |             |
|                             | 73,904 | 44029 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PIZZA - FEB/MARCH            | \$11.07     |             |
|                             | 73,904 | 44029 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PIZZA - FEB/MARCH            | \$0.00      | \$271.25    |
|                             | 73,954 | 44029 | 01-5200-6090-40420 | PROGRAM SUPPLIES                            | PIZZA - LEON'S MOVIE NIGHT   | \$44.25     |             |
|                             | 73,954 | 44029 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PIZZA - LEON'S MOVIE NIGHT   | \$5.75      |             |
|                             | 73,954 | 44029 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PIZZA - LEON'S MOVIE NIGHT   | \$0.00      | \$50.00     |
|                             | 73,955 | 44029 | 01-5200-6090-40420 | PROGRAM SUPPLIES                            | PIZZA - LEON'S MOVIE NIGHT   | \$44.25     |             |
|                             | 73,955 | 44029 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PIZZA - LEON'S MOVIE NIGHT   | \$5.75      |             |
|                             | 73,955 | 44029 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PIZZA - LEON'S MOVIE NIGHT   | \$0.00      | \$50.00     |
| THERMAL SAFETY SUPPLY LTD   |        |       |                    |   |                              |             |             |
|                             | 73,923 | 44030 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | GAS UNIT CALIBRATION         | \$198.43    |             |
|                             | 73,923 | 44030 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | GAS UNIT CALIBRATION         | \$21.92     |             |
|                             | 73,923 | 44030 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | GAS UNIT CALIBRATION         | \$0.00      | \$220.35    |
| TOROMONT INDUSTRIES LTD     |        |       |                    |   |                              |             |             |
|                             | 73,924 | 44031 | 01-4500-4230-46392 | 939200 2012 BACKHOE LOADER                  | PARTS FOR LOADER #12         | \$101.07    |             |
|                             | 73,924 | 44031 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PARTS FOR LOADER #12         | \$11.16     |             |
|                             | 73,924 | 44031 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PARTS FOR LOADER #12         | \$0.00      | \$112.23    |
| WARD, BONNIE - (PETTY CASH) |        |       |                    |   |                              |             |             |
|                             | 73,884 | 44032 | 01-5100-6090-40420 | PROGRAM SUPPLIES                            | PETTY CASH - JAN27-MAR 20    | \$66.46     |             |
|                             | 73,884 | 44032 | 01-5000-4000-42900 | MISCELLANEOUS EXPENSE                       | PETTY CASH - JAN27-MAR 20    | \$10.35     |             |
|                             | 73,884 | 44032 | 01-5100-6090-40270 | NEW EQUIPMENT                               | PETTY CASH - JAN27-MAR 20    | \$19.00     |             |
|                             | 73,884 | 44032 | 01-5100-6060-40420 | PROGRAM SUPPLIES                            | PETTY CASH - JAN27-MAR 20    | \$1.77      |             |
|                             | 73,884 | 44032 | 01-5100-6070-40420 | PROGRAM SUPPLIES                            | PETTY CASH - JAN27-MAR 20    | \$10.00     |             |
|                             | 73,884 | 44032 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTY CASH - JAN27-MAR 20    | \$8.64      |             |
|                             | 73,884 | 44032 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTY CASH - JAN27-MAR 20    | \$1.35      |             |
|                             | 73,884 | 44032 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTY CASH - JAN27-MAR 20    | \$2.47      |             |
|                             | 73,884 | 44032 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTY CASH - JAN27-MAR 20    | \$0.23      |             |
|                             | 73,884 | 44032 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTY CASH - JAN27-MAR 20    | \$1.30      |             |
|                             | 73,884 | 44032 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PETTY CASH - JAN27-MAR 20    | \$0.00      | \$121.57    |
| EMPLOYEE REIMBURSEMENT      |        |       |                    |   |                              |             |             |
|                             | 73,906 | 44033 | 01-4500-4000-40610 | MEETINGS & CONFERENCES                      | INTERNET CHGS - ROMA/OGRA    | \$56.77     |             |
|                             | 73,906 | 44033 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | INTERNET CHGS - ROMA/OGRA    | \$6.27      |             |
|                             | 73,906 | 44033 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | INTERNET CHGS - ROMA/OGRA    | \$0.00      | \$63.04     |
| WORK EQUIPMENT LTD.         |        |       |                    |   |                              |             |             |
|                             | 73,940 | 44034 | 01-4500-4230-46400 | 940000 JACKHAMMER                           | PARTS FOR JACKHAMMER#17      | \$1,040.83  |             |
|                             | 73,940 | 44034 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PARTS FOR JACKHAMMER#17      | \$114.97    |             |
|                             | 73,940 | 44034 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PARTS FOR JACKHAMMER#17      | \$0.00      | \$1,155.80  |
| XEROX CANADA LTD.           |        |       |                    |   |                              |             |             |
|                             | 73,946 | 44035 | 01-1002-4000-40250 | PHOTOCOPIER                                 | FUSION COPIER 2014           | \$102.38    |             |
|                             | 73,946 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION COPIER 2014           | \$13.31     |             |
|                             | 73,946 | 44035 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION COPIER 2014           | \$0.00      | \$115.69    |
|                             | 73,947 | 44035 | 01-1002-4000-40250 | PHOTOCOPIER                                 | FUSION COPIER - 2014 - MAIN  | \$394.82    |             |
|                             | 73,947 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION COPIER - 2014 - MAIN  | \$51.33     |             |
|                             | 73,947 | 44035 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION COPIER - 2014 - MAIN  | \$0.00      | \$446.15    |
|                             | 73,969 | 44035 | 01-3000-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$241.17    |             |
|                             | 73,969 | 44035 | 01-4000-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$69.94     |             |
|                             | 73,969 | 44035 | 01-3400-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$91.64     |             |
|                             | 73,969 | 44035 | 01-4500-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$79.59     |             |
|                             | 73,969 | 44035 | 01-6200-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$66.00     |             |
|                             | 73,969 | 44035 | 01-5000-6020-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$66.00     |             |
|                             | 73,969 | 44035 | 01-5200-6170-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$66.00     |             |
|                             | 73,969 | 44035 | 01-5100-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$66.00     |             |
|                             | 73,969 | 44035 | 01-4500-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$67.16     |             |
|                             | 73,969 | 44035 | 01-1300-4000-40250 | PHOTOCOPIER                                 | PHOTOCOPIER LEASES           | \$457.92    |             |

|                                |        |       |                    |                                    |                            |          |            |
|--------------------------------|--------|-------|--------------------|------------------------------------|----------------------------|----------|------------|
|                                | 73,969 | 44035 | 01-5200-6090-40250 | PHOTOCOPIER                        | PHOTOCOPIER LEASES         | \$450.00 |            |
|                                | 73,969 | 44035 | 01-5100-4000-40250 | PHOTOCOPIER                        | PHOTOCOPIER LEASES         | \$411.00 |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$26.64  |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$7.72   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$10.13  |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$8.79   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PHOTOCOPIER LEASES         | \$8.58   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PHOTOCOPIER LEASES         | \$8.58   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PHOTOCOPIER LEASES         | \$8.58   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$7.42   |            |
|                                | 73,969 | 44035 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHOTOCOPIER LEASES         | \$50.58  |            |
|                                | 73,969 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PHOTOCOPIER LEASES         | \$58.50  |            |
|                                | 73,969 | 44035 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PHOTOCOPIER LEASES         | \$53.43  |            |
|                                | 73,969 | 44035 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PHOTOCOPIER LEASES         | \$0.00   | \$2,389.95 |
| ACKLANDS GRAINGER              |        |       |                    |                                    |                            |          |            |
|                                | 74,161 | 44036 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP         | SAFETY VESTS               | \$76.74  |            |
|                                | 74,161 | 44036 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | SAFETY VESTS               | \$8.47   |            |
|                                | 74,161 | 44036 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SAFETY VESTS               | \$0.00   | \$85.21    |
| AKIRA STUDIO LTD               |        |       |                    |                                    |                            |          |            |
|                                | 74,064 | 44037 | 01-5200-6195-41000 | ADVERTISING                        | WEBSITE SUPPORT            | \$95.00  |            |
|                                | 74,064 | 44037 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | WEBSITE SUPPORT            | \$12.35  |            |
|                                | 74,064 | 44037 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | WEBSITE SUPPORT            | \$0.00   | \$107.35   |
| A.M.C.T.O. ***                 |        |       |                    |                                    |                            |          |            |
|                                | 74,092 | 44038 | 01-1300-4000-41000 | ADVERTISING                        | JOB POSTING - TREASURER    | \$493.54 |            |
|                                | 74,092 | 44038 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | JOB POSTING - TREASURER    | \$54.51  |            |
|                                | 74,092 | 44038 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | JOB POSTING - TREASURER    | \$0.00   | \$548.05   |
| BACKYARD BY DESIGN             |        |       |                    |                                    |                            |          |            |
|                                | 74,198 | 44039 | 01-5000-6050-41720 | HORTICULTURAL SUPPLIES             | POTTING SOIL               | \$39.08  |            |
|                                | 74,198 | 44039 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | POTTING SOIL               | \$5.08   |            |
|                                | 74,198 | 44039 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | POTTING SOIL               | \$0.00   | \$44.16    |
| BALSAM PROMOTIONS              |        |       |                    |                                    |                            |          |            |
|                                | 74,036 | 44040 | 01-5000-6050-40290 | UNIFORMS & CLOTHING                | 30 SCREEN PRINTED T-SHIRTS | \$630.30 |            |
|                                | 74,036 | 44040 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | 30 SCREEN PRINTED T-SHIRTS | \$81.94  |            |
|                                | 74,036 | 44040 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 30 SCREEN PRINTED T-SHIRTS | \$0.00   | \$712.24   |
| BELL CANADA ***                |        |       |                    |                                    |                            |          |            |
|                                | 74,228 | 44041 | 01-1000-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$744.38 |            |
|                                | 74,228 | 44041 | 01-2000-4025-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$141.54 |            |
|                                | 74,228 | 44041 | 01-1001-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$66.53  |            |
|                                | 74,228 | 44041 | 01-1001-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$57.17  |            |
|                                | 74,228 | 44041 | 01-1002-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$188.31 |            |
|                                | 74,228 | 44041 | 01-3000-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$210.73 |            |
|                                | 74,228 | 44041 | 01-4500-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$220.04 |            |
|                                | 74,228 | 44041 | 01-5000-6020-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$184.09 |            |
|                                | 74,228 | 44041 | 01-5000-6050-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$76.99  |            |
|                                | 74,228 | 44041 | 01-5100-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$618.63 |            |
|                                | 74,228 | 44041 | 01-5100-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$195.72 |            |
|                                | 74,228 | 44041 | 01-5200-6090-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$423.39 |            |
|                                | 74,228 | 44041 | 01-6200-4000-40220 | TELEPHONE                          | BELL PHONE LINES - MAR     | \$52.98  |            |
|                                | 74,228 | 44041 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | BELL PHONE LINES - MAR     | \$179.87 |            |
|                                | 74,228 | 44041 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | BELL PHONE LINES - MAR     | \$201.70 |            |
|                                | 74,228 | 44041 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BELL PHONE LINES - MAR     | \$0.00   | \$3,562.07 |
| BENEDICT RAITHYB               |        |       |                    |                                    |                            |          |            |
|                                | 74,186 | 44042 | 10-0000-3232-80000 | MATERIALS-CHARLES ST SIDEWALKS     | SURVEY FOR CHARLES ST W    | \$508.80 |            |
|                                | 74,186 | 44042 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | SURVEY FOR CHARLES ST W    | \$56.20  |            |
|                                | 74,186 | 44042 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SURVEY FOR CHARLES ST W    | \$0.00   | \$565.00   |
| BFI CANADA                     |        |       |                    |                                    |                            |          |            |
|                                | 74,033 | 44043 | 01-3000-4100-41550 | MAINTENANCE CONTRACTS              | GARBAGE PICK UP - APRIL    | \$145.01 |            |
|                                | 74,033 | 44043 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | GARBAGE PICK UP - APRIL    | \$16.02  |            |
|                                | 74,033 | 44043 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARBAGE PICK UP - APRIL    | \$0.00   | \$161.03   |
|                                | 74,071 | 44043 | 01-5200-4100-41550 | MAINTENANCE CONTRACTS              | GARBAGE SERVICE - APR      | \$191.00 |            |
|                                | 74,071 | 44043 | 01-5000-6020-41550 | MAINTENANCE CONTRACTS              | GARBAGE SERVICE - APR      | \$219.30 |            |
|                                | 74,071 | 44043 | 01-5100-4100-41550 | MAINTENANCE CONTRACTS              | GARBAGE SERVICE - APR      | \$219.30 |            |
|                                | 74,071 | 44043 | 01-5000-6050-41550 | MAINTENANCE CONTRACTS              | GARBAGE SERVICE - APR      | \$219.30 |            |
|                                | 74,071 | 44043 | 01-5000-6040-41550 | MAINTENANCE CONTRACTS              | GARBAGE SERVICE - APR      | \$219.30 |            |
|                                | 74,071 | 44043 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GARBAGE SERVICE - APR      | \$24.83  |            |
|                                | 74,071 | 44043 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GARBAGE SERVICE - APR      | \$28.51  |            |
|                                | 74,071 | 44043 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GARBAGE SERVICE - APR      | \$28.51  |            |
|                                | 74,071 | 44043 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GARBAGE SERVICE - APR      | \$28.51  |            |
|                                | 74,071 | 44043 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GARBAGE SERVICE - APR      | \$28.51  |            |
|                                | 74,071 | 44043 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARBAGE SERVICE - APR      | \$0.00   | \$1,207.07 |
| ART BLAKE REFRIGERATION LIMITE |        |       |                    |                                    |                            |          |            |
|                                | 74,059 | 44044 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT             | SERVICE A/C IN SERVER ROOM | \$386.50 |            |
|                                | 74,059 | 44044 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | SERVICE A/C IN SERVER ROOM | \$50.25  |            |
|                                | 74,059 | 44044 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SERVICE A/C IN SERVER ROOM | \$0.00   | \$436.75   |

|                               |        |       |                    |   |                                |          |          |
|-------------------------------|--------|-------|--------------------|---|--------------------------------|----------|----------|
| BRAGG, JEFF                   |        |       |                    |   |                                |          |          |
|                               | 74,177 | 44045 | 01-2000-4025-41550 | MAINTENANCE CONTRACTS                   | TC CUSTODIAL RELIEF            | \$86.50  |          |
|                               | 74,177 | 44045 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | TC CUSTODIAL RELIEF            | \$9.55   |          |
|                               | 74,177 | 44045 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | TC CUSTODIAL RELIEF            | \$0.00   | \$96.05  |
|                               | 74,178 | 44045 | 01-2000-4015-41750 | LOT SNOW REMOVAL & SANDING              | SNOW REMOVAL - MARCH           | \$83.33  |          |
|                               | 74,178 | 44045 | 01-2000-4025-41750 | LOT SNOW REMOVAL & SANDING              | SNOW REMOVAL - MARCH           | \$84.80  |          |
|                               | 74,178 | 44045 | 01-2000-4035-41750 | LOT SNOW REMOVAL & SANDING--DOWNTOWN GA | SNOW REMOVAL - MARCH           | \$84.82  |          |
|                               | 74,178 | 44045 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | SNOW REMOVAL - MARCH           | \$10.83  |          |
|                               | 74,178 | 44045 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | SNOW REMOVAL - MARCH           | \$9.36   |          |
|                               | 74,178 | 44045 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | SNOW REMOVAL - MARCH           | \$9.36   |          |
|                               | 74,178 | 44045 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | SNOW REMOVAL - MARCH           | \$0.00   | \$282.50 |
| CAMPBELL'S                    |        |       |                    |   |                                |          |          |
|                               | 74,018 | 44046 | 01-3000-4000-40200 | OFFICE SUPPLIES                         | MARKERS                        | \$7.93   |          |
|                               | 74,018 | 44046 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | MARKERS                        | \$0.87   |          |
|                               | 74,018 | 44046 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | MARKERS                        | \$0.00   | \$8.80   |
| CANADIAN NATIONAL RAILWAYS    |        |       |                    |   |                                |          |          |
|                               | 74,149 | 44047 | 01-4500-4161-80000 | MATERIALS-SAFETY DEVICES, RR CROSSING   | SIGNAL & GATE MAINT - MAR      | \$770.00 |          |
|                               | 74,149 | 44047 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | SIGNAL & GATE MAINT - MAR      | \$0.00   | \$770.00 |
| CANADIAN TIRE ASSOCIATE STORE |        |       |                    |   |                                |          |          |
|                               | 74,080 | 44048 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                 | BATTERY FOR 01 DAKOTA          | \$124.99 |          |
|                               | 74,080 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | BATTERY FOR 01 DAKOTA          | \$16.25  |          |
|                               | 74,080 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | BATTERY FOR 01 DAKOTA          | \$0.00   | \$141.24 |
|                               | 74,081 | 44048 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                    | DUCT TAPE & GLUE               | \$18.98  |          |
|                               | 74,081 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | DUCT TAPE & GLUE               | \$2.47   |          |
|                               | 74,081 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | DUCT TAPE & GLUE               | \$0.00   | \$21.45  |
|                               | 74,082 | 44048 | 01-5100-4100-41700 | BLDG REPAIRS AND MAINT                  | BATTERIES                      | \$12.79  |          |
|                               | 74,082 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | BATTERIES                      | \$1.66   |          |
|                               | 74,082 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | BATTERIES                      | \$0.00   | \$14.45  |
|                               | 74,083 | 44048 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                 | WORK LIGHT, TRUCK NUMBERS      | \$34.18  |          |
|                               | 74,083 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | WORK LIGHT, TRUCK NUMBERS      | \$4.44   |          |
|                               | 74,083 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | WORK LIGHT, TRUCK NUMBERS      | \$0.00   | \$38.62  |
|                               | 74,084 | 44048 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                  | KEYS CUT, KNIFE, ROPE          | \$27.43  |          |
|                               | 74,084 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | KEYS CUT, KNIFE, ROPE          | \$3.57   |          |
|                               | 74,084 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | KEYS CUT, KNIFE, ROPE          | \$0.00   | \$31.00  |
|                               | 74,085 | 44048 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                 | TIRE GAUGE                     | \$14.99  |          |
|                               | 74,085 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | TIRE GAUGE                     | \$1.95   |          |
|                               | 74,085 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | TIRE GAUGE                     | \$0.00   | \$16.94  |
|                               | 74,086 | 44048 | 01-5100-4100-41700 | BLDG REPAIRS AND MAINT                  | DRAIN OPENER                   | \$3.56   |          |
|                               | 74,086 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | DRAIN OPENER                   | \$0.46   |          |
|                               | 74,086 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | DRAIN OPENER                   | \$0.00   | \$4.02   |
|                               | 74,087 | 44048 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                  | COUPLINGS & CONNECTORS         | \$25.98  |          |
|                               | 74,087 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | COUPLINGS & CONNECTORS         | \$3.38   |          |
|                               | 74,087 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | COUPLINGS & CONNECTORS         | \$0.00   | \$29.36  |
|                               | 74,088 | 44048 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                  | HOSE REEL                      | \$64.98  |          |
|                               | 74,088 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | HOSE REEL                      | \$8.45   |          |
|                               | 74,088 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | HOSE REEL                      | \$0.00   | \$73.43  |
|                               | 74,089 | 44048 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                    | SCREW BITS, TWIST TIES         | \$15.98  |          |
|                               | 74,089 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | SCREW BITS, TWIST TIES         | \$2.08   |          |
|                               | 74,089 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | SCREW BITS, TWIST TIES         | \$0.00   | \$18.06  |
|                               | 74,090 | 44048 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                    | ICE CHOPPER                    | \$24.99  |          |
|                               | 74,090 | 44048 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | ICE CHOPPER                    | \$3.25   |          |
|                               | 74,090 | 44048 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | ICE CHOPPER                    | \$0.00   | \$28.24  |
| CANSEL - TORONTO*****         |        |       |                    |   |                                |          |          |
|                               | 74,185 | 44049 | 01-4000-4000-40220 | TELEPHONE                               | GPS SURVEY SERVICE - MARCH     | \$264.58 |          |
|                               | 74,185 | 44049 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | GPS SURVEY SERVICE - MARCH     | \$29.22  |          |
|                               | 74,185 | 44049 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | GPS SURVEY SERVICE - MARCH     | \$0.00   | \$293.80 |
| CHECKERS CLEANING SUPPLY      |        |       |                    |   |                                |          |          |
|                               | 74,007 | 44051 | 01-5100-4100-40210 | JANITORIAL SUPPLIES                     | DISINFECTANT                   | \$107.32 |          |
|                               | 74,007 | 44051 | 01-0000-0200-00325 | HST RECEIVABLE100%                      | DISINFECTANT                   | \$13.95  |          |
|                               | 74,007 | 44051 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | DISINFECTANT                   | \$0.00   | \$121.27 |
| CHUBB SECURITY SYSTEMS        |        |       |                    |   |                                |          |          |
|                               | 74,163 | 44052 | 01-2000-4025-41700 | BLDG REPAIRS & MAINT                    | REPAIRS TO 4 FIRE EXTINGUISHER | \$366.34 |          |
|                               | 74,163 | 44052 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | REPAIRS TO 4 FIRE EXTINGUISHER | \$40.46  |          |
|                               | 74,163 | 44052 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | REPAIRS TO 4 FIRE EXTINGUISHER | \$0.00   | \$406.80 |
| COMMISSIONAIRES               |        |       |                    |   |                                |          |          |
|                               | 74,021 | 44053 | 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT            | PKG ENFORCEMENT MAR 1-14       | \$751.80 |          |
|                               | 74,021 | 44053 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | PKG ENFORCEMENT MAR 1-14       | \$83.04  |          |
|                               | 74,021 | 44053 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | PKG ENFORCEMENT MAR 1-14       | \$0.00   | \$834.84 |
| EMPLOYEE REIMBURSEMENT        |        |       |                    |   |                                |          |          |
|                               | 74,096 | 44054 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                     | BOOTS, GLOVES & CLOTHING       | \$283.79 |          |
|                               | 74,096 | 44054 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | BOOTS, GLOVES & CLOTHING       | \$31.34  |          |
|                               | 74,096 | 44054 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL      | BOOTS, GLOVES & CLOTHING       | \$0.00   | \$315.13 |
| DANCE SEWER CLEANING INC.     |        |       |                    |   |                                |          |          |
|                               | 74,189 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS   | VIDEO INSPECTION & CLEANING    | \$641.09 |          |
|                               | 74,189 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)      | VIDEO INSPECTION & CLEANING    | \$70.81  |          |

|                                     |        |       |                    |  |                                |            |             |
|-------------------------------------|--------|-------|--------------------|--|--------------------------------|------------|-------------|
|                                     | 74,189 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$711.90    |
|                                     | 74,190 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS      | VIDEO INSPECTION & CLEANING    | \$892.94   |             |
|                                     | 74,190 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO INSPECTION & CLEANING    | \$98.63    |             |
|                                     | 74,190 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$991.57    |
|                                     | 74,191 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS      | VIDEO INSPECTION & CLEANING    | \$4,960.80 |             |
|                                     | 74,191 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO INSPECTION & CLEANING    | \$547.95   |             |
|                                     | 74,191 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$5,508.75  |
|                                     | 74,192 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS      | VIDEO INSPECTION & CLEANING    | \$915.84   |             |
|                                     | 74,192 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO INSPECTION & CLEANING    | \$101.16   |             |
|                                     | 74,192 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$1,017.00  |
|                                     | 74,193 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS      | VIDEO INSPECTION & CLEANING    | \$1,785.89 |             |
|                                     | 74,193 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO INSPECTION & CLEANING    | \$197.26   |             |
|                                     | 74,193 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$1,983.15  |
|                                     | 74,194 | 44055 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS      | VIDEO INSPECTION & CLEANING    | \$366.34   |             |
|                                     | 74,194 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO INSPECTION & CLEANING    | \$40.46    |             |
|                                     | 74,194 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO INSPECTION & CLEANING    | \$0.00     | \$406.80    |
|                                     | 74,195 | 44055 | 10-0000-3264-80000 | MATERIALS - BRICKWOOD/MAPLE LN RECONSTRUCT | VIDEO & LOCATE STORM CULVERT   | \$274.75   |             |
|                                     | 74,195 | 44055 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VIDEO & LOCATE STORM CULVERT   | \$30.35    |             |
|                                     | 74,195 | 44055 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VIDEO & LOCATE STORM CULVERT   | \$0.00     | \$305.10    |
| D&D COMMERCIAL PROPERTY MAINTENANCE |        |       |                    |  |                                |            |             |
|                                     | 74,138 | 44056 | 01-4500-4221-41500 | CONTRACTED SERVICES                        | N SIDEWALK SNOW RMVL - MAR     | \$5,037.12 |             |
|                                     | 74,138 | 44056 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | N SIDEWALK SNOW RMVL - MAR     | \$556.38   |             |
|                                     | 74,138 | 44056 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | N SIDEWALK SNOW RMVL - MAR     | \$0.00     | \$5,593.50  |
| DIAMOND SOFTWARE INC.               |        |       |                    |  |                                |            |             |
|                                     | 74,046 | 44057 | 01-1300-4000-41570 | COMPUTER CONSULTING & SOFTWARE             | PAYROLL SOFTWARE               | \$9,768.97 |             |
|                                     | 74,046 | 44057 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | PAYROLL SOFTWARE               | \$1,079.03 |             |
|                                     | 74,046 | 44057 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PAYROLL SOFTWARE               | \$0.00     | \$10,848.00 |
|                                     | 74,079 | 44057 | 01-1300-4000-41500 | CONTRACTED SERVICES                        | SOFTWARE SUPPORT               | \$290.02   |             |
|                                     | 74,079 | 44057 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | SOFTWARE SUPPORT               | \$32.03    |             |
|                                     | 74,079 | 44057 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | SOFTWARE SUPPORT               | \$0.00     | \$322.05    |
| DIRECTOR OF FAMILY RESPONSIBILITY   |        |       |                    |  |                                |            |             |
|                                     | 74,218 | 44058 | 01-0000-2100-00718 | FAMILY SERVICES                            | CASE 648113 - FAMILY SUPPORT   | \$192.00   |             |
|                                     | 74,218 | 44058 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CASE 648113 - FAMILY SUPPORT   | \$0.00     | \$192.00    |
|                                     | 74,219 | 44058 | 01-0000-2100-00718 | FAMILY SERVICES                            | CASE 1005697 - FAMILY SUPPORT  | \$2,255.92 |             |
|                                     | 74,219 | 44058 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CASE 1005697 - FAMILY SUPPORT  | \$0.00     | \$2,255.92  |
| DRENNAN REFRIGERATION INC.          |        |       |                    |  |                                |            |             |
|                                     | 74,006 | 44059 | 01-5000-6020-41530 | EQUIPMENT REPAIRS & MAINTENANCE            | REPLACE TIMER & REWIRE         | \$708.50   |             |
|                                     | 74,006 | 44059 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | REPLACE TIMER & REWIRE         | \$92.11    |             |
|                                     | 74,006 | 44059 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | REPLACE TIMER & REWIRE         | \$0.00     | \$800.61    |
| EMPLOYEE REIMBURSEMENT              |        |       |                    |  |                                |            |             |
|                                     | 74,124 | 44060 | 01-5100-6070-40290 | UNIFORMS AND CLOTHING                      | RUNNING SHOES                  | \$88.50    |             |
|                                     | 74,124 | 44060 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | RUNNING SHOES                  | \$11.50    |             |
|                                     | 74,124 | 44060 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | RUNNING SHOES                  | \$0.00     | \$100.00    |
| EASY WAY CLEANING PRODUCTS LIM      |        |       |                    |  |                                |            |             |
|                                     | 74,173 | 44061 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                        | VAC & GARBAGE BAGS, ROLL TWL   | \$91.40    |             |
|                                     | 74,173 | 44061 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VAC & GARBAGE BAGS, ROLL TWL   | \$10.10    |             |
|                                     | 74,173 | 44061 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VAC & GARBAGE BAGS, ROLL TWL   | \$0.00     | \$101.50    |
|                                     | 74,174 | 44061 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                        | PAPER PRODUCTS, VINEGAR        | \$100.05   |             |
|                                     | 74,174 | 44061 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | PAPER PRODUCTS, VINEGAR        | \$11.05    |             |
|                                     | 74,174 | 44061 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PAPER PRODUCTS, VINEGAR        | \$0.00     | \$111.10    |
|                                     | 74,175 | 44061 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                        | TOILET PAPER - LIBRARY         | \$27.71    |             |
|                                     | 74,175 | 44061 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | TOILET PAPER - LIBRARY         | \$3.06     |             |
|                                     | 74,175 | 44061 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | TOILET PAPER - LIBRARY         | \$0.00     | \$30.77     |
|                                     | 74,176 | 44061 | 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE            | VACUUM REPAIR                  | \$91.08    |             |
|                                     | 74,176 | 44061 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | VACUUM REPAIR                  | \$10.06    |             |
|                                     | 74,176 | 44061 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | VACUUM REPAIR                  | \$0.00     | \$101.14    |
|                                     | 74,227 | 44061 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                        | GARBAGE GLOVES, GLOVES, VINEGA | \$38.46    |             |
|                                     | 74,227 | 44061 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | GARBAGE GLOVES, GLOVES, VINEGA | \$4.25     |             |
|                                     | 74,227 | 44061 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | GARBAGE GLOVES, GLOVES, VINEGA | \$0.00     | \$42.71     |
| EDPRO ENERGY GROUP INC ***          |        |       |                    |  |                                |            |             |
|                                     | 74,013 | 44062 | 01-5000-6020-41590 | EQUIPMENT FUEL                             | PROPANE - 4 CYL                | \$77.52    |             |
|                                     | 74,013 | 44062 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | PROPANE - 4 CYL                | \$10.08    |             |
|                                     | 74,013 | 44062 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PROPANE - 4 CYL                | \$0.00     | \$87.60     |
|                                     | 74,014 | 44062 | 01-5000-6020-41590 | EQUIPMENT FUEL                             | PROPANE - 3 CYLINDERS          | \$59.46    |             |
|                                     | 74,014 | 44062 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | PROPANE - 3 CYLINDERS          | \$7.73     |             |
|                                     | 74,014 | 44062 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PROPANE - 3 CYLINDERS          | \$0.00     | \$67.19     |
|                                     | 74,039 | 44062 | 01-5000-6020-41590 | EQUIPMENT FUEL                             | PROPANE - 3 CYLINDERS          | \$58.59    |             |
|                                     | 74,039 | 44062 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | PROPANE - 3 CYLINDERS          | \$7.62     |             |
|                                     | 74,039 | 44062 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PROPANE - 3 CYLINDERS          | \$0.00     | \$66.21     |
|                                     | 74,040 | 44062 | 01-5000-6020-41590 | EQUIPMENT FUEL                             | PROPANE - 3 CYLINDERS          | \$56.37    |             |
|                                     | 74,040 | 44062 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | PROPANE - 3 CYLINDERS          | \$7.33     |             |
|                                     | 74,040 | 44062 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PROPANE - 3 CYLINDERS          | \$0.00     | \$63.70     |
| ERTH HOLDINGS INC.                  |        |       |                    |  |                                |            |             |
|                                     | 74,182 | 44063 | 01-4000-4400-41530 | EQUIPMENT REPAIRS & MAINT                  | STREET LT MAINT - MARCH        | \$2,514.23 |             |
|                                     | 74,182 | 44063 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | STREET LT MAINT - MARCH        | \$277.71   |             |

|                                |        |       |                    |  |                                |            |            |
|--------------------------------|--------|-------|--------------------|--|--------------------------------|------------|------------|
|                                | 74,182 | 44063 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | STREET LT MAINT - MARCH        | \$0.00     | \$2,791.94 |
|                                | 74,183 | 44063 | 01-4000-4400-41530 | EQUIPMENT REPAIRS & MAINT                  | REPAIR TO ST LT - 138 INNES    | \$883.74   |            |
|                                | 74,183 | 44063 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | REPAIR TO ST LT - 138 INNES    | \$97.61    |            |
|                                | 74,183 | 44063 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | REPAIR TO ST LT - 138 INNES    | \$0.00     | \$981.35   |
|                                | 74,184 | 44063 | 01-4000-4400-41530 | EQUIPMENT REPAIRS & MAINT                  | REPAIR TO ST LT - 277 OXFORD   | \$361.73   |            |
|                                | 74,184 | 44063 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | REPAIR TO ST LT - 277 OXFORD   | \$39.95    |            |
|                                | 74,184 | 44063 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | REPAIR TO ST LT - 277 OXFORD   | \$0.00     | \$401.68   |
| FACILITY RESOURCES             |        |       |                    |  |                                |            |            |
|                                | 74,028 | 44064 | 01-2000-4030-41700 | BLDG REPAIRS & MAINTENANCE                 | REPLACEMENT OFFICE CHAIRS      | \$4,457.99 |            |
|                                | 74,028 | 44064 | 01-1300-4000-40270 | NEW EQUIPMENT                              | REPLACEMENT OFFICE CHAIRS      | \$546.19   |            |
|                                | 74,028 | 44064 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | REPLACEMENT OFFICE CHAIRS      | \$492.41   |            |
|                                | 74,028 | 44064 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | REPLACEMENT OFFICE CHAIRS      | \$60.33    |            |
|                                | 74,028 | 44064 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | REPLACEMENT OFFICE CHAIRS      | \$0.00     | \$5,556.92 |
| FAIRTAX RECOVERY CONSULTANTS   |        |       |                    |  |                                |            |            |
|                                | 74,077 | 44065 | 01-1300-4000-41500 | CONTRACTED SERVICES                        | TAX RECOVERY FEE               | \$2,932.43 |            |
|                                | 74,077 | 44065 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | TAX RECOVERY FEE               | \$323.90   |            |
|                                | 74,077 | 44065 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | TAX RECOVERY FEE               | \$0.00     | \$3,256.33 |
| FASTENAL CANADA ***            |        |       |                    |  |                                |            |            |
|                                | 74,061 | 44066 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                     | CABLE TIES                     | \$48.24    |            |
|                                | 74,061 | 44066 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | CABLE TIES                     | \$6.27     |            |
|                                | 74,061 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CABLE TIES                     | \$0.00     | \$54.51    |
|                                | 74,067 | 44066 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                     | PATIO TABLE ASSEMBLY           | \$34.63    |            |
|                                | 74,067 | 44066 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | PATIO TABLE ASSEMBLY           | \$4.50     |            |
|                                | 74,067 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | PATIO TABLE ASSEMBLY           | \$0.00     | \$39.13    |
|                                | 74,150 | 44066 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                 | ANGLE GRINDER, WIRE BRUSH      | \$140.20   |            |
|                                | 74,150 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | ANGLE GRINDER, WIRE BRUSH      | \$15.49    |            |
|                                | 74,150 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | ANGLE GRINDER, WIRE BRUSH      | \$0.00     | \$155.69   |
|                                | 74,151 | 44066 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                 | NUTS & BOLTS                   | \$67.66    |            |
|                                | 74,151 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | NUTS & BOLTS                   | \$7.47     |            |
|                                | 74,151 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | NUTS & BOLTS                   | \$0.00     | \$75.13    |
|                                | 74,152 | 44066 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | WASHERS & BOLTS                | \$19.47    |            |
|                                | 74,152 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | WASHERS & BOLTS                | \$2.15     |            |
|                                | 74,152 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | WASHERS & BOLTS                | \$0.00     | \$21.62    |
|                                | 74,153 | 44066 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | CARRIAGE BOLTS                 | \$36.85    |            |
|                                | 74,153 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | CARRIAGE BOLTS                 | \$4.07     |            |
|                                | 74,153 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | CARRIAGE BOLTS                 | \$0.00     | \$40.92    |
|                                | 74,154 | 44066 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | NYLON INSERT LOCK NUT          | \$9.46     |            |
|                                | 74,154 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | NYLON INSERT LOCK NUT          | \$1.05     |            |
|                                | 74,154 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | NYLON INSERT LOCK NUT          | \$0.00     | \$10.51    |
|                                | 74,155 | 44066 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | BOLTS                          | \$65.65    |            |
|                                | 74,155 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | BOLTS                          | \$7.25     |            |
|                                | 74,155 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | BOLTS                          | \$0.00     | \$72.90    |
|                                | 74,156 | 44066 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING | FLANGE NUTS                    | \$29.74    |            |
|                                | 74,156 | 44066 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | FLANGE NUTS                    | \$3.29     |            |
|                                | 74,156 | 44066 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | FLANGE NUTS                    | \$0.00     | \$33.03    |
| FEARMAN, MELANIE               |        |       |                    |  |                                |            |            |
|                                | 74,222 | 44067 | 01-6200-4000-40500 | SPECIAL EVENTS                             | FACE PAINTING - MAY DAY        | \$195.00   |            |
|                                | 74,222 | 44067 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | FACE PAINTING - MAY DAY        | \$0.00     | \$195.00   |
| FIDO SOLUTIONS INC.            |        |       |                    |  |                                |            |            |
|                                | 74,165 | 44068 | 01-3400-4000-40310 | FAX OPERATIONS                             | BLDG DEPT CELL PHONES - MAR    | \$98.41    |            |
|                                | 74,165 | 44068 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | BLDG DEPT CELL PHONES - MAR    | \$10.87    |            |
|                                | 74,165 | 44068 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | BLDG DEPT CELL PHONES - MAR    | \$0.00     | \$109.28   |
| FINLANDIA CHARITABLE FOUNDATIO |        |       |                    |  |                                |            |            |
|                                | 74,026 | 44069 | 01-0100-4000-41160 | HONOURS & AWARDS                           | MEMORIAL DONATION              | \$50.00    |            |
|                                | 74,026 | 44069 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | MEMORIAL DONATION              | \$0.00     | \$50.00    |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |  |                                |            |            |
|                                | 74,098 | 44070 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                        | WORK BOOTS & CLOTHING          | \$259.65   |            |
|                                | 74,098 | 44070 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | WORK BOOTS & CLOTHING          | \$28.68    |            |
|                                | 74,098 | 44070 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | WORK BOOTS & CLOTHING          | \$0.00     | \$288.33   |
| GENCARE SERVICES LIMITED       |        |       |                    |  |                                |            |            |
|                                | 74,166 | 44071 | 01-2000-4025-41550 | MAINTENANCE CONTRACTS                      | ANNUAL MAINT ON TC GENERATOR   | \$524.06   |            |
|                                | 74,166 | 44071 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | ANNUAL MAINT ON TC GENERATOR   | \$57.89    |            |
|                                | 74,166 | 44071 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | ANNUAL MAINT ON TC GENERATOR   | \$0.00     | \$581.95   |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |  |                                |            |            |
|                                | 74,097 | 44072 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                        | WORK GLOVES & CLOTHING         | \$55.56    |            |
|                                | 74,097 | 44072 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | WORK GLOVES & CLOTHING         | \$6.14     |            |
|                                | 74,097 | 44072 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | WORK GLOVES & CLOTHING         | \$0.00     | \$61.70    |
| GIANT TIGER                    |        |       |                    |  |                                |            |            |
|                                | 74,069 | 44073 | 01-5200-6090-40420 | PROGRAM SUPPLIES                           | GIANT TIGER - MAR2015 - FUSION | \$58.76    |            |
|                                | 74,069 | 44073 | 01-5200-6090-40460 | NUTRITION PURCHASES                        | GIANT TIGER - MAR2015 - FUSION | \$25.87    |            |
|                                | 74,069 | 44073 | 01-0000-0200-00325 | HST RECEIVABLE100%                         | GIANT TIGER - MAR2015 - FUSION | \$2.47     |            |
|                                | 74,069 | 44073 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL         | GIANT TIGER - MAR2015 - FUSION | \$0.00     | \$87.10    |
| GRA - HAM ENERGY               |        |       |                    |  |                                |            |            |
|                                | 74,020 | 44074 | 01-3000-4000-41470 | VEHICLE FUEL                               | FUEL - 160.9L                  | \$141.96   |            |
|                                | 74,020 | 44074 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)         | FUEL - 160.9L                  | \$15.68    |            |

|                                |        |       |                    |                                       |                               |            |            |
|--------------------------------|--------|-------|--------------------|---------------------------------------|-------------------------------|------------|------------|
|                                | 74,020 | 44074 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FUEL - 160.9L                 | \$0.00     | \$157.64   |
|                                | 74,047 | 44074 | 01-5000-6050-41470 | VEHICLE FUEL                          | FUEL - 239.9L                 | \$208.66   |            |
|                                | 74,047 | 44074 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | FUEL - 239.9L                 | \$27.13    |            |
|                                | 74,047 | 44074 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FUEL - 239.9L                 | \$0.00     | \$235.79   |
|                                | 74,133 | 44074 | 01-4500-4230-41440 | DIESEL FUEL CLR - LIC VEH             | CLEAR DIESEL - 329.9L         | \$315.23   |            |
|                                | 74,133 | 44074 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CLEAR DIESEL - 329.9L         | \$34.82    |            |
|                                | 74,133 | 44074 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CLEAR DIESEL - 329.9L         | \$0.00     | \$350.05   |
|                                | 74,134 | 44074 | 01-4500-4230-41420 | FUEL- GASOLINE                        | UNLEADED FUEL - 454.4L        | \$424.94   |            |
|                                | 74,134 | 44074 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | UNLEADED FUEL - 454.4L        | \$46.94    |            |
|                                | 74,134 | 44074 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | UNLEADED FUEL - 454.4L        | \$0.00     | \$471.88   |
| GUNN'S HILL ARTISAN CHEESE LTD |        |       |                    |                                       |                               |            |            |
|                                | 74,226 | 44075 | 01-6200-4000-40440 | GIFT SHOP SUPPLIES                    | CHEESE FOR GIFT SHOP          | \$205.43   |            |
|                                | 74,226 | 44075 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CHEESE FOR GIFT SHOP          | \$0.00     | \$205.43   |
| GYM CON LTD.                   |        |       |                    |                                       |                               |            |            |
|                                | 74,060 | 44076 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                  | RUBBER FLOORING               | \$1,774.49 |            |
|                                | 74,060 | 44076 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | RUBBER FLOORING               | \$230.68   |            |
|                                | 74,060 | 44076 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | RUBBER FLOORING               | \$0.00     | \$2,005.17 |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |                                       |                               |            |            |
|                                | 74,187 | 44077 | 01-3400-4000-40620 | MILEAGE                               | MILEAGE - MARCH               | \$79.75    |            |
|                                | 74,187 | 44077 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | MILEAGE - MARCH               | \$8.81     |            |
|                                | 74,187 | 44077 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | MILEAGE - MARCH               | \$0.00     | \$88.56    |
| HARRISFIELD PUBLIC SCHOOL      |        |       |                    |                                       |                               |            |            |
|                                | 74,075 | 44078 | 01-1000-4000-41160 | HONOURS & AWARDS                      | THOMPSON MEM'L SCHOLARSHIP    | \$100.00   |            |
|                                | 74,075 | 44078 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | THOMPSON MEM'L SCHOLARSHIP    | \$0.00     | \$100.00   |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |                                       |                               |            |            |
|                                | 74,051 | 44079 | 01-5200-4100-40620 | MILEAGE                               | MILEAGE - MARCH               | \$26.76    |            |
|                                | 74,051 | 44079 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | MILEAGE - MARCH               | \$3.48     |            |
|                                | 74,051 | 44079 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | MILEAGE - MARCH               | \$0.00     | \$30.24    |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |                                       |                               |            |            |
|                                | 74,099 | 44080 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                   | WORK CLOTHING                 | \$135.65   |            |
|                                | 74,099 | 44080 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | WORK CLOTHING                 | \$14.98    |            |
|                                | 74,099 | 44080 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | WORK CLOTHING                 | \$0.00     | \$150.63   |
| HILLSIDE KENNELS               |        |       |                    |                                       |                               |            |            |
|                                | 74,024 | 44081 | 01-3600-4000-41560 | CONTRACTS                             | ANIMAL CONTROL - MAR 2015     | \$966.72   |            |
|                                | 74,024 | 44081 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | ANIMAL CONTROL - MAR 2015     | \$106.78   |            |
|                                | 74,024 | 44081 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | ANIMAL CONTROL - MAR 2015     | \$0.00     | \$1,073.50 |
| HM PIPE PRODUCTS INC           |        |       |                    |                                       |                               |            |            |
|                                | 74,128 | 44082 | 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS | 20 BAGS SPEED CRETE           | \$712.32   |            |
|                                | 74,128 | 44082 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | 20 BAGS SPEED CRETE           | \$78.68    |            |
|                                | 74,128 | 44082 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | 20 BAGS SPEED CRETE           | \$0.00     | \$791.00   |
| HOT,COLD & FREEZING            |        |       |                    |                                       |                               |            |            |
|                                | 74,012 | 44083 | 01-5100-4100-41530 | EQUIP REPAIRS & MAINT                 | REPAIR DEHUMIDIFIER           | \$1,162.27 |            |
|                                | 74,012 | 44083 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | REPAIR DEHUMIDIFIER           | \$151.10   |            |
|                                | 74,012 | 44083 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | REPAIR DEHUMIDIFIER           | \$0.00     | \$1,313.37 |
|                                | 74,054 | 44083 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                | BOILER SERVICE & REPAIR       | \$626.90   |            |
|                                | 74,054 | 44083 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | BOILER SERVICE & REPAIR       | \$81.50    |            |
|                                | 74,054 | 44083 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | BOILER SERVICE & REPAIR       | \$0.00     | \$708.40   |
| HYDE PARK EQUIPMENT LTD.       |        |       |                    |                                       |                               |            |            |
|                                | 74,197 | 44084 | 01-5000-6050-41530 | EQUIP REPAIRS & MAINT                 | TRACTOR PARTS                 | \$75.94    |            |
|                                | 74,197 | 44084 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | TRACTOR PARTS                 | \$9.87     |            |
|                                | 74,197 | 44084 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | TRACTOR PARTS                 | \$0.00     | \$85.81    |
| IDEAL SUPPLY COMPANY LTD       |        |       |                    |                                       |                               |            |            |
|                                | 74,179 | 44085 | 01-2000-4025-41700 | BLDG REPAIRS & MAINT                  | FLUORESCENT LT BULBS          | \$239.95   |            |
|                                | 74,179 | 44085 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | FLUORESCENT LT BULBS          | \$26.50    |            |
|                                | 74,179 | 44085 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FLUORESCENT LT BULBS          | \$0.00     | \$266.45   |
| ING. BIG BROTHERS/SISTERS ***  |        |       |                    |                                       |                               |            |            |
|                                | 74,220 | 44086 | 01-0100-4000-41020 | PROMOTION & MEALS                     | BOWLING LANE SPONSORSHIP      | \$250.00   |            |
|                                | 74,220 | 44086 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | BOWLING LANE SPONSORSHIP      | \$0.00     | \$250.00   |
| INGERSOLL GLASS & MIRROR ***   |        |       |                    |                                       |                               |            |            |
|                                | 74,140 | 44087 | 01-4500-4100-41700 | BLDG REPAIRS & MAINTENANCE            | REPLACED WINDOW IN SHOP       | \$48.58    |            |
|                                | 74,140 | 44087 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | REPLACED WINDOW IN SHOP       | \$5.37     |            |
|                                | 74,140 | 44087 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | REPLACED WINDOW IN SHOP       | \$0.00     | \$53.95    |
|                                | 74,141 | 44087 | 01-4500-4100-41700 | BLDG REPAIRS & MAINTENANCE            | REPAIR BROKEN WINDOW          | \$383.46   |            |
|                                | 74,141 | 44087 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | REPAIR BROKEN WINDOW          | \$42.36    |            |
|                                | 74,141 | 44087 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | REPAIR BROKEN WINDOW          | \$0.00     | \$425.82   |
| INGERSOLL HOME CENTRE LTD      |        |       |                    |                                       |                               |            |            |
|                                | 73,974 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                | OFFICE ELECTRICAL REPAIR      | \$20.05    |            |
|                                | 73,974 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | OFFICE ELECTRICAL REPAIR      | \$2.61     |            |
|                                | 73,974 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | OFFICE ELECTRICAL REPAIR      | \$0.00     | \$22.66    |
|                                | 73,975 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                | INSTALL KITCHEN POT HOLDER    | \$49.41    |            |
|                                | 73,975 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | INSTALL KITCHEN POT HOLDER    | \$6.42     |            |
|                                | 73,975 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | INSTALL KITCHEN POT HOLDER    | \$0.00     | \$55.83    |
|                                | 73,976 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                | INTERCOM COVERS & LIGHT BULBS | \$10.55    |            |
|                                | 73,976 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                    | INTERCOM COVERS & LIGHT BULBS | \$1.37     |            |
|                                | 73,976 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | INTERCOM COVERS & LIGHT BULBS | \$0.00     | \$11.92    |

|        |       |                    |   |                               |          |          |
|--------|-------|--------------------|---|-------------------------------|----------|----------|
| 73,977 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | PLATE COVERS SURE START       | \$23.78  |          |
| 73,977 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PLATE COVERS SURE START       | \$3.09   |          |
| 73,977 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PLATE COVERS SURE START       | \$0.00   | \$26.87  |
| 73,978 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | BOOT TRAYS FOR SNOEZELEN      | \$17.58  |          |
| 73,978 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | BOOT TRAYS FOR SNOEZELEN      | \$2.29   |          |
| 73,978 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BOOT TRAYS FOR SNOEZELEN      | \$0.00   | \$19.87  |
| 73,979 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | ATTACH CHANGE TABLE TO WALL   | \$7.49   |          |
| 73,979 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | ATTACH CHANGE TABLE TO WALL   | \$0.97   |          |
| 73,979 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ATTACH CHANGE TABLE TO WALL   | \$0.00   | \$8.46   |
| 73,980 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | SWITCH COVERS & SPONGES       | \$13.65  |          |
| 73,980 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SWITCH COVERS & SPONGES       | \$1.77   |          |
| 73,980 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SWITCH COVERS & SPONGES       | \$0.00   | \$15.42  |
| 73,981 | 44088 | 01-5200-4100-40210 | JANITORIAL SUPPLIES                         | PLEDGE CLEANER, LT BULBS      | \$11.97  |          |
| 73,981 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PLEDGE CLEANER, LT BULBS      | \$1.56   |          |
| 73,981 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PLEDGE CLEANER, LT BULBS      | \$0.00   | \$13.53  |
| 73,982 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | LIGHT BULBS, PADLOCK          | \$23.41  |          |
| 73,982 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | LIGHT BULBS, PADLOCK          | \$3.04   |          |
| 73,982 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LIGHT BULBS, PADLOCK          | \$0.00   | \$26.45  |
| 73,983 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | CAULKING GUN, CLEANERS, BRACE | \$26.18  |          |
| 73,983 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CAULKING GUN, CLEANERS, BRACE | \$3.40   |          |
| 73,983 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CAULKING GUN, CLEANERS, BRACE | \$0.00   | \$29.58  |
| 73,984 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | PULL                          | \$3.59   |          |
| 73,984 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PULL                          | \$0.47   |          |
| 73,984 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PULL                          | \$0.00   | \$4.06   |
| 73,985 | 44088 | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | SPRUCE FOR P.A. BOXES         | \$4.56   |          |
| 73,985 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SPRUCE FOR P.A. BOXES         | \$0.59   |          |
| 73,985 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SPRUCE FOR P.A. BOXES         | \$0.00   | \$5.15   |
| 73,986 | 44088 | 01-5100-4100-41700 | BLDG REPAIRS AND MAINT                      | CLAMPS                        | \$29.96  |          |
| 73,986 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CLAMPS                        | \$3.89   |          |
| 73,986 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CLAMPS                        | \$0.00   | \$33.85  |
| 73,987 | 44088 | 01-5100-6060-40420 | PROGRAM SUPPLIES                            | PACKING TAPE                  | \$4.97   |          |
| 73,987 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PACKING TAPE                  | \$0.65   |          |
| 73,987 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PACKING TAPE                  | \$0.00   | \$5.62   |
| 73,988 | 44088 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | CONCRETE SCREWS, CORNER BRACE | \$29.21  |          |
| 73,988 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CONCRETE SCREWS, CORNER BRACE | \$3.80   |          |
| 73,988 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CONCRETE SCREWS, CORNER BRACE | \$0.00   | \$33.01  |
| 73,989 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | 3/4" PLYWOOD, SCREWS          | \$299.68 |          |
| 73,989 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | 3/4" PLYWOOD, SCREWS          | \$38.96  |          |
| 73,989 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 3/4" PLYWOOD, SCREWS          | \$0.00   | \$338.64 |
| 73,990 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | 4 SPRUCE 2X10S                | \$56.64  |          |
| 73,990 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | 4 SPRUCE 2X10S                | \$7.36   |          |
| 73,990 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 4 SPRUCE 2X10S                | \$0.00   | \$64.00  |
| 73,991 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | 16' SPRUCE 2X4                | \$7.11   |          |
| 73,991 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | 16' SPRUCE 2X4                | \$0.92   |          |
| 73,991 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 16' SPRUCE 2X4                | \$0.00   | \$8.03   |
| 73,992 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | 12' PINE 1X4                  | \$5.60   |          |
| 73,992 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | 12' PINE 1X4                  | \$0.73   |          |
| 73,992 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 12' PINE 1X4                  | \$0.00   | \$6.33   |
| 73,993 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | SPRUCE 2X4S & 2X6S, PAINT     | \$92.05  |          |
| 73,993 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SPRUCE 2X4S & 2X6S, PAINT     | \$11.97  |          |
| 73,993 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SPRUCE 2X4S & 2X6S, PAINT     | \$0.00   | \$104.02 |
| 73,994 | 44088 | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT                     | LUMBER FOR TRAILER REPAIRS    | \$68.99  |          |
| 73,994 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | LUMBER FOR TRAILER REPAIRS    | \$8.97   |          |
| 73,994 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LUMBER FOR TRAILER REPAIRS    | \$0.00   | \$77.96  |
| 73,995 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | SCREWS                        | \$31.99  |          |
| 73,995 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SCREWS                        | \$4.16   |          |
| 73,995 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SCREWS                        | \$0.00   | \$36.15  |
| 73,996 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | PRESSURE WASHER HOSE          | \$62.07  |          |
| 73,996 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PRESSURE WASHER HOSE          | \$8.07   |          |
| 73,996 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PRESSURE WASHER HOSE          | \$0.00   | \$70.14  |
| 73,997 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | ANT SPRAY                     | \$19.98  |          |
| 73,997 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | ANT SPRAY                     | \$2.60   |          |
| 73,997 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ANT SPRAY                     | \$0.00   | \$22.58  |
| 73,998 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | HOSE HANGER                   | \$5.69   |          |
| 73,998 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | HOSE HANGER                   | \$0.74   |          |
| 73,998 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HOSE HANGER                   | \$0.00   | \$6.43   |
| 73,999 | 44088 | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | EXTENSION CORD ENDS           | \$34.25  |          |
| 73,999 | 44088 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | EXTENSION CORD ENDS           | \$4.45   |          |
| 73,999 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | EXTENSION CORD ENDS           | \$0.00   | \$38.70  |
| 74,000 | 44088 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | DRILL BIT                     | \$4.25   |          |
| 74,000 | 44088 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | DRILL BIT                     | \$0.47   |          |
| 74,000 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | DRILL BIT                     | \$0.00   | \$4.72   |
| 74,001 | 44088 | 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | PAINT & ROLLERS               | \$57.44  |          |
| 74,001 | 44088 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAINT & ROLLERS               | \$6.35   |          |
| 74,001 | 44088 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAINT & ROLLERS               | \$0.00   | \$63.79  |

|                               |        |       |                    |   |                              |            |            |
|-------------------------------|--------|-------|--------------------|---|------------------------------|------------|------------|
| INGERSOLL RENT-ALL ***        |        |       |                    |   |                              |            |            |
|                               | 74,160 | 44089 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | CHAIN OIL                    | \$58.17    |            |
|                               | 74,160 | 44089 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CHAIN OIL                    | \$6.42     |            |
|                               | 74,160 | 44089 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CHAIN OIL                    | \$0.00     | \$64.59    |
| A. M. JENSEN LIMITED          |        |       |                    |   |                              |            |            |
|                               | 74,225 | 44090 | 01-6200-4000-40440 | GIFT SHOP SUPPLIES                          | CHEESE FOR GIFT SHOP         | \$277.42   |            |
|                               | 74,225 | 44090 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CHEESE FOR GIFT SHOP         | \$0.00     | \$277.42   |
| DAMAGE DEPOSIT REFUND         |        |       |                    |   |                              |            |            |
|                               | 74,196 | 44091 | 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT                  | REFUND DAMAGE DEPOSIT 15-12  | \$1,000.00 |            |
|                               | 74,196 | 44091 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REFUND DAMAGE DEPOSIT 15-12  | \$0.00     | \$1,000.00 |
| D.H. JUTZI LIMITED            |        |       |                    |   |                              |            |            |
|                               | 74,008 | 44092 | 01-5000-6020-41550 | MAINTENANCE CONTRACTS                       | WATER TREATMENT              | \$375.00   |            |
|                               | 74,008 | 44092 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | WATER TREATMENT              | \$48.75    |            |
|                               | 74,008 | 44092 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WATER TREATMENT              | \$0.00     | \$423.75   |
| EMPLOYEE REIMBURSEMENT        |        |       |                    |   |                              |            |            |
|                               | 74,100 | 44093 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                         | WORK GLOVES                  | \$141.97   |            |
|                               | 74,100 | 44093 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WORK GLOVES                  | \$15.68    |            |
|                               | 74,100 | 44093 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WORK GLOVES                  | \$0.00     | \$157.65   |
| LAURIE HAWKINS PUBLIC SCHOOL  |        |       |                    |   |                              |            |            |
|                               | 74,074 | 44094 | 01-1000-4000-41160 | HONOURS & AWARDS                            | THOMPSON MEM'L SCHOLARSHIP   | \$100.00   |            |
|                               | 74,074 | 44094 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | THOMPSON MEM'L SCHOLARSHIP   | \$0.00     | \$100.00   |
| CUSTOMER REFUND               |        |       |                    |   |                              |            |            |
|                               | 74,010 | 44095 | 01-5100-6090-01638 | ADULT PROGRAM REVENUES                      | REFUND FOR CLASSES           | \$60.84    |            |
|                               | 74,010 | 44095 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REFUND FOR CLASSES           | \$7.91     |            |
|                               | 74,010 | 44095 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REFUND FOR CLASSES           | \$0.00     | \$68.75    |
| LIFESAVING SOCIETY            |        |       |                    |   |                              |            |            |
|                               | 74,038 | 44096 | 01-5100-6060-41450 | LEADERSHIP                                  | LIFE SAVING RECERTIFICATIONS | \$50.00    |            |
|                               | 74,038 | 44096 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LIFE SAVING RECERTIFICATIONS | \$0.00     | \$50.00    |
| LINETECH EQUIPMENT MFG LTD.   |        |       |                    |   |                              |            |            |
|                               | 74,135 | 44097 | 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | PARTS FOR PAINT MACHINE      | \$218.78   |            |
|                               | 74,135 | 44097 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PARTS FOR PAINT MACHINE      | \$24.17    |            |
|                               | 74,135 | 44097 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PARTS FOR PAINT MACHINE      | \$0.00     | \$242.95   |
| LITTLE TRACKS PETTING ZOO     |        |       |                    |   |                              |            |            |
|                               | 74,221 | 44098 | 01-6200-4000-40500 | SPECIAL EVENTS                              | PETTING ZOO AT MAY DAY       | \$350.00   |            |
|                               | 74,221 | 44098 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | PETTING ZOO AT MAY DAY       | \$45.50    |            |
|                               | 74,221 | 44098 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PETTING ZOO AT MAY DAY       | \$0.00     | \$395.50   |
| LONDON CIVIC EMPLOY,LOCAL 107 |        |       |                    |   |                              |            |            |
|                               | 74,217 | 44099 | 01-0000-2100-00707 | CUPE 107 UNION DUES (12100)                 | UNION DUES - APRIL           | \$1,374.03 |            |
|                               | 74,217 | 44099 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | UNION DUES - APRIL           | \$0.00     | \$1,374.03 |
| LONG & McQUADE                |        |       |                    |   |                              |            |            |
|                               | 74,068 | 44100 | 01-5200-6170-40270 | NEW EQUIPMENT                               | SABIAN 18" X-PLOSION         | \$179.99   |            |
|                               | 74,068 | 44100 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | SABIAN 18" X-PLOSION         | \$23.40    |            |
|                               | 74,068 | 44100 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SABIAN 18" X-PLOSION         | \$0.00     | \$203.39   |
| LPL PLUMBING                  |        |       |                    |   |                              |            |            |
|                               | 74,062 | 44101 | 01-5100-4100-41530 | EQUIP REPAIRS & MAINT                       | REPAIR PIPES ON POOL         | \$967.50   |            |
|                               | 74,062 | 44101 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPAIR PIPES ON POOL         | \$125.78   |            |
|                               | 74,062 | 44101 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR PIPES ON POOL         | \$0.00     | \$1,093.28 |
|                               | 74,063 | 44101 | 01-5000-6020-41700 | BLDG REPAIRS & MAINT                        | REPLACE CARTRIDGE & SEAT     | \$70.00    |            |
|                               | 74,063 | 44101 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | REPLACE CARTRIDGE & SEAT     | \$9.10     |            |
|                               | 74,063 | 44101 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPLACE CARTRIDGE & SEAT     | \$0.00     | \$79.10    |
| LWR AUTOMOTIVE                |        |       |                    |   |                              |            |            |
|                               | 74,101 | 44102 | 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA                    | WIPER BLADES #9              | \$22.45    |            |
|                               | 74,101 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WIPER BLADES #9              | \$2.48     |            |
|                               | 74,101 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WIPER BLADES #9              | \$0.00     | \$24.93    |
|                               | 74,102 | 44102 | 01-4500-4230-46384 | 938400 T4-02 STERLING D TRUCK               | WINTER BLADES TRUCK#4        | \$28.25    |            |
|                               | 74,102 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WINTER BLADES TRUCK#4        | \$3.12     |            |
|                               | 74,102 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WINTER BLADES TRUCK#4        | \$0.00     | \$31.37    |
|                               | 74,103 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | SHRINK TUBE                  | \$18.58    |            |
|                               | 74,103 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SHRINK TUBE                  | \$2.05     |            |
|                               | 74,103 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SHRINK TUBE                  | \$0.00     | \$20.63    |
|                               | 74,104 | 44102 | 01-4500-4230-46386 | 938603 T6-00 VOLVO D TRUCK                  | PIGTAIL - TRUCK#6            | \$15.14    |            |
|                               | 74,104 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PIGTAIL - TRUCK#6            | \$1.67     |            |
|                               | 74,104 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PIGTAIL - TRUCK#6            | \$0.00     | \$16.81    |
|                               | 74,105 | 44102 | 01-4500-4230-46383 | 938300 T3-09 PETERBILT D TRUCK              | PAINT                        | \$13.22    |            |
|                               | 74,105 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAINT                        | \$1.46     |            |
|                               | 74,105 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAINT                        | \$0.00     | \$14.68    |
|                               | 74,106 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | ELECTRICAL TAPE              | \$11.40    |            |
|                               | 74,106 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ELECTRICAL TAPE              | \$1.26     |            |
|                               | 74,106 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ELECTRICAL TAPE              | \$0.00     | \$12.66    |
|                               | 74,107 | 44102 | 01-4500-4230-46390 | 939000 T10-09 DODGE 2500                    | BRAKE ROD & ROTORS TRUCK#10  | \$339.51   |            |
|                               | 74,107 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | BRAKE ROD & ROTORS TRUCK#10  | \$37.50    |            |
|                               | 74,107 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BRAKE ROD & ROTORS TRUCK#10  | \$0.00     | \$377.01   |
|                               | 74,108 | 44102 | 01-4500-4230-46388 | 938800 T8-09 PETERBILT D TRUCK              | OIL, BACK UP ALARM           | \$242.85   |            |
|                               | 74,108 | 44102 | 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA                    | OIL, BACK UP ALARM           | \$44.45    |            |
|                               | 74,108 | 44102 | 01-4500-4230-46397 | 939700 SIDEWALK TRACTOR                     | OIL, BACK UP ALARM           | \$34.36    |            |



|                        |        |       |                    |   |                              |            |            |  |
|------------------------|--------|-------|--------------------|---|------------------------------|------------|------------|--|
|                        | 74,108 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | OIL, BACK UP ALARM           | \$26.83    |            |  |
|                        | 74,108 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | OIL, BACK UP ALARM           | \$4.91     |            |  |
|                        | 74,108 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | OIL, BACK UP ALARM           | \$3.80     |            |  |
|                        | 74,108 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | OIL, BACK UP ALARM           | \$0.00     | \$357.20   |  |
|                        | 74,109 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | 6" EXTENSION                 | \$11.07    |            |  |
|                        | 74,109 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | 6" EXTENSION                 | \$1.22     |            |  |
|                        | 74,109 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | 6" EXTENSION                 | \$0.00     | \$12.29    |  |
|                        | 74,110 | 44102 | 01-4500-4230-46381 | 938100 T1-14 DODGE RAM                      | OIL                          | \$111.51   |            |  |
|                        | 74,110 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | OIL                          | \$12.32    |            |  |
|                        | 74,110 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | OIL                          | \$0.00     | \$123.83   |  |
|                        | 74,111 | 44102 | 01-4500-4230-46386 | 938603 T6-00 VOLVO D TRUCK                  | DIESEL EXHAUST FLUID         | \$53.24    |            |  |
|                        | 74,111 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | DIESEL EXHAUST FLUID         | \$5.88     |            |  |
|                        | 74,111 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | DIESEL EXHAUST FLUID         | \$0.00     | \$59.12    |  |
|                        | 74,112 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | GREASE                       | \$66.96    |            |  |
|                        | 74,112 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | GREASE                       | \$7.39     |            |  |
|                        | 74,112 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | GREASE                       | \$0.00     | \$74.35    |  |
|                        | 74,113 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | CAR FRESHENERS               | \$6.17     |            |  |
|                        | 74,113 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CAR FRESHENERS               | \$0.68     |            |  |
|                        | 74,113 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CAR FRESHENERS               | \$0.00     | \$6.85     |  |
|                        | 74,114 | 44102 | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP                  | ELECTRICAL CALIPER           | \$17.29    |            |  |
|                        | 74,114 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ELECTRICAL CALIPER           | \$1.91     |            |  |
|                        | 74,114 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ELECTRICAL CALIPER           | \$0.00     | \$19.20    |  |
|                        | 74,115 | 44102 | 01-4500-4230-46381 | 938100 T1-14 DODGE RAM                      | SILICONE ADHESIVE            | \$7.62     |            |  |
|                        | 74,115 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SILICONE ADHESIVE            | \$0.84     |            |  |
|                        | 74,115 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SILICONE ADHESIVE            | \$0.00     | \$8.46     |  |
|                        | 74,116 | 44102 | 01-4500-4230-46381 | 938100 T1-14 DODGE RAM                      | RED SPRAY PAINT              | \$20.44    |            |  |
|                        | 74,116 | 44102 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | RED SPRAY PAINT              | \$2.26     |            |  |
|                        | 74,116 | 44102 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | RED SPRAY PAINT              | \$0.00     | \$22.70    |  |
| DAMAGE DEPOSIT REFUND  |        |       |                    |   |                              |            |            |  |
|                        | 74,229 | 44103 | 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT                  | REFUND DAMAGE DEPOSIT 14-129 | \$1,000.00 |            |  |
|                        | 74,229 | 44103 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REFUND DAMAGE DEPOSIT 14-129 | \$0.00     | \$1,000.00 |  |
| EMPLOYEE REIMBURSEMENT |        |       |                    |   |                              |            |            |  |
|                        | 74,005 | 44104 | 01-5100-6060-40620 | MILEAGE                                     | MILEAGE - MARCH              | \$7.65     |            |  |
|                        | 74,005 | 44104 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | MILEAGE - MARCH              | \$0.99     |            |  |
|                        | 74,005 | 44104 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MILEAGE - MARCH              | \$0.00     | \$8.64     |  |
| MCKIM HARDWARE         |        |       |                    |   |                              |            |            |  |
|                        | 74,199 | 44105 | 01-5000-6040-41700 | BLDG REPAIRS & MAINT                        | LIGHT BULBS, DESCALER        | \$25.23    |            |  |
|                        | 74,199 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | LIGHT BULBS, DESCALER        | \$3.28     |            |  |
|                        | 74,199 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LIGHT BULBS, DESCALER        | \$0.00     | \$28.51    |  |
|                        | 74,200 | 44105 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                         | WIPES, DUSTERS, SOAP, ETC    | \$30.27    |            |  |
|                        | 74,200 | 44105 | 01-2000-4025-40210 | JANITORIAL SUPPLIES                         | WIPES, DUSTERS, SOAP, ETC    | \$4.79     |            |  |
|                        | 74,200 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WIPES, DUSTERS, SOAP, ETC    | \$3.35     |            |  |
|                        | 74,200 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WIPES, DUSTERS, SOAP, ETC    | \$0.00     | \$38.41    |  |
|                        | 74,201 | 44105 | 01-3000-4000-41700 | BLDG REPAIRS & MAINTENANCE                  | FUEL/OIL FOR CHAIN SAW       | \$19.35    |            |  |
|                        | 74,201 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | FUEL/OIL FOR CHAIN SAW       | \$2.14     |            |  |
|                        | 74,201 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUEL/OIL FOR CHAIN SAW       | \$0.00     | \$21.49    |  |
|                        | 74,202 | 44105 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | HOSE                         | \$29.82    |            |  |
|                        | 74,202 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | HOSE                         | \$3.87     |            |  |
|                        | 74,202 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HOSE                         | \$0.00     | \$33.69    |  |
|                        | 74,203 | 44105 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | HOSE NOZZLE                  | \$8.49     |            |  |
|                        | 74,203 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | HOSE NOZZLE                  | \$1.10     |            |  |
|                        | 74,203 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HOSE NOZZLE                  | \$0.00     | \$9.59     |  |
|                        | 74,204 | 44105 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | CLEANER, LT BULB             | \$10.98    |            |  |
|                        | 74,204 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CLEANER, LT BULB             | \$1.43     |            |  |
|                        | 74,204 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CLEANER, LT BULB             | \$0.00     | \$12.41    |  |
|                        | 74,205 | 44105 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | BRACKETS, SCREWS, DRILL BIT  | \$17.88    |            |  |
|                        | 74,205 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | BRACKETS, SCREWS, DRILL BIT  | \$2.32     |            |  |
|                        | 74,205 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | BRACKETS, SCREWS, DRILL BIT  | \$0.00     | \$20.20    |  |
|                        | 74,207 | 44105 | 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | CLEANERS, AIR FRESHENERS     | \$8.35     |            |  |
|                        | 74,207 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | CLEANERS, AIR FRESHENERS     | \$1.09     |            |  |
|                        | 74,207 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CLEANERS, AIR FRESHENERS     | \$0.00     | \$9.44     |  |
|                        | 74,208 | 44105 | 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | PAINT                        | \$35.99    |            |  |
|                        | 74,208 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAINT                        | \$3.98     |            |  |
|                        | 74,208 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAINT                        | \$0.00     | \$39.97    |  |
|                        | 74,209 | 44105 | 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS                  | WHITE PAINT                  | \$35.26    |            |  |
|                        | 74,209 | 44105 | 01-0000-0200-00325 | HST RECEIVABLE100%                          | WHITE PAINT                  | \$4.58     |            |  |
|                        | 74,209 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WHITE PAINT                  | \$0.00     | \$39.84    |  |
|                        | 74,210 | 44105 | 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS                  | PAINT & BRUSHES              | \$40.63    |            |  |
|                        | 74,210 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAINT & BRUSHES              | \$4.49     |            |  |
|                        | 74,210 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAINT & BRUSHES              | \$0.00     | \$45.12    |  |
|                        | 74,211 | 44105 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING  | PAINT                        | \$32.86    |            |  |
|                        | 74,211 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PAINT                        | \$3.63     |            |  |
|                        | 74,211 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PAINT                        | \$0.00     | \$36.49    |  |
|                        | 74,212 | 44105 | 01-4500-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | ANT & MOUSE TRAPS, CAR FRESH | \$19.70    |            |  |
|                        | 74,212 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ANT & MOUSE TRAPS, CAR FRESH | \$2.18     |            |  |

|                               |        |       |                    |  |                               |             |             |
|-------------------------------|--------|-------|--------------------|--|-------------------------------|-------------|-------------|
|                               | 74,212 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | ANT & MOUSE TRAPS, CAR FRESH  | \$0.00      | \$21.88     |
|                               | 74,213 | 44105 | 01-4500-4230-46404 | 940400 PAINT SPRAYER   | BRAKE CABLES                  | \$13.21     |             |
|                               | 74,213 | 44105 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | BRAKE CABLES                  | \$1.46      |             |
| TAX REFUND                    | 74,213 | 44105 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | BRAKE CABLES                  | \$0.00      | \$14.67     |
|                               | 74,017 | 44106 | 01-0000-0090-99910 | TAXES - CLEARING   | 2013, 2014 MIN OF SETTLEMENT  | \$51,296.24 |             |
|                               | 74,017 | 44106 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | 2013, 2014 MIN OF SETTLEMENT  | \$0.00      | \$51,296.24 |
| MISTER SAFETY SHOES (FORMERLY | 74,091 | 44107 | 01-3220-4000-40290 | UNIFORMS AND CLOTHING  | RAIN PANTS - CROSSING GUARD   | \$36.58     |             |
|                               | 74,091 | 44107 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | RAIN PANTS - CROSSING GUARD   | \$4.04      |             |
|                               | 74,091 | 44107 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | RAIN PANTS - CROSSING GUARD   | \$0.00      | \$40.62     |
| MUNICIPAL WORLD INC.          | 74,093 | 44108 | 01-1300-4000-41000 | ADVERTISING  | JOB POSTING - TREASURER       | \$432.48    |             |
|                               | 74,093 | 44108 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | JOB POSTING - TREASURER       | \$47.77     |             |
|                               | 74,093 | 44108 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | JOB POSTING - TREASURER       | \$0.00      | \$480.25    |
| M.V.H. METAL PRODUCTS INC.    | 74,139 | 44109 | 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN                              | 2 TONNES OF COLD PATCH        | \$264.58    |             |
|                               | 74,139 | 44109 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | 2 TONNES OF COLD PATCH        | \$29.22     |             |
|                               | 74,139 | 44109 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | 2 TONNES OF COLD PATCH        | \$0.00      | \$293.80    |
| EMPLOYEE REIMBURSEMENT        | 74,009 | 44110 | 01-5100-6070-40290 | UNIFORMS AND CLOTHING  | SHOES                         | \$79.99     |             |
|                               | 74,009 | 44110 | 01-0000-0200-00325 | HST RECEIVABLE100%   | SHOES                         | \$10.40     |             |
|                               | 74,009 | 44110 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | SHOES                         | \$0.00      | \$90.39     |
| NEOPOST CANADA LTD ***        | 74,025 | 44111 | 01-1000-4000-40230 | POSTAGE  | MAY-JULY POSTAGE MACH LEASE   | \$830.36    |             |
|                               | 74,025 | 44111 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | MAY-JULY POSTAGE MACH LEASE   | \$91.72     |             |
|                               | 74,025 | 44111 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | MAY-JULY POSTAGE MACH LEASE   | \$0.00      | \$922.08    |
| NETHERCOTT PRESS INC          | 74,041 | 44112 | 01-5100-4000-40200 | OFFICE SUPPLIES  | PASS CARDS - AQUAFIT CLASSES  | \$65.00     |             |
|                               | 74,041 | 44112 | 01-0000-0200-00325 | HST RECEIVABLE100%   | PASS CARDS - AQUAFIT CLASSES  | \$8.45      |             |
|                               | 74,041 | 44112 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | PASS CARDS - AQUAFIT CLASSES  | \$0.00      | \$73.45     |
| OH SOLUTIONS                  | 74,167 | 44113 | 10-0000-3066-40880 | CONSULTING FEES  | DESIGNATED SUBSTANCE REPORT   | \$2,070.00  |             |
|                               | 74,167 | 44113 | 01-0000-0200-00325 | HST RECEIVABLE100%   | DESIGNATED SUBSTANCE REPORT   | \$269.10    |             |
|                               | 74,167 | 44113 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | DESIGNATED SUBSTANCE REPORT   | \$0.00      | \$2,339.10  |
| OLDE BAKERY CAFE              | 74,055 | 44114 | 01-0900-4000-40880 | CONSULTING FEES  | BREAKFAST & LUNCH TRAYS       | \$132.29    |             |
|                               | 74,055 | 44114 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | BREAKFAST & LUNCH TRAYS       | \$14.61     |             |
|                               | 74,055 | 44114 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | BREAKFAST & LUNCH TRAYS       | \$0.00      | \$146.90    |
|                               | 74,078 | 44114 | 01-0100-4000-41100 | RECEPTIONS & PUBLIC MEETINGS   | DESSERT TRAY FOR MEETING      | \$21.41     |             |
|                               | 74,078 | 44114 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | DESSERT TRAY FOR MEETING      | \$2.37      |             |
|                               | 74,078 | 44114 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | DESSERT TRAY FOR MEETING      | \$0.00      | \$23.78     |
| OLDE TYME TAXI                | 74,045 | 44115 | 01-1001-4000-41560 | CONTRACTS  | PARA CONTRACT - MARCH         | \$3,600.90  |             |
|                               | 74,045 | 44115 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | PARA CONTRACT - MARCH         | \$397.74    |             |
|                               | 74,045 | 44115 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | PARA CONTRACT - MARCH         | \$0.00      | \$3,998.64  |
|                               | 74,057 | 44115 | 01-5200-6090-40420 | PROGRAM SUPPLIES   | TAXI GIRLS GRP TO MOVIES      | \$36.00     |             |
|                               | 74,057 | 44115 | 01-0000-0200-00325 | HST RECEIVABLE100%   | TAXI GIRLS GRP TO MOVIES      | \$4.68      |             |
|                               | 74,057 | 44115 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | TAXI GIRLS GRP TO MOVIES      | \$0.00      | \$40.68     |
| O.M.E.R.S. ***                | 74,216 | 44116 | 01-0000-2100-00704 | OMERS (15000)  | OMERS PREMIUMS - APRIL        | \$56,591.30 |             |
|                               | 74,216 | 44116 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | OMERS PREMIUMS - APRIL        | \$0.00      | \$56,591.30 |
| ONTARIO DOOR CONTROLS LIMITED | 74,164 | 44117 | 01-2000-4015-41700 | BLDG REPARIS & MAINTENANCE   | REPAIR TO CARRS WLKWY DOOR    | \$862.04    |             |
|                               | 74,164 | 44117 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | REPAIR TO CARRS WLKWY DOOR    | \$95.22     |             |
|                               | 74,164 | 44117 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | REPAIR TO CARRS WLKWY DOOR    | \$0.00      | \$957.26    |
| OXFORD COUNTY ***             | 74,043 | 44118 | 01-0100-4000-40610 | MEETINGS & CONFERENCES   | COMM OF ADJUSTMENT TRAINING   | \$79.20     |             |
|                               | 74,043 | 44118 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | COMM OF ADJUSTMENT TRAINING   | \$0.00      | \$79.20     |
|                               | 74,044 | 44118 | 01-1000-4000-40820 | PLANNING ACT EXPENSES  | 1ST QTR - PLANNING EXPENSES   | \$721.23    |             |
|                               | 74,044 | 44118 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | 1ST QTR - PLANNING EXPENSES   | \$0.00      | \$721.23    |
| P M HYDRAULICS ***            | 74,157 | 44119 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING HOSE, FITTINGS, COUPLING, ETC |                               | \$474.66    |             |
|                               | 74,157 | 44119 | 01-4500-4100-41700 | BLDG REPAIRS & MAINTENANCE   | HOSE, FITTINGS, COUPLING, ETC | \$306.30    |             |
|                               | 74,157 | 44119 | 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN                              | HOSE, FITTINGS, COUPLING, ETC | \$16.05     |             |
|                               | 74,157 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | HOSE, FITTINGS, COUPLING, ETC | \$52.43     |             |
|                               | 74,157 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | HOSE, FITTINGS, COUPLING, ETC | \$33.83     |             |
|                               | 74,157 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | HOSE, FITTINGS, COUPLING, ETC | \$1.77      |             |
|                               | 74,157 | 44119 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | HOSE, FITTINGS, COUPLING, ETC | \$0.00      | \$885.04    |
|                               | 74,158 | 44119 | 01-4500-4230-46404 | 940400 PAINT SPRAYER   | PARTS FOR PAINT SPRAYER & T12 | \$114.11    |             |
|                               | 74,158 | 44119 | 01-4500-4230-46392 | 939200 2012 BACKHOE LOADER   | PARTS FOR PAINT SPRAYER & T12 | \$52.02     |             |
|                               | 74,158 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | PARTS FOR PAINT SPRAYER & T12 | \$12.61     |             |
|                               | 74,158 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                                       | PARTS FOR PAINT SPRAYER & T12 | \$5.74      |             |
|                               | 74,158 | 44119 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                                       | PARTS FOR PAINT SPRAYER & T12 | \$0.00      | \$184.48    |
|                               | 74,159 | 44119 | 01-4500-4230-46406 | 940600 COLAS SPRAY ASPH HOPPR  | PARTS FOR T12, 4 & ASPH TRLR  | \$53.04     |             |

|                                |        |       |                    |                                    |                               |            |             |
|--------------------------------|--------|-------|--------------------|------------------------------------|-------------------------------|------------|-------------|
|                                | 74,159 | 44119 | 01-4500-4230-46392 | 939200 2012 BACKHOE LOADER         | PARTS FOR T12, 4 & ASPH TRLR  | \$270.22   |             |
|                                | 74,159 | 44119 | 01-4500-4230-46384 | 938400 T4-02 STERLING D TRUCK      | PARTS FOR T12, 4 & ASPH TRLR  | \$127.85   |             |
|                                | 74,159 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PARTS FOR T12, 4 & ASPH TRLR  | \$5.86     |             |
|                                | 74,159 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PARTS FOR T12, 4 & ASPH TRLR  | \$29.85    |             |
|                                | 74,159 | 44119 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PARTS FOR T12, 4 & ASPH TRLR  | \$14.12    |             |
|                                | 74,159 | 44119 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARTS FOR T12, 4 & ASPH TRLR  | \$0.00     | \$500.94    |
| PRACTICA LTD                   |        |       |                    |                                    |                               |            |             |
|                                | 74,048 | 44120 | 01-5000-6050-40210 | JANITORIAL SUPPLIES                | DOG PICK UP BAGS              | \$209.63   |             |
|                                | 74,048 | 44120 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | DOG PICK UP BAGS              | \$27.25    |             |
|                                | 74,048 | 44120 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DOG PICK UP BAGS              | \$0.00     | \$236.88    |
| PRECISION CURB CUTTING LTD.    |        |       |                    |                                    |                               |            |             |
|                                | 74,180 | 44121 | 10-0000-3232-80000 | MATERIALS-CHARLES ST SIDEWALKS     | CURB CUTS - CHARLES ST W      | \$2,851.32 |             |
|                                | 74,180 | 44121 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CURB CUTS - CHARLES ST W      | \$314.94   |             |
|                                | 74,180 | 44121 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CURB CUTS - CHARLES ST W      | \$0.00     | \$3,166.26  |
| PURULATOR COURIER LTD          |        |       |                    |                                    |                               |            |             |
|                                | 74,056 | 44122 | 01-1000-4000-40240 | COURIER CHARGES                    | COURIER AGRMNT TO MIN. ENVIRO | \$26.82    |             |
|                                | 74,056 | 44122 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | COURIER AGRMNT TO MIN. ENVIRO | \$2.97     |             |
|                                | 74,056 | 44122 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | COURIER AGRMNT TO MIN. ENVIRO | \$0.00     | \$29.79     |
|                                | 74,125 | 44122 | 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA           | COURIER PARTS & DOCUMENTS     | \$30.11    |             |
|                                | 74,125 | 44122 | 01-4000-4000-40240 | COURIER CHARGES                    | COURIER PARTS & DOCUMENTS     | \$12.19    |             |
|                                | 74,125 | 44122 | 01-4500-4000-40240 | COURIER CHARGES                    | COURIER PARTS & DOCUMENTS     | \$24.18    |             |
|                                | 74,125 | 44122 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | COURIER PARTS & DOCUMENTS     | \$3.33     |             |
|                                | 74,125 | 44122 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | COURIER PARTS & DOCUMENTS     | \$1.35     |             |
|                                | 74,125 | 44122 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | COURIER PARTS & DOCUMENTS     | \$2.67     |             |
|                                | 74,125 | 44122 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | COURIER PARTS & DOCUMENTS     | \$0.00     | \$73.83     |
| REALTAX INC                    |        |       |                    |                                    |                               |            |             |
|                                | 74,022 | 44123 | 01-0000-0090-99910 | TAXES - CLEARING                   | FIRST NOTICE REGISTRATION     | \$381.60   |             |
|                                | 74,022 | 44123 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRST NOTICE REGISTRATION     | \$42.15    |             |
|                                | 74,022 | 44123 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRST NOTICE REGISTRATION     | \$0.00     | \$423.75    |
|                                | 74,023 | 44123 | 01-0000-0090-99910 | TAXES - CLEARING                   | FIRST NOTICE REGISTRATION     | \$279.81   |             |
|                                | 74,023 | 44123 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRST NOTICE REGISTRATION     | \$30.94    |             |
|                                | 74,023 | 44123 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRST NOTICE REGISTRATION     | \$0.00     | \$310.75    |
| RECEIVER GENERAL FOR CANADA ** |        |       |                    |                                    |                               |            |             |
|                                | 74,053 | 44124 | 01-5200-6090-40260 | SUBSCRIP AND PUBLICATIONS          | 3 RADIO/WALKIE LICENCES       | \$122.40   |             |
|                                | 74,053 | 44124 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 3 RADIO/WALKIE LICENCES       | \$0.00     | \$122.40    |
| REGIS AUTO PARTS               |        |       |                    |                                    |                               |            |             |
|                                | 74,117 | 44125 | 01-4500-4230-46390 | 939000 T10-09 DODGE 2500           | OIL FILTERS                   | \$13.72    |             |
|                                | 74,117 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | OIL FILTERS                   | \$1.51     |             |
|                                | 74,117 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OIL FILTERS                   | \$0.00     | \$15.23     |
|                                | 74,118 | 44125 | 01-4500-4230-46397 | 939700 SIDEWALK TRACTOR            | TRACKLESS FILTER              | \$14.86    |             |
|                                | 74,118 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRACKLESS FILTER              | \$1.64     |             |
|                                | 74,118 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRACKLESS FILTER              | \$0.00     | \$16.50     |
|                                | 74,119 | 44125 | 01-4500-4230-46387 | 938700 T7-08 DODGE 3500            | OIL FILTERS                   | \$6.86     |             |
|                                | 74,119 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | OIL FILTERS                   | \$0.76     |             |
|                                | 74,119 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OIL FILTERS                   | \$0.00     | \$7.62      |
|                                | 74,120 | 44125 | 01-4500-4230-46382 | 938200 T2-07 DODGE 3500            | AIR FILTERS                   | \$17.73    |             |
|                                | 74,120 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | AIR FILTERS                   | \$1.95     |             |
|                                | 74,120 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | AIR FILTERS                   | \$0.00     | \$19.68     |
|                                | 74,121 | 44125 | 01-4500-4230-46381 | 938100 T1-14 DODGE RAM             | TRUCK#1 OIL FILTER            | \$6.32     |             |
|                                | 74,121 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#1 OIL FILTER            | \$0.70     |             |
|                                | 74,121 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#1 OIL FILTER            | \$0.00     | \$7.02      |
|                                | 74,122 | 44125 | 01-4500-4230-46403 | 940300 ASPHALT ROLLER/HD TAMP      | ROLLER - FUEL & OIL FILTERS   | \$16.61    |             |
|                                | 74,122 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | ROLLER - FUEL & OIL FILTERS   | \$1.83     |             |
|                                | 74,122 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ROLLER - FUEL & OIL FILTERS   | \$0.00     | \$18.44     |
|                                | 74,123 | 44125 | 01-4500-4230-46401 | 940100 SNOW BLOWER                 | SNOW BLOWER OIL FILTER        | \$17.14    |             |
|                                | 74,123 | 44125 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | SNOW BLOWER OIL FILTER        | \$1.89     |             |
|                                | 74,123 | 44125 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SNOW BLOWER OIL FILTER        | \$0.00     | \$19.03     |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |                                    |                               |            |             |
|                                | 74,094 | 44126 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                | CLOTHING, WORK GLOVES         | \$406.85   |             |
|                                | 74,094 | 44126 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CLOTHING, WORK GLOVES         | \$44.94    |             |
|                                | 74,094 | 44126 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CLOTHING, WORK GLOVES         | \$0.00     | \$451.79    |
| RELIANCE HOME COMFORT          |        |       |                    |                                    |                               |            |             |
|                                | 74,002 | 44127 | 01-5100-4100-41550 | MAINTENANCE CONTRACTS              | HOT WATER TANK RENTAL         | \$384.94   |             |
|                                | 74,002 | 44127 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | HOT WATER TANK RENTAL         | \$50.04    |             |
|                                | 74,002 | 44127 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | HOT WATER TANK RENTAL         | \$0.00     | \$434.98    |
| RESQTECH SYSTEMS INC ***       |        |       |                    |                                    |                               |            |             |
|                                | 74,035 | 44128 | 01-3000-4000-41510 | VEHICLE REPAIRS & MAINTENANCE      | LIGHT REPLACEMENT             | \$52.91    |             |
|                                | 74,035 | 44128 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LIGHT REPLACEMENT             | \$5.85     |             |
|                                | 74,035 | 44128 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LIGHT REPLACEMENT             | \$0.00     | \$58.76     |
| RIGHT RENO                     |        |       |                    |                                    |                               |            |             |
|                                | 74,065 | 44129 | 10-0000-3536-80100 | PRIME CONTRACT                     | KITCHEN RENO CONTRACTOR       | \$9,666.00 |             |
|                                | 74,065 | 44129 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | KITCHEN RENO CONTRACTOR       | \$1,256.58 |             |
|                                | 74,065 | 44129 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | KITCHEN RENO CONTRACTOR       | \$0.00     | \$10,922.58 |
| ROCK SOLID DESIGNS             |        |       |                    |                                    |                               |            |             |
|                                | 74,042 | 44130 | 01-5000-6020-41750 | LOT SNOW REMOVAL & SANDING         | PLOW & SALT - MARCH           | \$390.00   |             |

|                                |        |       |                    |                                    |                               |             |             |
|--------------------------------|--------|-------|--------------------|------------------------------------|-------------------------------|-------------|-------------|
|                                | 74,042 | 44130 | 01-5100-4100-41750 | LOT SNOW REMOVAL & SANDING         | PLOW & SALT - MARCH           | \$435.00    |             |
|                                | 74,042 | 44130 | 01-5000-6040-41750 | LOT SNOW REMOVAL & SANDING         | PLOW & SALT - MARCH           | \$410.00    |             |
|                                | 74,042 | 44130 | 01-5200-4100-41750 | LOT SNOW REMOVAL & SANDING         | PLOW & SALT - MARCH           | \$435.00    |             |
|                                | 74,042 | 44130 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PLOW & SALT - MARCH           | \$50.70     |             |
|                                | 74,042 | 44130 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PLOW & SALT - MARCH           | \$56.55     |             |
|                                | 74,042 | 44130 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PLOW & SALT - MARCH           | \$53.30     |             |
|                                | 74,042 | 44130 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PLOW & SALT - MARCH           | \$56.55     |             |
|                                | 74,042 | 44130 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PLOW & SALT - MARCH           | \$0.00      | \$1,887.10  |
|                                | 74,181 | 44130 | 01-4500-4200-41750 | SNOW REMOVAL                       | PKG LT SNOW REMOVAL - MARCH   | \$2,096.26  |             |
|                                | 74,181 | 44130 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PKG LT SNOW REMOVAL - MARCH   | \$231.54    |             |
|                                | 74,181 | 44130 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PKG LT SNOW REMOVAL - MARCH   | \$0.00      | \$2,327.80  |
| ROYAL ROADS PUBLIC SCHOOL      | 74,076 | 44131 | 01-1000-4000-41160 | HONOURS & AWARDS                   | THOMPSON MEM'L SCHOLARSHIP    | \$100.00    |             |
|                                | 74,076 | 44131 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | THOMPSON MEM'L SCHOLARSHIP    | \$0.00      | \$100.00    |
| SHERK, MELISSA                 | 74,003 | 44132 | 01-5100-6060-40420 | PROGRAM SUPPLIES                   | BIRTHDAY BALLOONS             | \$55.00     |             |
|                                | 74,003 | 44132 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | BIRTHDAY BALLOONS             | \$7.15      |             |
|                                | 74,003 | 44132 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BIRTHDAY BALLOONS             | \$0.00      | \$62.15     |
|                                | 74,004 | 44132 | 01-5100-6060-40420 | PROGRAM SUPPLIES                   | PIRATES COVE BALLOONS         | \$60.25     |             |
|                                | 74,004 | 44132 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PIRATES COVE BALLOONS         | \$7.83      |             |
|                                | 74,004 | 44132 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PIRATES COVE BALLOONS         | \$0.00      | \$68.08     |
| SHOPPERS DRUG MART             | 74,066 | 44133 | 01-5200-6090-40420 | PROGRAM SUPPLIES                   | SHOPPERS - MAR 2015 - FUSION  | \$2.99      |             |
|                                | 74,066 | 44133 | 01-5200-6090-40430 | CANTEEN SUPPLIES                   | SHOPPERS - MAR 2015 - FUSION  | \$2.99      |             |
|                                | 74,066 | 44133 | 01-5200-6090-40610 | MEETINGS & CONFERENCES             | SHOPPERS - MAR 2015 - FUSION  | \$3.98      |             |
|                                | 74,066 | 44133 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | SHOPPERS - MAR 2015 - FUSION  | \$0.39      |             |
|                                | 74,066 | 44133 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | SHOPPERS - MAR 2015 - FUSION  | \$0.39      |             |
|                                | 74,066 | 44133 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SHOPPERS - MAR 2015 - FUSION  | \$0.00      | \$10.74     |
| SHUTTER FOTOS                  | 74,050 | 44134 | 01-5200-6195-41000 | ADVERTISING                        | GOOGLE 360 DEG TOUR           | \$850.00    |             |
|                                | 74,050 | 44134 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | GOOGLE 360 DEG TOUR           | \$110.50    |             |
|                                | 74,050 | 44134 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GOOGLE 360 DEG TOUR           | \$0.00      | \$960.50    |
| EMPLOYEE REIMBURSEMENT         | 74,188 | 44135 | 01-3400-4000-40620 | MILEAGE                            | MILEAGE - MARCH/APRIL         | \$232.93    |             |
|                                | 74,188 | 44135 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE - MARCH/APRIL         | \$25.73     |             |
|                                | 74,188 | 44135 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE - MARCH/APRIL         | \$0.00      | \$258.66    |
| EMPLOYEE REIMBURSEMENT         | 74,058 | 44136 | 01-5200-6090-40630 | STAFF TRAINING                     | AMCTO - EXEC MGMT COURSE      | \$942.50    |             |
|                                | 74,058 | 44136 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | AMCTO - EXEC MGMT COURSE      | \$122.53    |             |
|                                | 74,058 | 44136 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | AMCTO - EXEC MGMT COURSE      | \$0.00      | \$1,065.03  |
| SOAK IT UP INC                 | 74,011 | 44137 | 01-5100-4100-41550 | MAINTENANCE CONTRACTS              | MAT CLEANING                  | \$305.80    |             |
|                                | 74,011 | 44137 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | MAT CLEANING                  | \$39.75     |             |
|                                | 74,011 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MAT CLEANING                  | \$0.00      | \$345.55    |
|                                | 74,049 | 44137 | 01-5200-4100-41550 | MAINTENANCE CONTRACTS              | MAT & MOP RENTAL              | \$32.00     |             |
|                                | 74,049 | 44137 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | MAT & MOP RENTAL              | \$4.16      |             |
|                                | 74,049 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MAT & MOP RENTAL              | \$0.00      | \$36.16     |
|                                | 74,169 | 44137 | 01-2000-4025-41540 | RENTAL                             | MAT RENTAL - TC               | \$29.00     |             |
|                                | 74,169 | 44137 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MAT RENTAL - TC               | \$3.21      |             |
|                                | 74,169 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MAT RENTAL - TC               | \$0.00      | \$32.21     |
|                                | 74,170 | 44137 | 01-2000-4015-41540 | RENTAL                             | MAT RENTAL - CARRS WLKWKY     | \$11.00     |             |
|                                | 74,170 | 44137 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | MAT RENTAL - CARRS WLKWKY     | \$1.43      |             |
|                                | 74,170 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MAT RENTAL - CARRS WLKWKY     | \$0.00      | \$12.43     |
|                                | 74,171 | 44137 | 01-2000-4025-41540 | RENTAL                             | MAT RENTAL - TC               | \$29.00     |             |
|                                | 74,171 | 44137 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MAT RENTAL - TC               | \$3.21      |             |
|                                | 74,171 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MAT RENTAL - TC               | \$0.00      | \$32.21     |
|                                | 74,172 | 44137 | 01-2000-4015-41540 | RENTAL                             | CARRS WLKWKY MAT RENTAL       | \$11.00     |             |
|                                | 74,172 | 44137 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | CARRS WLKWKY MAT RENTAL       | \$1.43      |             |
|                                | 74,172 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CARRS WLKWKY MAT RENTAL       | \$0.00      | \$12.43     |
|                                | 74,224 | 44137 | 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE         | MUSEUM MAT RENTAL             | \$18.00     |             |
|                                | 74,224 | 44137 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | MUSEUM MAT RENTAL             | \$2.34      |             |
|                                | 74,224 | 44137 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MUSEUM MAT RENTAL             | \$0.00      | \$20.34     |
| STAPLES ***                    | 74,072 | 44138 | 01-5100-4000-40200 | OFFICE SUPPLIES                    | TASK CHAIR, THERM ROLLS, ETC  | \$229.12    |             |
|                                | 74,072 | 44138 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | TASK CHAIR, THERM ROLLS, ETC  | \$29.78     |             |
|                                | 74,072 | 44138 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TASK CHAIR, THERM ROLLS, ETC  | \$0.00      | \$258.90    |
| STONETOWN SUPPLY SERVICES(ING) | 74,034 | 44139 | 01-3000-4100-40210 | JANITORIAL SUPPLIES                | PPR TWL, LYSOL, TLT PPR, SOAP | \$149.69    |             |
|                                | 74,034 | 44139 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PPR TWL, LYSOL, TLT PPR, SOAP | \$16.53     |             |
|                                | 74,034 | 44139 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PPR TWL, LYSOL, TLT PPR, SOAP | \$0.00      | \$166.22    |
| SUN LIFE OF CANADA             | 74,215 | 44140 | 01-0000-2100-00716 | HEALTH CARE PAYABLE                | GROUP BENEFITS PREMIUM-APR    | \$41,789.28 |             |
|                                | 74,215 | 44140 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GROUP BENEFITS PREMIUM-APR    | \$0.00      | \$41,789.28 |
| SUN MEDIA - CALGARY SUN        | 74,142 | 44141 | 01-4500-4000-41000 | ADVERTISING                        | FREE TREE AD                  | \$132.29    |             |

|                                |        |       |                    |   |                                |            |            |
|--------------------------------|--------|-------|--------------------|---|--------------------------------|------------|------------|
|                                | 74,142 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | FREE TREE AD                   | \$14.61    |            |
|                                | 74,142 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | FREE TREE AD                   | \$0.00     | \$146.90   |
|                                | 74,143 | 44141 | 01-1000-4000-41000 | ADVERTISING                                       | STRATEGIC PRIORITY MTG AD      | \$101.76   |            |
|                                | 74,143 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | STRATEGIC PRIORITY MTG AD      | \$11.24    |            |
|                                | 74,143 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | STRATEGIC PRIORITY MTG AD      | \$0.00     | \$113.00   |
|                                | 74,144 | 44141 | 01-0100-4000-41100 | RECEPTIONS & PUBLIC MEETINGS                      | POETRY CONTEST AD              | \$111.94   |            |
|                                | 74,144 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | POETRY CONTEST AD              | \$12.36    |            |
|                                | 74,144 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | POETRY CONTEST AD              | \$0.00     | \$124.30   |
|                                | 74,145 | 44141 | 01-1000-4000-41000 | ADVERTISING                                       | STRATEGIC PRIORITY MTG AD      | \$86.50    |            |
|                                | 74,145 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | STRATEGIC PRIORITY MTG AD      | \$9.55     |            |
|                                | 74,145 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | STRATEGIC PRIORITY MTG AD      | \$0.00     | \$96.05    |
|                                | 74,146 | 44141 | 01-0100-4000-41000 | ADVERTISING                                       | MINOR HOCKEY SUPPORT AD        | \$76.32    |            |
|                                | 74,146 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | MINOR HOCKEY SUPPORT AD        | \$8.43     |            |
|                                | 74,146 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | MINOR HOCKEY SUPPORT AD        | \$0.00     | \$84.75    |
|                                | 74,147 | 44141 | 01-0100-4000-41100 | RECEPTIONS & PUBLIC MEETINGS                      | POETRY CONTEST AD              | \$94.64    |            |
|                                | 74,147 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | POETRY CONTEST AD              | \$10.45    |            |
|                                | 74,147 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | POETRY CONTEST AD              | \$0.00     | \$105.09   |
|                                | 74,148 | 44141 | 40-8000-6900-41000 | ADVERTISING                                       | BIA WALK OF FAME               | \$559.68   |            |
|                                | 74,148 | 44141 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | BIA WALK OF FAME               | \$61.82    |            |
|                                | 74,148 | 44141 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | BIA WALK OF FAME               | \$0.00     | \$621.50   |
| SWAN DUST CONTROL              |        |       |                    |   |                                |            |            |
|                                | 74,137 | 44142 | 01-4500-4100-41540 | RENTAL  | MAT RENTAL PUBLIC WORKS        | \$20.66    |            |
|                                | 74,137 | 44142 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | MAT RENTAL PUBLIC WORKS        | \$2.28     |            |
|                                | 74,137 | 44142 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | MAT RENTAL PUBLIC WORKS        | \$0.00     | \$22.94    |
| THAMES VALLEY EDUCATION FOUNDA |        |       |                    |   |                                |            |            |
|                                | 74,073 | 44143 | 01-1000-4000-41160 | HONOURS & AWARDS                                  | THOMPSON MEM'L SCHOLARSHIP     | \$250.00   |            |
|                                | 74,073 | 44143 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | THOMPSON MEM'L SCHOLARSHIP     | \$0.00     | \$250.00   |
| THAMESFORD PIZZA               |        |       |                    |   |                                |            |            |
|                                | 74,070 | 44144 | 01-5200-6090-40420 | PROGRAM SUPPLIES                                  | PIZZA - LEON'S MOVIE NIGHT     | \$44.25    |            |
|                                | 74,070 | 44144 | 01-0000-0200-00325 | HST RECEIVABLE100%                                | PIZZA - LEON'S MOVIE NIGHT     | \$5.75     |            |
|                                | 74,070 | 44144 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | PIZZA - LEON'S MOVIE NIGHT     | \$0.00     | \$50.00    |
| TILLSONBURG FIRE & SAFETY EQUI |        |       |                    |   |                                |            |            |
|                                | 74,223 | 44145 | 01-6200-4100-41530 | EQUIP REPAIRS & MAINTENANCE                       | INSPECT & REPAIR FIRE EXTNGSHR | \$149.86   |            |
|                                | 74,223 | 44145 | 01-0000-0200-00325 | HST RECEIVABLE100%                                | INSPECT & REPAIR FIRE EXTNGSHR | \$19.48    |            |
|                                | 74,223 | 44145 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | INSPECT & REPAIR FIRE EXTNGSHR | \$0.00     | \$169.34   |
| TOROMONT INDUSTRIES LTD        |        |       |                    |   |                                |            |            |
|                                | 74,131 | 44146 | 01-4500-4230-46401 | 940100 SNOW BLOWER                                | PARTS FOR SNOWBLOWER           | \$82.21    |            |
|                                | 74,131 | 44146 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | PARTS FOR SNOWBLOWER           | \$9.08     |            |
|                                | 74,131 | 44146 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | PARTS FOR SNOWBLOWER           | \$0.00     | \$91.29    |
|                                | 74,132 | 44146 | 01-4500-4230-46401 | 940100 SNOW BLOWER                                | PARTS FOR SNOW BLOWER          | \$38.24    |            |
|                                | 74,132 | 44146 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | PARTS FOR SNOW BLOWER          | \$4.23     |            |
|                                | 74,132 | 44146 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | PARTS FOR SNOW BLOWER          | \$0.00     | \$42.47    |
| TREMBLETT'S YOUR INDEPENDENT G |        |       |                    |   |                                |            |            |
|                                | 74,029 | 44147 | 01-5100-6090-40420 | PROGRAM SUPPLIES                                  | IND'T - MAR 2015 - VPCC        | \$99.37    |            |
|                                | 74,029 | 44147 | 01-5100-6060-40420 | PROGRAM SUPPLIES                                  | IND'T - MAR 2015 - VPCC        | \$20.30    |            |
|                                | 74,029 | 44147 | 01-0000-0200-00325 | HST RECEIVABLE100%                                | IND'T - MAR 2015 - VPCC        | \$5.99     |            |
|                                | 74,029 | 44147 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | IND'T - MAR 2015 - VPCC        | \$0.00     | \$125.66   |
|                                | 74,030 | 44147 | 01-0100-4000-41100 | RECEPTIONS & PUBLIC MEETINGS                      | IND'T - MAR 2014 - ADMIN       | \$23.39    |            |
|                                | 74,030 | 44147 | 01-0100-4000-41160 | HONOURS & AWARDS                                  | IND'T - MAR 2014 - ADMIN       | \$59.01    |            |
|                                | 74,030 | 44147 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | IND'T - MAR 2014 - ADMIN       | \$2.59     |            |
|                                | 74,030 | 44147 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | IND'T - MAR 2014 - ADMIN       | \$6.52     |            |
|                                | 74,030 | 44147 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | IND'T - MAR 2014 - ADMIN       | \$0.00     | \$91.51    |
|                                | 74,031 | 44147 | 01-5000-6020-40430 | CANTEEN SUPPLIES                                  | IND'T - MAR 2015 - ARENA       | \$140.54   |            |
|                                | 74,031 | 44147 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | IND'T - MAR 2015 - ARENA       | \$0.00     | \$140.54   |
|                                | 74,032 | 44147 | 01-5200-6090-40420 | PROGRAM SUPPLIES                                  | IND'T - MAR 2015 - FUSION      | \$197.63   |            |
|                                | 74,032 | 44147 | 01-5200-6090-40460 | NUTRITION PURCHASES                               | IND'T - MAR 2015 - FUSION      | \$105.15   |            |
|                                | 74,032 | 44147 | 01-5200-6090-40610 | MEETINGS & CONFERENCES                            | IND'T - MAR 2015 - FUSION      | \$344.39   |            |
|                                | 74,032 | 44147 | 01-0000-0200-00325 | HST RECEIVABLE100%                                | IND'T - MAR 2015 - FUSION      | \$3.96     |            |
|                                | 74,032 | 44147 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | IND'T - MAR 2015 - FUSION      | \$0.00     | \$651.13   |
| TUNNOCK CONSULTING LTD.        |        |       |                    |   |                                |            |            |
|                                | 74,168 | 44148 | 01-3400-4000-41500 | CONTRACTED SERVICES                               | PROG INV 2 - PERMIT FEE STUDY  | \$1,093.92 |            |
|                                | 74,168 | 44148 | 01-4000-4000-40810 | STUDIES & SURVEYS                                 | PROG INV 2 - PERMIT FEE STUDY  | \$1,450.08 |            |
|                                | 74,168 | 44148 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | PROG INV 2 - PERMIT FEE STUDY  | \$120.83   |            |
|                                | 74,168 | 44148 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | PROG INV 2 - PERMIT FEE STUDY  | \$160.17   |            |
|                                | 74,168 | 44148 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | PROG INV 2 - PERMIT FEE STUDY  | \$0.00     | \$2,825.00 |
| VALLEY BLADES LIMITED          |        |       |                    |   |                                |            |            |
|                                | 74,162 | 44149 | 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING BLADES | BLADES                         | \$1,244.89 |            |
|                                | 74,162 | 44149 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | BLADES                         | \$137.51   |            |
|                                | 74,162 | 44149 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | BLADES                         | \$0.00     | \$1,382.40 |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |   |                                |            |            |
|                                | 74,095 | 44150 | 01-4500-4000-40290 | UNIFORMS & CLOTHING                               | WORK GLOVES & CLOTHING         | \$484.41   |            |
|                                | 74,095 | 44150 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)                | WORK GLOVES & CLOTHING         | \$53.50    |            |
|                                | 74,095 | 44150 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL                | WORK GLOVES & CLOTHING         | \$0.00     | \$537.91   |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |   |                                |            |            |
|                                | 74,037 | 44151 | 01-5000-4000-40620 | MILEAGE   | MILEAGE - MARCH 2015           | \$445.86   |            |

|                                |        |       |                    |                                    |                              |                     |                     |
|--------------------------------|--------|-------|--------------------|------------------------------------|------------------------------|---------------------|---------------------|
|                                | 74,037 | 44151 | 01-0000-0200-00325 | HST RECEIVABLE100%                 | MILEAGE - MARCH 2015         | \$57.96             |                     |
| WASTE MANAGEMENT               | 74,037 | 44151 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE - MARCH 2015         | \$0.00              | \$503.82            |
|                                | 74,136 | 44152 | 01-4500-4100-41550 | MAINTENANCE CONTRACTS              | WASTE PICK UP SERVICE - MAR  | \$572.03            |                     |
|                                | 74,136 | 44152 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | WASTE PICK UP SERVICE - MAR  | \$63.19             |                     |
|                                | 74,136 | 44152 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | WASTE PICK UP SERVICE - MAR  | \$0.00              | \$635.22            |
| WORK EQUIPMENT LTD.            |        |       |                    |                                    |                              |                     |                     |
|                                | 74,126 | 44153 | 01-4500-4222-80000 | MATERIALS-SIDEWALK SWEEPING        | REGULATOR                    | \$141.89            |                     |
|                                | 74,126 | 44153 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | REGULATOR                    | \$15.68             |                     |
|                                | 74,126 | 44153 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | REGULATOR                    | \$0.00              | \$157.57            |
|                                | 74,127 | 44153 | 01-4500-4222-80000 | MATERIALS-SIDEWALK SWEEPING        | WATER PUMP                   | \$240.33            |                     |
|                                | 74,127 | 44153 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | WATER PUMP                   | \$26.54             |                     |
|                                | 74,127 | 44153 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | WATER PUMP                   | \$0.00              | \$266.87            |
| WORKERS HEALTH & SAFETY CENTRE |        |       |                    |                                    |                              |                     |                     |
|                                | 74,214 | 44154 | 01-5100-4000-40630 | STAFF TRAINING                     | WORKPL VIOL/HARRASSMENT TRNG | \$539.33            |                     |
|                                | 74,214 | 44154 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | WORKPL VIOL/HARRASSMENT TRNG | \$59.57             |                     |
|                                | 74,214 | 44154 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | WORKPL VIOL/HARRASSMENT TRNG | \$0.00              | \$598.90            |
| WORKPLACE SAFETY & INS. BOARD  |        |       |                    |                                    |                              |                     |                     |
|                                | 74,015 | 44155 | 01-0000-2100-00708 | WSIB PAYABLE                       | MARCH WSIB PREMIUM           | \$10,759.00         |                     |
|                                | 74,015 | 44155 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MARCH WSIB PREMIUM           | \$0.00              | \$10,759.00         |
| EMPLOYEE REIMBURSEMENT         |        |       |                    |                                    |                              |                     |                     |
|                                | 74,019 | 44156 | 01-3000-4000-40630 | STAFF TRAINING                     | NOTE BOOKS                   | \$58.61             |                     |
|                                | 74,019 | 44156 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOTE BOOKS                   | \$6.48              |                     |
|                                | 74,019 | 44156 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOTE BOOKS                   | \$0.00              | \$65.09             |
| BIG BROTHERS, BIG SISTERS      |        |       |                    |                                    |                              |                     |                     |
|                                | 74,239 | 44157 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 PROGRAM FUNDING         | \$4,000.00          |                     |
|                                | 74,239 | 44157 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 PROGRAM FUNDING         | \$0.00              | \$4,000.00          |
| BLOCK PARENTS                  |        |       |                    |                                    |                              |                     |                     |
|                                | 74,244 | 44158 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 PROGRAM FUNDING         | \$1,500.00          |                     |
|                                | 74,244 | 44158 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 PROGRAM FUNDING         | \$0.00              | \$1,500.00          |
| CANTERBURY FOLK FESTIVAL       |        |       |                    |                                    |                              |                     |                     |
|                                | 74,240 | 44159 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 FOLK FESTIVAL           | \$11,000.00         |                     |
|                                | 74,240 | 44159 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 FOLK FESTIVAL           | \$0.00              | \$11,000.00         |
| CERVUS EQUIPMENT               |        |       |                    |                                    |                              |                     |                     |
|                                | 74,129 | 44160 | 01-4500-4230-46383 | 938300 T3-09 PETERBILT D TRUCK     | REPLACED STARTER TRUCK#3     | \$969.39            |                     |
|                                | 74,129 | 44160 | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | REPLACED STARTER TRUCK#3     | \$107.07            |                     |
|                                | 74,129 | 44160 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | REPLACED STARTER TRUCK#3     | \$0.00              | \$1,076.46          |
| I.D.C.I. ( IN TRUST)           |        |       |                    |                                    |                              |                     |                     |
|                                | 74,237 | 44161 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | GIRLS OFSAA VOLLEYBALL       | \$500.00            |                     |
|                                | 74,237 | 44161 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GIRLS OFSAA VOLLEYBALL       | \$0.00              | \$500.00            |
| INGERSOLL PIPE BAND            |        |       |                    |                                    |                              |                     |                     |
|                                | 74,245 | 44162 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | PROGRAM FUNDING              | \$2,000.00          |                     |
|                                | 74,245 | 44162 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PROGRAM FUNDING              | \$0.00              | \$2,000.00          |
| INGERSOLL PUBLIC LIBRARY ADV.C |        |       |                    |                                    |                              |                     |                     |
|                                | 74,241 | 44163 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 PROGRAM FUNDING         | \$1,000.00          |                     |
|                                | 74,241 | 44163 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 PROGRAM FUNDING         | \$0.00              | \$1,000.00          |
| INGERSOLL ROTARY CLUB          |        |       |                    |                                    |                              |                     |                     |
|                                | 74,242 | 44164 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | ROTARY CHRISTMAS PARADE      | \$3,000.00          |                     |
|                                | 74,242 | 44164 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ROTARY CHRISTMAS PARADE      | \$0.00              | \$3,000.00          |
| OPERATION SHARING              |        |       |                    |                                    |                              |                     |                     |
|                                | 74,246 | 44165 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 PROGRAM FUNDING         | \$10,000.00         |                     |
|                                | 74,246 | 44165 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 PROGRAM FUNDING         | \$0.00              | \$10,000.00         |
| OXFORD CREATIVE CONNECTIONS IN |        |       |                    |                                    |                              |                     |                     |
|                                | 74,238 | 44166 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | HALL CREEK ART FESTIVAL      | \$3,000.00          |                     |
|                                | 74,238 | 44166 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | HALL CREEK ART FESTIVAL      | \$0.00              | \$3,000.00          |
| UPPER DECK YOUTH CENTRE        |        |       |                    |                                    |                              |                     |                     |
|                                | 74,243 | 44167 | 01-1000-4000-41130 | GRANTS TO VOLUNTEER ORGANIZATIONS  | 2015 PROGRAM FUNDING         | \$7,000.00          |                     |
|                                | 74,243 | 44167 | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2015 PROGRAM FUNDING         | \$0.00              | \$7,000.00          |
|                                |        |       |                    |                                    | <b>DISTRIBUTION TOTALS:</b>  | <b>\$651,929.61</b> | <b>\$651,929.61</b> |



**DEPARTMENT: Chief Administrative Officer**

**REPORT NO: A-043-15**

**COUNCIL MEETING DATE: May 11th 2015**

**SUBJECT: Monthly Report – April 2015**

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### **Meetings**

1. Senior staff met in an all day workshop facilitated by the consultant from At Focus on the 2<sup>nd</sup> of April. Staff reviewed the proposed priorities discussed by council and reviewed the responses received from the Public. Staff worked to identify the timeframes and anticipated costs that might be anticipated with the implementation of the proposed priorities. This data was to be used by Council on their workshop established for April 11<sup>th</sup>.
2. Met via a conference call with the At Focus consultant, April 9th to review the senior staff discussion and finalize for the Council Workshop.
3. Attended the Council Workshop on Saturday April 11<sup>th</sup>, as Council reviewed the public input on the strategic goals and discussed cost implications and timing for implementation.
4. Participated in a meeting held in Ingersoll with Chief Miskokomon of the Chippewas, Warden Mayberry, Mayor Comiskey, Deputy Mayor Forbes (Zorra) Peter Crocket, CAO (Oxford), Karen Graham, Clerk (Zorra), which resulted in a letter to the Ministry before Council this evening for endorsement.
5. April 11<sup>th</sup> attended as Acting Clerk for the Council Strategic Goal Meeting.
6. Met with representatives of Corporate Inquiry Systems, a firm that provides services in hiring of staff, including a Criminal background check and employment references for a very reasonable fee. This services was utilized with the recent CBO competition and staff were very pleased with the product delivered.

7. On April 15<sup>th</sup> I along with other senior staff attended the Mayor's state of the Town address, sponsored by the Local Chamber of Commerce held at the Elmhurst. Deputy Mayor Freeman, Councillors Petrie and Bowman also were in attendance.
8. Friday April 17<sup>th</sup> met with Dave Cripps and Adam Funnell, representatives of Ingersoll Playright. The purpose of the meeting was to discuss issues of mutual interest and how energies could be coordinated on major town recreational initiatives going forward.
9. Tuesday April 21<sup>st</sup> participated in interviews with Town Engineer Lawson for the Chief Building Official competition. There were a good selection of candidates and a successful applicant has accepted the position. The Engineer will provide the information at the council meeting.
10. Accompanied the Mayor and County CAO to the State of the City Address by the Mayor of Woodstock, held at the Quality Inn and sponsored by the Woodstock and district Chamber of Commerce.
11. Met, along with the Municipal Clerk, with representatives of the full time non-union employees group to discuss issues of concern.
12. Met with County CAO and Mayor on April 29<sup>th</sup> to discuss areas of mutual interest between the County and the Town.
13. Met with area representative for the Public Services Health and Safety Association to discuss their role and responsibilities in Ingersoll.

## **Development**

The Clerk and I discussed with the Municipal Solicitor the proposed agreements and restrictive covenants required for the proposed development of the next phase by Oak Country Homes Ltd.

The discussion was complicated to ensure the interests and the wishes of Council to safeguard the Town's interests were protected as best they could be. The Clerk did an excellent job of preparing schedules to the agreement, which facilitated clarity and understanding.

Once finalized the draft was forwarded to the Lawyer for Oak County Homes, he provided some proposed changes, these changes were reviewed, some were incorporated some were rejected. The final draft has been sent for consideration. At this time Staff are waiting for a response from the Developers as to whether or not they wish to execute the agreements or consider alternatives. Council will be kept apprised of the discussions.



## **Human Resources**

The Chief Building Official's last day of work was April 13<sup>th</sup>, while the Treasurer's last day was April 17<sup>th</sup>. I wish both well in their future endeavours.

I noted the process for the CBO above. The shortlisting for the Treasurer Candidates closed on April 16<sup>th</sup>. From the 30 plus applications received, 8 were selected for first round interviews on May 4<sup>th</sup> and May 5<sup>th</sup>. From this group a smaller group will be selected for a skills competency interview before a final recommendation is made to Council.

## **Strategic Priorities Exercise**

Council finalized the priorities on April 11<sup>th</sup> but asked that a final session be facilitated with the Council and senior staff.

The draft document is being circulated to Staff for a final check and a workshop will be planned for the near future.

## **Landfill**

There has been no word from the Province as to the status of the ToR.

Submitted by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-044-15

**COUNCIL MEETING DATE:** May 11, 2015

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

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### **Closed Session Reporting**

On Monday, March 9<sup>th</sup> at 5:30 Council received legal advice from its solicitor Elizabeth Cormier in Closed Session. Our Solicitor then attended the open session of Council to discuss Oak County Homes and the Construction and Completion of Walker Road. At which point Council passed the following resolution:

**Moved by Deputy Mayor Freeman;**

**Seconded by Councillor Bowman** THAT the Council for the Town of Ingersoll receives the presentation from Elizabeth Cormier of Patton Cormier & Associates regarding Oak County 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 20 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.

Councillor Petrie calls for a recorded vote:

| <b>YEAS</b> | <b>RECORDED VOTE<br/>2015</b>                | <b>NAYS</b> |
|-------------|--|-------------|
| X           | <b>Councillor Michael Bowman</b>             |             |
| X           | <b>Councillor Reagan Franklin</b>            |             |
| X           | <b>Deputy Mayor Fred Freeman</b>             |             |
|             | <b>Councillor Gordon Lesser</b>              | X           |
|             | <b>Councillor Brian Petrie</b>               | X           |
| X           | <b>Councillor Kristy Van Kooten-Bossence</b> |             |
| X           | <b>Mayor Ted Comiskey</b>                    |             |
| 5           | <b>TOTALS</b>                                | 2           |

**CARRIED 5:2**

### **Upcoming Legislation**

Nothing to report at this time

### **Holiday Schedule**

At the April 13, 2015 Council meeting Council requested staff to review the Christmas Schedule. At this time Staff report that Town Hall will be open over Christmas (excluding statutory holidays).

### **ATTACHMENTS**

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

## **Attachment A: Monthly Statistics**

### **A. Marriage Licenses**

Total – 18 (Total Revenue: \$1620.00)

In-Town - 2

Out-of-Town – 16

### **B. Civil Weddings**

Ceremonies Held in April: 2

Ceremony Booked in April: 2

Ceremonies Booked To Date in 2015: 9

### **C. Burial Permits**

Total: 22 (Total Revenue: \$80.00)

In-Town: 6 (currently no cost)

Out-of-Town: 16 (\$5.00/permit)

### **D. Commissioners Oaths**

Total – 15 (Total Revenue: \$225.00) (\$15.00/commission)

### **E. Paratransit Tickets**

Total – 268 (Revenue: \$804.00) (\$3.00/ticket)

### **F. Parking Passes**

Total – 3 (Revenue: \$90.00)

Day Parking Permits: 3 (\$30.00/month)

Evening Parking Permits: 0 (\$30.00/month) – Winter Ban Not in Effect

24-Hour Parking Permits: 0 (\$45.00/month)

### **G. Plaques Ordered**

Commemorative Plaques: 3 (Total Cost: \$60.00 each) = \$180.00

Certificates Ordered: 0

**H. Transient Traders Licenses**

Total: 0 (Revenue: \$0.00)

**I. Lottery Licences**

Total: 2 (Revenue: \$58.50)

**J. Lunch Wagon Permits**

Total: 0 (Revenue: \$0.00)

**Quarterly Report – Clerk’s Department**  
January - April, 2015

| <b>Category</b>                   | <b>2014</b>                  | <b>2015</b>                 |
|-----------------------------------|------------------------------|-----------------------------|
| Marriage Licenses – Total Revenue | \$3060.00 (34)               | \$4050.00 (45)              |
| Civil Wedding Ceremonies          | 5                            | 8                           |
| Burial Permits – Total Revenue    | \$450.00 (90)                | \$430.00 (86)               |
| Commissions – Total Revenue       | \$380.00                     | \$840.00                    |
| Paratransit Ticket Sales          | \$ 4437.00<br>(1479 tickets) | \$3717.00<br>(1239 tickets) |
| Parking Permits – Total Revenue   | \$525.00 (16)                | \$450.00 (15)               |
| Plaques Ordered                   | 5                            | 5                           |
| Certificates Ordered              | 2                            | 0                           |
| Lottery Licenses                  | \$85.65 (4)                  | \$332.15 (4)                |
| Lunch Wagon Licenses              | \$0.00 (0)                   | \$0.00 (0)                  |
| Transient Trader Licences         | \$0.00 (0)                   | \$0.00 (0)                  |



**DEPARTMENT: Economic Development**

**REPORT NO: D-040-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: Economic Development Monthly 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** – In April, the EDO attended the SIAL food show in Toronto as part of the Oxford Connection delegation at the event. Oxford Connection, as a partnership of the Oxford County EDO's, was an exhibitor at the event and had a booth space next to the popular cheese section of the show floor.

The Chamber of Commerce also hosted Breakfast with the Mayor and a Business Expo in April, which were both well attended by the local business community.

- 2. Ingersoll Downtown BIA** – In April, the Ingersoll BIA Board of Directors made the decision to cancel the 2015 Ribfest event due to declining participation from local food vendors. The BIA recognizes the contribution made by local food vendors and community partners, and thanks them for their support of the event over the years. The BIA will continue to seek and consider alternative options for future events.

Also in April, the BIA Board of Directors finalized a proposed 2015 draft budget. A drop-in meeting was hosted May 6, 2015 in order to provide member business with an opportunity to review and comment on the budget.



### **3. Information Technology – Help Desk Statistics**

#### **Network Addressing**

Council will remember last meeting when most could not access the network or internet. The Town uses Dynamic Host Control Protocol (DHCP) for leasing out Internet Protocol addresses (IP) to devices on the network. With only 154 addresses available in the network, and an unusually high number of devices requiring addresses on that day, this ended up affecting the Public Meeting. The number of subnets has been increased to two to alleviate the issue.

#### **London Technology Showcase**

Staff attended the London Technology showcase hosted by the Digital Boundary Group.

Vendors of interest were those related to the latest wireless technologies, such as d-Link and Cisco, as well as Ergotron, who produces a line of ergonomic workstations.

#### **Engineering Line Printer Purchase**

IT assisted the Engineering Department in the selection of the department's next generation line printer. Staff also attended demonstrations of the short listed vendors in Mississauga and Etobicoke.

#### **Training Staff on Website Uploads**

Staff provided training on creating documents to meet Ontario Accessibility Standards for websites, and on how to use of the Town's Graphics Standards Guide.

#### **Help Desk Statistics**

Opened Calls - 96

Closed Calls - 88

Total Calls Still Open - 15

#### **Website Statistics - February**

Unique Visits - 6116

Pages Viewed - 24,330

4. **Museum** – In April, the Museum installed its latest exhibit ‘Reaction & Recruitment’ as part of the Oxford Remembers project. The exhibit is now open for public viewing. Also in April, the Museum hosted a weekend work bee with the Ingersoll Masons. The Museum thanks all members who participated for volunteering their time. With their assistance, staff were able to complete the reorganization of the North Barn for public exhibition, as well as several other projects.

In May, the museum will host several area schools who have booked educational programs. In addition to school groups, several group tours have been booked for the months of May and June. Coming months will see the hosting of several special events as part of the Oxford Remembers/ WWI project. The Curator will host a “Literature of Youth” lecture on May 14 at the Ingersoll Public Library, as well as a special presentation titled “They Still Have Names” at the Museum on May 28. On May 30, the Museum will also participate in the Doors Open Oxford initiative as one of the 19 sites offering tours.

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

# INGERSOLL FIRE & EMERGENCY SERVICES



**APRIL  
2015**

**REPORT #F-040/15  
APPROVAL DATE: May 11, 2015**

# MONTH END STATISTICAL REPORT

APRIL 2015

| ALARM TYPE                 |           | YEAR TO DATE | RESPONSE CLASSIFICATION  | YEAR TO DATE |
|----------------------------|-----------|--------------|--------------------------|--------------|
| 911                        | 9         | 32           | ASSEMBLY OCCUPANCY       | 5            |
| TELEPHONE TO DISPATCH      |           | 0            | INSTITUTIONAL            | 1            |
| MONITOR CO.                |           | 11           | RESIDENTIAL              | 3            |
| ADMINISTRATION OFFICE      | 2         | 14           | PROFESSIONAL BUSINESS    | 0            |
| VERBAL REPORT TO HALL      |           | 1            | COMMERCIAL               | 1            |
| RADIO                      | 1         | 1            | INDUSTRIAL               | 1            |
| C.A.C.C., O.P.P., O.C.P.S. | 7         | 29           | VEHICLES/M.V.A.          | 1            |
|                            |           |              | RUBBISH / DUMPSTER etc.  | 1            |
|                            |           |              | MEDICAL                  | 4            |
|                            |           |              | CARBON MONOXIDE          | 1            |
|                            |           |              | MISC. PROPERTY           | 3            |
|                            |           |              | RESCUE                   | 0            |
|                            |           |              | PUBLIC HAZARD            | 2            |
|                            |           |              | MUTUAL AID               | 0            |
|                            |           |              | PUBLIC ASSIST (clean-up) | 1            |
| <b>TOTAL</b>               | <b>19</b> | <b>88</b>    | <b>TOTAL</b>             | <b>19</b>    |
|                            |           |              |                          | <b>88</b>    |

| MONTHLY STATISTICS              | 2015     | 2014    |
|---------------------------------|----------|---------|
| DOLLAR LOSS TO BUILDINGS (EST.) | \$25,000 | \$1,200 |
| DOLLAR LOSS TO CONTENTS (EST.)  | \$10,000 | \$600   |
| DOLLAR LOSS TO VEHICLES (EST.)  | \$0      | \$0     |

| YEAR TO DATE STATISTICS         | 2015      | 2014     |
|---------------------------------|-----------|----------|
| DOLLAR LOSS TO BUILDINGS (EST.) | \$130,000 | \$31,200 |
| DOLLAR LOSS TO CONTENTS (EST.)  | \$85,500  | \$15,600 |
| DOLLAR LOSS TO VEHICLES (EST.)  | \$3,000   | \$0      |

|                              | 2015 | 2014 |
|------------------------------|------|------|
| NUMBER OF CALLS THIS MONTH   | 19   | 27   |
| NUMBER OF CALLS YEAR TO DATE | 88   | 76   |
| TOTAL MAN-HOURS THIS MONTH   | 169  | 185  |
| TOTAL YEAR TO DATE MAN-HOURS | 645  | 649  |

**INGERSOLL FIRE & EMERGENCY SERVICES**  
**STAFF PRACTICE**  
2015

| DATE               | TIME   | ATTENDANCE |
|--------------------|--|------------|
| April 1, 2015      | 19:00 HRS - 22:00 HRS  |            |
| <b>SUBJECT:</b>    | Discussed Harris Street Fire. Practical Red Cross scenarios and did a test. Reviewed practical experience with AD defibrillator. |            |
| <b>OBJECTIVES:</b> |  |            |
| <b>TRAINERS:</b>   |  |            |

| DATE               | TIME  | ATTENDANCE |
|--------------------|---|------------|
| April 8, 2015      | 19:00 HRS – 22:00 HRS   |            |
| <b>SUBJECT:</b>    | Rope Rescue   |            |
| <b>OBJECTIVES:</b> | Set up 3-1 haul using the Bradco basket. Practised self rescue. |            |
| <b>TRAINERS:</b>   |   |            |

| DATE               | TIME   | ATTENDANCE |
|--------------------|--|------------|
| April 15, 2015     | 19:00 HRS – 22:00 HRS  |            |
| <b>SUBJECT:</b>    | Review of GM CAMI tour of building and surroundings. Hoses/Ladders   |            |
| <b>OBJECTIVES:</b> | Extends existing hose lines including using proper shutdown methods and attachment procedures so that adequate hose length is achieved to extinguish the fire, Practice with ladders out of a two storey building. |            |
| <b>TRAINERS:</b>   |  |            |

**TRAFFIC ACTIVITY REPORT (APRIL)**

|                       | Number    | Amount          |
|-----------------------|-----------|-----------------|
| <b>Fully Paid</b>     | <b>12</b> | <b>\$155.00</b> |
| <b>Partially Paid</b> | -----     | -----           |
| <b>Not Paid</b>       | -----     | -----           |
| <b>Service Fees</b>   | -----     | <b>\$48.00</b>  |
| <b>Total</b>          | <b>12</b> | <b>\$203.00</b> |

**INGERSOLL FIRE & EMERGENCY SERVICES  
FIRE PREVENTION INSPECTION ACTIVITIES**

**APRIL  
2015**

| <b>INSPECTIONS</b>           |           | <b>FOLLOW UP-INSPECTIONS</b> |          | <b>THIS MONTHS TOTALS</b> | <b>YEAR TO DATE</b> |
|------------------------------|-----------|------------------------------|----------|---------------------------|---------------------|
| RESIDENTIAL                  | 3         | RESIDENTIAL                  | 1        | 4                         | 38                  |
| ASSEMBLY                     | 6         | ASSEMBLY                     |          | 6                         | 15                  |
| INSTITUTIONAL                | 1         | INSTITUTIONAL                |          | 1                         | 1                   |
| BUSINESS & PERSONAL SERVICES | 1         | BUSINESS & PERSONAL SERVICES |          | 1                         | 7                   |
| MERCANTILE                   | 2         | MERCANTILE                   |          | 2                         | 6                   |
| INDUSTRIAL                   |           | INDUSTRIAL                   |          | 0                         | 3                   |
| <b>TOTAL</b>                 | <b>13</b> | <b>TOTAL</b>                 | <b>1</b> | <b>14</b>                 | <b>70</b>           |

**PUBLIC EDUCATION ACTIVITIES**

| <b>GROUP</b>                  | <b>DEMO/TRAINING</b> | <b>TOUR</b> | <b>TALK</b> | <b>VIDEO</b> | <b>GUEST</b> |
|-------------------------------|----------------------|-------------|-------------|--------------|--------------|
| Laurie Hawkins P.S.           | Early Years          |             | X           |              | 60           |
|                               |                      |             |             |              |              |
|                               |                      |             |             |              |              |
|                               |                      |             |             |              |              |
|                               |                      |             |             |              |              |
|                               |                      |             |             |              |              |
| <b>EDUCATION THIS MONTH</b>   |                      |             |             |              | 60           |
| <b>EDUCATION YEAR TO DATE</b> |                      |             |             |              | 139          |

**PUBLIC ACTIVITY INFORMATION**

| <b>PROMOTIONS/ACTIVITIES</b>        | <b>CURRENT MONTH</b> | <b>TOTAL YEAR TO DATE</b> |
|-------------------------------------|----------------------|---------------------------|
| Fire Safety Information Distributed | 140                  | 172                       |
| Promotions in the Community         | 1                    | 1                         |
| Emergency Preparedness Pamphlets    | 0                    | 0                         |

**BY-LAW ENFORCEMENT**

**2015**

| <b>By-Law #</b> | <b>By-Law</b>  | <b>Investigations<br/>this Month</b> | <b>Year to Date</b> |
|-----------------|--|--------------------------------------|---------------------|
| #09-3989        | Regulating & Restricting Dogs                              |                                      | 0                   |
| #01-3990        | Animal Control   |                                      | 1                   |
| #00-3924        | Prohibit & Regulate the Sale & Setting off of<br>Fireworks |                                      | 0                   |
| #08-4432        | No Permit Sign   |                                      | 0                   |
| #09-4510        | Building Numbering   |                                      | 0                   |
| #04-4160        | Zoning   |                                      | 0                   |
| #08-4431        | Parking  |                                      | 0                   |
| #06-4327        | Traffic By-Law   |                                      | 2                   |
| #01-3986        | Property Standard  |                                      | 0                   |
|                 | Highway Traffic Act  |                                      | 0                   |
| #09-4495        | Large Article Waste Disposal                               |                                      | 0                   |
| #09-3633        | Noise By-Law (Regulate or Prohibit)                        |                                      | 0                   |
| #99-3874        | Transient Traders (Hawkers & Peddlers By-Law)              |                                      | 0                   |
| #13-4726        | Open Air Burn  |                                      | 0                   |
| #10-4550        | Smoking By-Law   |                                      | 0                   |
| #03-4105        | Standing Water   |                                      | 0                   |
|                 | <b>TOTAL</b>   | <b>0</b>                             | <b>3</b>            |

|  | <b>Total for Month</b> | <b>Total Year to Date</b> |
|--|------------------------|---------------------------|
| <b>Complaints Reported by Town Staff</b>         |                        | 0                         |
| <b>Complaints Reported by Concerned Citizens</b> |                        | 2                         |
| <b># of Notice of Violation Letters Sent</b>     |                        | 0                         |
| <b>Tickets Issued</b>                            |                        | 1                         |



## **OTHER ACTIVITIES**

- Attended County Chief's Meeting
- Attended the Mayor's Breakfast
- Interviews were conducted to fill the Volunteer Fire Fighter positions within the Fire Department.
- In a joint effort the CEMC's from across the county have developed a website devoted to basic emergency management information. The website is called "*Oxford 72 Hours*" and it contains general emergency information with suggestions for keeping you and your family safe before, during, and after an event. There are also pages on the site for each municipality where more specific information will be located, for example emergency contact information, hazards that are unique to that municipality, special messages, etc.

The launch of the website took place on May 3, 2015 and I would encourage all of you to have a look at the site and familiarize yourself and your family with its content. There will be a link on the Town of Ingersoll site that will take you to Oxford 72 Hours and a link on that site that will take you to the emergency services part of the Town of Ingersoll site.

This website and the information contained in it will be part of the municipality's legislated requirement for a public education component within the emergency management program. It will be updated periodically with current information relevant to the season and weather events that are taking



**DEPARTMENT: Operations**

**REPORT NO: OP-049-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: April 2015 Monthly Report**

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**A. Town Engineer**

Continue to work on a number of site plan applications and subdivision agreements, as well as I met with a couple of developers, engineers and agents to discuss pending and future applications.

The public meeting dealing with train whistling was held on April 28, 2015 from 6:30 – 8 pm in the Town's Council Chambers with 38 people in attendance. Actions coming out of the meeting were to look at Dorchester and see how they dealt with their anti-whistling crossings and get a quotation on doing a safety assessment on all the railway crossings in the Town and bring that information to Council for their consideration.

**B. Engineering**

The Engineering department has spent the month working on upcoming capital projects for 2015. Tenders were opened for the Catherine Street project on April 22<sup>nd</sup> and were awarded by Council to Elgin Construction on April 28<sup>th</sup>. The top coat asphalt tender was opened on April 23<sup>rd</sup> and awarded to Permanent Paving of Woodstock and the Mutual Street and Park Avenue sanitary sewer tenders were opened on April 23<sup>rd</sup> and awarded to R. Russell Construction of London. The next phase of the South Ingersoll services project tender was opened on April 30<sup>th</sup> and awarded to Euro-Ex Construction of Woodstock.

The public meeting for the Catherine Street Bridge and Reconstruction project was held on April 15, 2015 from 4 – 7 pm with eight residents in attendance. Residents were able to review the work that was going to affect their residence. The County and the Town public meeting for the residents of South Ingersoll whose sewer and water services were installed in 2013 was held on April 21<sup>st</sup> with 60 people in attendance. Residents were informed of what their billings for their services would be the timeline for when they would receive their letters and the options for payment.

Engineering Services responded to 172 requests for locates or re-locates during April. This included emergency locates.

Respectfully Submitted  
 Sandra Lawson, P.Eng.  
 Town Engineer

**CHIEF BUILDING OFFICIAL AND FACILITIES MANAGER**

**Facilities Management**

**Town Centre** – Repairs were completed on the bearing of the oldest boiler. Working on boilers and controls tender documents with the help of the County. Facility Managers met with the new electrical contractor Tim Lovett from Tim Lovett Installations.

**Building Department**

Interviewed for the Chief Building Official Position and we hope to have a CBO hired by June 1, 2015.

**April 2015 Permits** – 14 building permits for construction valued at \$601,417.00 were issued for the month of April.

- a. Total permits fees collected **\$ 7,144.86**
- b. Single and Multi-Unit for April– **2** single family dwellings & **0** Multi-Units (0 units)
- c. Total Single & Multi units permits over year to date (2015);
  - 9 Single Family Dwelling permits
  - 1 Multi-Unit permits (7 Units)
- d. Total April Sewer Permits – 3
- e. April Permit Comparison Summary and Permit Reports as follows:

**Permit Comparison Summary from 4/1/2015 to 4/30/2015**

| Category                | Previous Year |             |             |           |              |             | Current Year |            |            |           |             |           |
|-------------------------|---------------|-------------|-------------|-----------|--------------|-------------|--------------|------------|------------|-----------|-------------|-----------|
|                         | #             | Building    | Muni Dev.   | Muni Levy | County       | Value       | #            | Building   | Muni Dev.  | Muni Levy | County      | Value     |
| Accessory (Residential) | 5             | \$480.00    | \$0.00      | \$0.00    | \$0.00       | \$68,500    | 5            | \$400.00   | \$0.00     | \$0.00    | \$0.00      | \$30,972  |
| Commercial              | 2             | \$954.50    | \$0.00      | \$0.00    | \$5,338.69   | \$140,100   | 6            | \$3,377.66 | \$0.00     | \$0.00    | \$30,328.00 | \$146,940 |
| 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         | 0            | \$0.00     | \$0.00     | \$0.00    | \$0.00      | \$0       |
| Industrial              | 0             | \$0.00      | \$0.00      | \$0.00    | \$0.00       | \$0         | 0            | \$0.00     | \$0.00     | \$0.00    | \$0.00      | \$0       |
| Residential             | 14            | \$14,295.67 | \$30,132.00 | \$0.00    | \$111,142.00 | \$1,688,975 | 3            | \$3,367.20 | \$6,974.00 | \$0.00    | \$29,088.00 | \$423,505 |

|                              | Previous Year  | Current Year |
|------------------------------|----------------|--------------|
| Total Permits Issued         | 21             | 14           |
| Total Dwelling Units Created | 6              | 2            |
| Total Permit Value           | \$1,897,575.00 | \$601,417.00 |
| Total Permit Fees            | \$15,730.17    | \$7,144.86   |

**TOWN OF INGERSOLL Permit Summary From 4/1/2015 to 4/30/2015**

| Building Code Category | Total            |           | New Structures   |          | Add/Reno/UseCh  |          | Demolitions |          | Signs           |          | Other          |          |
|------------------------|------------------|-----------|------------------|----------|-----------------|----------|-------------|----------|-----------------|----------|----------------|----------|
|                        | Value            | #         | Value            | #        | Value           | #        | Value       | #        | Value           | #        | Value          | #        |
| Accessory Residential  | \$30,972         | 5         | \$30,972         | 5        | \$0             | 0        | \$0         | 0        | \$0             | 0        | \$0            | 0        |
| Residential            | \$423,505        | 3         | \$411,505        | 2        | \$12,000        | 1        | \$0         | 0        | \$0             | 0        | \$0            | 0        |
| Agricultural           | \$0              | 0         | \$0              | 0        | \$0             | 0        | \$0         | 0        | \$0             | 0        | \$0            | 0        |
| Commercial             | \$146,940        | 6         | \$60,000         | 1        | \$15,740        | 1        | \$0         | 0        | \$63,700        | 3        | \$7,500        | 1        |
| Industrial             | \$0              | 0         | \$0              | 0        | \$0             | 0        | \$0         | 0        | \$0             | 0        | \$0            | 0        |
| Institutional          | \$0              | 0         | \$0              | 0        | \$0             | 0        | \$0         | 0        | \$0             | 0        | \$0            | 0        |
| <b>TOTALS</b>          | <b>\$601,417</b> | <b>14</b> | <b>\$502,477</b> | <b>8</b> | <b>\$27,740</b> | <b>2</b> | <b>\$0</b>  | <b>0</b> | <b>\$63,700</b> | <b>3</b> | <b>\$7,500</b> | <b>1</b> |

Respectfully Submitted,  
Building Department

**MAINTENANCE**

**Winter Control**

A crew was dispatched once in April to salt bridge decks. April 2015 saw the end of a 3 year salt supply tender. Ingersoll will be participating in a new County wide tender for the supply and delivery of de-icing products for the upcoming winter season.

**Street Sweeping**

- The sweeper is currently finishing the main streets in Town and will be working away at the back streets and subdivisions. I would ask again for patience this year regarding sweeping. Sweeper operators are doing their best to sweep the large volume of sand left over from a long winter.

**Large Article Collection**

- At the time of this writing large article pick up has been completed for over half of the Town. It appears the waste volume is down from previous years.

## **Winter Repairs**

- Plow damage from winter control has been started but not finished due to the late spring and large article collection. Crews will complete the repairs after large article pick up and before starting road repairs.

## **Tree Inspection**

- The first of 3 tree inspections has been completed. Trees are inspected again in the summer and early fall. Trees that have health issues will be added to the annual trim, cable or removal program.

## **Inspections**

- Infrastructure inspections are completed and necessary repairs will be completed throughout the summer.

## **Staff Training**

- Staff has completed training in vehicle pre trip inspections and trenching safety. Working at height training will be conducted in June.

Respectfully Submitted,  
Doug Wituik,  
Public Works Manager

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-043-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: 2015 May Monthly Report**

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

**Oxford Trails Council Meeting**

Monday, June 1<sup>st</sup>, 2015 – 12 noon – County Building

**Ingersoll Safe Cycling Committee**

Committee Meeting - Wednesday, May 13, 2015 – 7 pm – Town Hall

Family Bike Ride – 5 km, 10 km & 20 km

Sunday, May 24, 2015 - Registration Starts at 12:30 pm – Free (Donations)

- Bike Ride Starts at 1:30 pm
- Location: Victoria Park

**Memorial Park Community Garden Clean Up Day**

Saturday, May 23<sup>rd</sup>, 2015 – 9 am to 12 noon

**Off Leash Dog Park Committee Meeting**

Tuesday, May 19<sup>th</sup>, 2015 – 6:30 pm – VPCC

**Ingersoll Pan Am Games Community Torch Relay**

Thursday, June 18, 2015 – Town Hall – 10:55 am to 11:10 am

## **2. 2015 May Additional Work Projects:**

- 2015-2016 Master Ice Schedule;
- Ingersoll PlayRight – Assistance with special events – TVO Giver Program Premier – May 11, 2015 – Fusion – 5:30 pm, Movie Night & Community Play Day and Community Build of the new Victoria Park Accessible Playground;
- Safe Cycling Committee – Planning of the Family Bike Ride – May 24, 2015;
- Planning of the Pan Am Games Torch Relay Celebration – Thursday, June 18, 2015 – 11:00 am;
- Health & Safety Training – HR Downloads Training;
- Off Leash Dog Park Committee – Working with committee to develop criteria to evaluate proposed sites, conduct site reviews of public/private lands and plan future public meeting;
- Ingersoll PlayRight – Working with committee to develop strategic plan and working relationship in the development of a new multi-use recreation centre.

## **3. Parks**

- Town Wide/Thames River Clean Up was held on April 18<sup>th</sup>, 2015 with 65 participants. Over 900 school children participated in “Pitch-In Week” and picked up litter in our local parks.
- On Wednesday, April 29<sup>th</sup>, 2015 the Parks Department hosted a Ball Diamond Maintenance seminar at Victoria Park Community Centre in partnership with the Ontario Parks Association.

Twenty participants from all over Southwestern Ontario attended the seminar. The OPA was very impressed with our facilities and would like to host their three day ball diamond maintenance course next year at our facilities.

## **4. Fusion Highlights**

- On April 17, 2015, fourteen Education Assistants from Harrisfield Public School toured Fusion. The tour created awareness of what services are offered at Fusion as well as potential partnerships with students;
- The skate park opened up to the public on Wednesday April 14<sup>th</sup>;
- The Ingersoll Rotary Club VIVO Music program is running very well, we have reached capacity at 20 youth and now have a waiting list;



- The marketing campaign for Run Ingersoll has just launched and currently there are 42 people already registered - 3 in 1K, 29 in 5K and 3 in 10K;
- Three major corporate has been secured for the Run Ingersoll amounting to \$4,500;
- Staff have applied to Loblaws for \$5,000 for our cooking programs;
- Unifor Local 88 renewed their funding with the centre in the amount of \$25,000 yearly;

**Important Upcoming Dates:**

- Wednesday May 27, 2015 12-2pm- GM Cami Assembly Plant tour of Fusion Youth Centre
- May 23, 2015 Rain Barrel Pick Up 1-4pm- Order before May 20, 2015 at [www.FusionYouthCentre.ca](http://www.FusionYouthCentre.ca)
- June 14, 2015 @ 9am - Ingersoll Harvest Run has been moved to this new date and is now called Run Ingersoll, Sprint into Summer. Sign up today to run!
- May 23, 2015 from 8am-noon- Fusion's Yard Sale Fundraiser
- Wednesday May 27, 2015 6:30pm- Ingersoll Youth Action Committee Meeting

Prepared by: Bonnie Ward, Director of Parks and Recreation  
Approved by: William Tigert, CAO

# 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 previously approved | June 26/13      | July 3/13          | pending...            | pending ... |                               |                        | Pending re-submission of revised drawings & addt'l SWM 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 Storm water issues |
|            |                                    |               |   |                 |                    |                       |             |                               |                        |  |
|            |                                    |               |   |                 |                    |                       |             |                               |                        |  |

# TOWN of INGERSOLL - Development Applications Status

## DRAFT PLANS of SUBDIVISION and CONDOMINIUM

| FILE No.<br>(Related Files)             | Owner/Applicant        | Legal Description /<br>Address         | Purpose   | Appln.<br>Received | Agency<br>Circulation   | Town Public<br>Meeting(s)           | County<br>Public Mtg | County Council<br>Decision        | Draft Plan<br>Lapsing Date | Phases &<br>(Regstn. Dates)                     | STATUS                      | Comments  |
|---|------------------------|--|---|--------------------|-------------------------|-------------------------------------|----------------------|-----------------------------------|----------------------------|---|-----------------------------|---|
| SB 12-02-6<br>(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<br>(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<br>(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<br>(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<br>(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<br>#2 - May 11/15 | pending (May 27/15)  | pending...                        |                            |   | Pending Council decision(s) | Harrisview - Phase 2; Nov 10/14 - Town Council decision to "defer" to allow developer to address Env'tl Impact Study issues for woodland. March 26/15 - Revised E.I.S. and revised Draft Plan submitted for review. |
| 32T-87004<br>(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                            |                            | Dev. Agmt. for Phase 2 - pending Final Approval | Amendment File Closed       | May 6/14 - Initial inquiry by Agent. June 5/14 - Agent advises Town Dev. Agmt is not satisfactory to Owner and wants changes to D.A. conditions.  |

# TOWN of INGERSOLL - Development Applications Status

## ZONE CHANGE

| Application<br>File No.<br>(Related Files) | Owner/Applicant        | Legal Description / Address        | Purpose of Application  |  | Appln.<br>Received | Public<br>Meeting(s)                     | Council<br>Decision date | Council<br>Decision | STATUS                         | Comments  |
|--|------------------------|------------------------------------|---|--|--------------------|--|--------------------------|---------------------|--------------------------------|---|
|  |                        |                                    | From Zone   | To Zone  |                    |  |                          |                     |                                |   |
| ZN6-14-03 (SB14-02-6)                      | Sifton Properties Ltd. | n/s Clark Rd East at w/s HARRIS St | Development (D * D-1), Residential Type 1 (R1) and Residential Type 3 (R3-16) | Residential Type 2 (R2), Residential Type 3 (R3) and Open Space (OS) | Apr 11/14          | Mtg: #1: Nov 10/14;<br>Mtg #2: May 11/15 |                          |                     | Pending new Public Meeting.... | Related to Draft Plan of Subdivision - Harrisview Phase 2 (SB14-02-6). Nov 10/14 - Town Council decision to "defer" in order to allow developer to address Env't Impact Study issues related to woodland feature within draft plan. |
|  |                        |                                    |   |  |                    |  |                          |                     |                                |   |
|  |                        |                                    |   |  |                    |  |                          |                     |                                |   |

# TOWN of INGERSOLL - Development Applications Status

## Minor Variances / Permission

| File (related files)   | Owner/Applicant | Address | Purpose | Appl.<br>Received | Public<br>Meeting(s) | Committee<br>Decision | Notice of<br>Decision | Final<br>Notice | STATUS | Comments |
|------------------------|-----------------|---------|---------|-------------------|----------------------|-----------------------|-----------------------|-----------------|--------|----------|
| No active applications |                 |         |         |                   |                      |                       |                       |                 |        |          |
|                        |                 |         |         |                   |                      |                       |                       |                 |        |          |
|                        |                 |         |         |                   |                      |                       |                       |                 |        |          |
|                        |                 |         |         |                   |                      |                       |                       |                 |        |          |



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-045-15

**COUNCIL MEETING DATE:** May 11, 2015

**TITLE:** Lot Maintenance By-law

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## **OBJECTIVE**

To provide Council its first review of a new Lot Maintenance By-law.

## **BACKGROUND**

Staff have reviewed the current Lot Maintenance by-law and have determined that it requires updating. The current CBO has drafted this with assistance from the Town Engineer and the Clerk.

## **ANALYSIS**

The new Lot Maintenance By-law is being presented here for Council consideration. The By-law provides more clear definitions. It also provides for better controls over lot grading and drainage; placement of fill; and dumping.

## **INTERDEPARTMENTAL IMPLICATIONS**

This should assist with enforcement of the lot maintenance by-law

## **FINANCIAL IMPLICATIONS**

N/A

## **RECOMMENDATION**

**THAT** Council of the Town of Ingersoll receive report C-045-15 and that the by-law be brought forth for Council consideration at the regular June Council meeting.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C- 046-15

**COUNCIL MEETING DATE:** May 11, 2015

**TITLE:** ERTH Council Remuneration

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### **OBJECTIVE**

To provide Council with a legal opinion regarding ERTH Salary disclosure.

### **BACKGROUND**

Council at its meeting of March 9, 2015 passed the following resolution:

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

THAT the Council for the Town of Ingersoll directs staff to seek a legal opinion regarding whether Erie Thames Power Council remuneration should be included in the annual Council Remuneration & Expense report. **CARRIED**

Staff have now received legal advice from a Municipal Solicitor and that advice is attached hereto for Council information.

### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

### **FINANCIAL IMPLICATIONS**

None

### **RECOMMENDATION**

**THAT** Council receive report C-046-15 as information.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

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# Barry R. Card

BARRISTER & SOLICITOR

Certified Specialist - Municipal Law: Local Government/ Land Use Planning & Development Law

568 RIDGEWOOD CRESCENT

LONDON, ONTARIO N6J 3J2

TELEPHONE (519) 433-5117 • FACSIMILE (519) 963-0285

Internet Address: [cardlaw@rogers.com](mailto:cardlaw@rogers.com)

April 17, 2015

Via Email: [mgraves@ingersoll.ca](mailto:mgraves@ingersoll.ca)

Michael Graves, Clerk  
Town of Ingersoll  
130 Oxford Street, 2<sup>nd</sup> Floor  
Ingersoll, Ontario  
N5C 2V5

Dear Sir:

**Re: ERTH Corporation**

The questions you have presented for my consideration are:

1. Is ERTH Corporation a "local board"? and
2. Does clause 284(1)(a) require the Treasurer to identify payments made by ERTH to a Director who has been appointed by the municipal Council, in the Section 284 statement?

## **Question Number One - Is ERTH Corporation a Local Board?**

A "local board" is defined in Section 1 of the *Municipal Act* as follows:

*"local board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;*  
(emphasis added)

A "**municipal service board**" falls under the "local board" umbrella. Some electrical utilities in Ontario are municipal service boards.

You advise that ERTH Corporation is an Ontario Business Corporation and that the function ERTH Corporation is to oversee Erie Thames Powerlines Corporation, which is also an Ontario Business Corporation. ERTH Corporation provides the following information on its website:

*ERTH Corporation is a dynamic group of companies that delivers products and services within the energy, water and municipal sectors. Given our involvement in providing essential services and the key role we play in our local communities, we recognize the importance of sustainable business practices.*

*Since our inception in 2000, sustainability has been ingrained in our founding principles, which include local presence and employment and a commitment to the social, environmental and economic needs of our customers, employees and shareholder communities. We believe that these principles are key ingredients in building stronger communities and a more sustainable business...*

*ERTH Corporation's Board of Directors consists of representatives from the nine shareholder municipalities (including)... Ted Comiskey, Director Town of Ingersoll...*

It appears, on the basis of the information posted by ERTH Corporation and the information which you have provided, that ERTH Corporation **does not exercise any statutory powers other than those which apply generally to the conduct of business corporations.**

The provincial government had asked municipalities to transfer their electrical utilities over to business corporations, however, some municipalities did not do this and Section 195 deemed those public utilities created under the *Public Utilities Act*, which existed on December 31, 2002, to be "municipal service boards established under this (Municipal) Act".

ERTH Corporation was established in 2000 as a Business Corporation and is not one of the public utilities deemed by Section 195 to have been continued as a municipal service board.

On the basis of the information available, ERTH Corporation is not a public utility "continued by Section 195" of the *Municipal Act* and is not a local board.

**Question Number Two - Does clause 284(1)(a) require the Treasurer to identify payments made by ERTH to the Mayor, in the Section 284 statement?**

The statutory requirement imposed upon the municipal Treasurer to prepare a statement is found in Section 284 of the *Municipal Act*:

*284. (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,*

*(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*

*(b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*

*(c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.*

*(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.*

*(3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year.*

If ERTH Corporation were a local board, then the remuneration paid to a Council member/director appointed by the Town's Council would be included on the statement of the remuneration paid to the member, as per clause 284(1)(a) above. Given my answer to the first question, the compensation paid by ERTH Corporation falls outside this requirement. Also, given that ERTH Corporation is not a local board, subsection 284(3) does not apply to ERTH Corporation. Consistent with this finding, in practice, ERTH Corporation does not issue an "itemized statement of the remuneration and expenses" paid to the Council's appointee.

It should be noted that the obligations apply not only to local boards, but to "any other body... to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council".

The question could be asked whether or not the very broad term "any other body" could apply to an Ontario Business Corporation. In my opinion, the answer to this question would also be negative.

One reason is that the "body" spoken of in the *Municipal Act* appears to be a body which is created by the municipality itself and over which the municipality has control, unless the legislation says otherwise.

The *Municipal Act* contains a definition for the term "local body" in Section 19(4). This definition includes certain boards or other authorities exercising the power to provide services outside their geographical boundaries. There is no reference to business corporations in this definition and in any event, the definition was not intended to apply generally. Similarly, there is also a definition for the term "local body" in Section 172 of the *Municipal Act*, however, this definition refers the reader over to regulations under the Act. An example is Regulation 204/03, which does contain a definition of "local board" but that definition refers to the definition of

"local board" in the *Municipal Affairs Act*, which is not materially different from the definition found in the *Municipal Act* itself:

*"local board" means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;*

### **Optional Disclosure Regarding Compensation?**

The Treasurer's function under Section 284 is, as a person designated by the statute, to prepare a statement. The Treasurer must do exactly what Section 284 requires: officials who discharge statutory duties (such as the chief building official) have very little discretion.

The Enwin approach which you forwarded to me falls outside the scope of a Section 284 statement.

The Enwin communiqué notes that business corporations "... generally do not disclose compensation information" unless they are listed on stock exchanges or obtain funding through "certain debt markets". These rules are established by the Ontario Securities Commission. The communiqué references "National Instrument 51-102 (as) an example".

As Enwin notes, "some of Ontario's large energy companies", such as Toronto Hydro and Union Gas, follow the Ontario Securities Commission disclosure rules. Enwin says that it decided "in the interest of full disclosure", that Enwin boards and senior executives would voluntarily consent "to the disclosure of their remuneration".

That is the key: not only is disclosure not required, but it would not be permitted in the absence of the consent of these "senior executives". The list does not purport to apply to staff generally and no amounts are identified for board member compensation.

There could be several employees earning six figure salaries and from that standpoint, the "disclosure" list is potentially misleading.

In any event, it would be up to ERTH Corporation and its senior officers to determine the appropriateness of disclosure.

### **The Public Sector Salary Disclosure Act**

Another question raised is whether or not the *Public Sector Salary Disclosure Act* requires the disclosure of the stipends received by Council appointees to outside bodies such as EARTH Corporation. For the reasons which follow, the answer to this question is "no".

### **The Duty to Disclose**

Under the *Public Sector Salary Disclosure Act*, the obligation to disclose is:

#### ***Public disclosure***

*3. (1) Not later than March 31 of each year beginning with the year 1996, every employer shall make available for inspection by the public without charge a written record of the amount of salary and benefits paid in the previous year by the employer to or in respect of an employee to whom the employer paid at least \$100,000 as salary. 1996, c. 1, Sched. A, s. 3 (1).*

This obligation to disclose applies to the employees of "public sector" employers which do not carry on activity for the purpose of profit or gain.

### **Who is an employee?**

The term is expansively defined to include **directors or officers of a public sector employer**, and the (elected or appointed) holder of an office when the election or appointment takes place under the authority of an Act of Ontario, however, the requirement only applies when an employee is paid \$100,000 or more in a year.

### **What is the Public sector?**

*"public sector" means...*

*(b) the corporation of every municipality in Ontario,*

*(c) subject to the Government funding condition in subsection (2), every local board as defined by the Municipal Affairs Act and every authority, board, commission, corporation, office or organization of persons some or all of whose members, directors or officers are appointed or chosen by or under the authority of the council of the corporation of a municipality in Ontario,*

### **Is EARTH Corporation a Public Sector Employer?**

On the basis of the information you have provided, the answer is "no", because EARTH Corporation does not meet the Government funding condition.

Also, EARTH is a business corporation which carries on its activities for profit, so even if it were in the public sector, it would not meet the "non-profit" requirement.

**What is the "Government Funding" Requirement?**

***Funding received from Government***

*2(2) A body referred to in clause (c), (g), (h) or (k) of the definition of "public sector" in subsection (1) is included in the definition of "public sector" in a year only if the body received funding from the Government of Ontario in that year of an amount that is at least equal to,*

*(a) \$1,000,000; or*

*(b) 10 per cent of the body's gross revenues for the year if that percentage is \$120,000 or more. 1996, c. 1, Sched. A, s. 2 (2).*

You advise that EARTH does not receive government funding, as above.

Please let me know if you have any further questions concerning these matters.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Barry R. Card', written in a cursive style.

Barry R. Card

BRC:jmh



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-047-15

**COUNCIL MEETING DATE:** May 11, 2015

**TITLE:** An Act to amend the Housing Services Act, 2011 and the Public Sector Salary Disclosure Act, 1996

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## **OBJECTIVE**

To provide Council with more information regarding the above noted Act.

## **BACKGROUND**

Council at its meeting of April 13, 2015 received correspondence from Ernie Hardeman regarding the above noted Act. Mr. Hardeman is proposing to have the Housing Services Corporation Accountability Act passed that will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Service Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request.

## **ANALYSIS**

The Housing Service Corporation has said that the requirement to purchase natural gas and insurance through them was put in place to allow for bulk purchases and thereby save public dollars. They also point out that there is an opting out clause if they pay HSC 2.5% of the premium.

Although this particular issue may have an acceptable reason it seems worthwhile to suggest that the Provincial Auditor have authority to audit the HSC without requiring a Minister's request.



Also the reporting of salaries over \$100,000 as municipalities and government agencies do seems like an obvious suggestion.

#### **INTERDEPARTMENTAL IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

N/A

#### **RECOMMENDATION**

**THAT** Council of the Town of Ingersoll support Ernie Hardeman's Housing Services Corporation Accountability Act and advise the Premier and Minister of Municipal Affairs and Housing.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT: Economic Development**

**REPORT NO: D-041-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: GM - Extension of Lease Agreement**

---

## **OBJECTIVE**

To obtain Council's permission to execute the lease agreement for the extension of the lease with GM Canada on Suzuki House and CAMI flyer soccer park.

## **BACKGROUND**

As agreed in principle in September 2014, Town staff has worked with GM Canada to prepare the necessary documents to extend the leases on the Suzuki House and the land on which the CAMI Flyer soccer park is located.

## **ANALYSIS**

The documents are now included below for execution of the early renewal of the leases for a further 10 year term on both facilities.

This is not a renegotiation of the current lease in place, this is the early exercise of an option to renew the lease for a further 10 years. Therefore the terms of the existing lease would remain in place until December 31, 2020 when the lease extension would then come into effect.

It is the expectation of GM Canada that the facilities will not have material capital investment or expansion during the timeframe of the lease extension. Therefore, during the lease extension there will be no requirement for financial compensation for early termination of the leases other than appropriate notice periods.

This 10 year extension was contemplated in the original lease agreement. Although this lease extension is not a permanent solution for either of these facilities, it is a positive

resolution to the present situation and will provide the Town with ample time to plan for a permanent solution.

### **INTERDEPARTMENTAL IMPLICATIONS**

Parks Department to update their planning to take into account the new expiration date of the lease.

Legal Counsel for the Town of Ingersoll has reviewed the document on the Town's behalf.

### **FINANCIAL IMPLICATIONS**

Overheads on both facilities will remain roughly constant through the extended lease period however all further capital repair expenditures on both facilities should be reviewed to ensure they are compatible with the remaining term on the lease. Operating costs and capital needs will have to be closely monitored to balance the cost of the existing facility versus the cost of a new permanent solution.

### **RECOMMENDATION**

That the report D-41/15 be received as information and further that staff be given authorization to execute the attached agreements for the extension of the leases for a further 10 years to December 31, 2030.

### **ATTACHMENTS**

1. Lease Agreement
2. Additional Land Lease Agreement

Prepared by: Kale Brown, Director of Economic Development  
Approved by: William Tigert, CAO

1. Lease Agreement

**FIRST AMENDMENT TO LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT is made as of this \_\_\_\_ day of \_\_\_\_\_, 2015 (the “**Effective Date**”)

**BETWEEN:**

**GENERAL MOTORS OF CANADA LIMITED**

(hereinafter called the “**Landlord**”)

- and -

**THE CORPORATION OF THE TOWN OF INGERSOLL**

(hereinafter called the “**Tenant**”)

**RECITALS:**

- A. CAMI Automotive Inc. (“**CAMI**”) leased the Land located at 250 Ingersoll Street, Ingersoll, Ontario to the Tenant for a 20 year term (the “**Original Term**”) pursuant to a lease dated as of January 1, 2001 (the “**Original Lease**”);
- B. CAMI amalgamated with the Landlord on January 1, 2011;
- C. Section 3 of the Original Lease provides the Tenant with a right to renew the Original Lease for a further term of 10 years by providing notice one year before the expiry of the Original Term;
- D. The Landlord and the Tenant have agreed to such renewal on the terms and conditions set out herein.

**NOW THEREFORE** in consideration of the mutual covenants and agreements between the parties and for good and valuable consideration and the sum and sufficiency of which is hereby acknowledges, the parties agree as follows:

1. Capitalized Items

Capitalized terms used in this First Amending Agreement but not defined herein shall have the meaning ascribed to them in the Original Lease.

2. Right of Renewal

The Tenant hereby notifies the Landlord that it wishes to exercise its right to renew the Original Lease for a period of ten years commencing January 1, 2021 and expiring December 31, 2030 (the “**Renewal Term**”). Notwithstanding that the Tenant is exercising its right of renewal early,

the Landlord hereby acknowledges and accepts the Tenant's notification of its exercise of its right of renewal for such ten year period.

### 3. Terms and Conditions of Renewal

Subject to this First Amending Agreement, the Renewal Term will be on the same terms and conditions of the Original Term, save and except that there shall be no further right to renew.

### 4. Termination During the Renewal Term

As provided in Section 12 of the Original Lease and for greater clarification, the parties agree that no compensation, indemnity or other amount will be payable to the Tenant by the Landlord if the Landlord exercises its right set forth in Section 12 of the Original Lease to terminate the Lease on either one (1) year or three (3) months written notice during the Renewal Term.

### 5. Termination by the Tenant

Subject to Section 15 of the Original Lease as amended by this First Amending Agreement (the "**Lease**"), the Tenant may terminate the Lease at any time during the Renewal Term by providing one hundred and twenty (120) days written notice to the Landlord.

### 6. Demolition

Section 15 of the Original Lease is amended by the addition of the following paragraph:

If the Tenant does not comply with its obligations in this Section 15 prior to the expiry or earlier termination of the Lease, the Tenant will be deemed to be occupying and leasing the Land on a monthly basis on the same terms and conditions as set out in the Lease until the earlier of (i) six (6) months after the effective date of termination or the expiry of the Lease as renewed herein, as the case may be; or (ii) the date the Suzuki House is moved or demolished and the Tenant complies with its obligations in this Section 15.

### 7. Possession

The Tenant will not permit any third party to occupy the Land without the prior written consent of the Landlord.

### 8. Notices

Section 24 of the Original Lease is deleted and replaced by the following paragraph:

Unless otherwise specified, each notice to a party must be given in writing and delivered personally or by courier or transmitted by email or fax to the party as follows:

If to the Landlord:

General Motors of Canada Limited  
1908 Colonel Sam Drive  
Oshawa, Ontario  
L1H 8P7

Attention: General Counsel  
Fax No: 905-644-7772

Copy to:

General Motors Company  
Worldwide Real Estate  
Mail Code 482-B38-C96  
200 Renaissance Center  
Detroit, MI 48265  
United States

Attn. Executive Director  
Fax No: 313-665-6745

If to the Tenant:

The Corporation of the Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 3V3  
Attention: Clerk Administrator

or to any other address, fax number, email or person that the party designates. Any notice:

- (a) delivered personally or by courier on a Business Day (as defined below) will be deemed to have been given on that Business Day;
- (b) transmitted by fax on a Business Day, (i) for which the sending party has received confirmation of transmission before 5 p.m. on that Business Day, will be deemed to have been given on that Business Day, or (ii) for which the sending party has received confirmation of transmission after 5 p.m. on that Business Day or at any time on a day that is not a Business Day, will be deemed to have been given on the next Business Day;
- (c) transmitted by email on a Business Day will be deemed to have been given on that Business Day unless the sending party has received notice or an email message indicating that such email was not received, or if transmitted on a day which is not a Business Day, will be deemed to have been received on the next Business Day unless the sending party has received notice or an email message indicating that such email was not received; and
- (d) delivered personally or by courier on a day that is not a Business Day, will be deemed to have been given on the next business day.

For the purposes of this Lease, “**Business Day**” means a day on which banks are open for business in the City of Toronto, but does not include a Saturday, Sunday or holiday in the

Province of Ontario or a day on which the head office of the Landlord is not open to the public for regular business.

9. Application of Original Lease

The Landlord and Tenant acknowledge and agree that the Original Lease remains in full force and effect and unamended except as modification by this First Amending Agreement, and the Original Lease, as so amended, is hereby ratified and confirmed.

10. Authority.

The Tenant and the Landlord each represent and warrant that they have the right, full power and authority to agree to amend the Original Lease as provided for in this First Amending Agreement.

11. Recitals

The recitals hereto are true and accurate and are incorporated into and form an integral part of this First Amending Agreement.

12. Time is of the Essence

Time in all respects shall be of the essence.

13. Successors and Assigns

This First Amending Agreement enures to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

14. Counterparts

This First Amending Agreement may be executed in counterparts and when each party has executed a counterpart each of such counterparts shall be deemed to be an original and all of such counterparts when taken together shall constitute one and the same agreement. This First Amending Agreement or a counterpart hereof may be executed by a party hereto and transmitted by facsimile or by pdf via email and if so executed and transmitted this First Amending Agreement will be for all purposes as effective and binding upon such party as if such party had delivered an originally executed document. A party transmitting an executed document by email or facsimile shall forthwith thereafter deliver the original of the executed document.

*[signature page follows]*

**IN WITNESS WHEREOF** the parties have executed this First Amending Agreement as of the date first written above.

**GENERAL MOTORS OF CANADA LIMITED**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF  
INGERSOLL**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation



## 2. Additional Land Lease Agreement

### **FIRST AMENDMENT TO ADDITIONAL LAND LEASE AGREEMENT**

THIS FIRST AMENDMENT TO ADDITIONAL LAND LEASE AGREEMENT is made as of this \_\_\_\_ day of \_\_\_\_\_, 2015 (the “**Effective Date**”)

#### **BETWEEN:**

#### **GENERAL MOTORS OF CANADA LIMITED**

(hereinafter called the “**Landlord**”)

- and -

#### **THE CORPORATION OF THE TOWN OF INGERSOLL**

(hereinafter called the “**Tenant**”)

#### **RECITALS:**

- E. CAMI Automotive Inc. (“**CAMI**”) leased the Additional Lands located in Ingersoll, Ontario to the Tenant for a 20 year term (the “**Original Term**”) pursuant to an additional land lease agreement dated as of January 1, 2001 (the “**Original Lease**”);
- F. The Original Lease also provided CAMI with unlimited access to the second floor of the Suzuki House;
- G. Pursuant to a surrender of lease and mutual release dated November 18, 2010, CAMI surrendered its rights to use the second floor of the Suzuki House as provided for in the Original Lease;
- H. CAMI amalgamated with the Landlord on January 1, 2011;
- I. Section 3 of the Original Lease provides the Tenant with a right to renew the Original Lease for a further term of 10 years by providing notice one year before the expiry of the Original Term;
- J. The Landlord and the Tenant have agreed to such renewal on the terms and conditions set out herein.

**NOW THEREFORE** in consideration of the mutual covenants and agreements between the parties and for good and valuable consideration and the sum and sufficiency of which is hereby acknowledges, the parties agree as follows:

#### 15. Capitalized Items

Capitalized terms used in this First Amending Agreement but not defined herein shall have the meaning ascribed to them in the Original Lease.

#### 16. Right of Renewal

The Tenant hereby notifies the Landlord that it wishes to exercise its right to renew the Original Lease for a period of ten years commencing January 1, 2021 and expiring December 31, 2030 (the “**Renewal Term**”). Notwithstanding that the Tenant is exercising its right of renewal early, the Landlord hereby acknowledges and accepts the Tenant’s notification of its exercise of its right of renewal for such ten year period.

#### 17. Terms and Conditions of Renewal

Subject to this First Amending Agreement, the Renewal Term will be on the same terms and conditions of the Original Term, save and except that there shall be no further right to renew.

#### 18. Termination During the Renewal Term

Notwithstanding Section 13 of the Original Lease as amended by this First Amending Agreement (the “**Lease**”) and for greater clarification, the parties agree that no compensation, indemnity or other amount will be payable to the Tenant by the Landlord if the Landlord exercises its right set forth in Section 13 of the Original Lease to terminate the Lease on either one (1) year or three (3) months written notice during the Renewal Term.

#### 19. Termination by the Tenant

The Tenant may terminate the Lease at any time during the Renewal Term by providing one hundred and twenty (120) days written notice to the Landlord.

#### 20. Possession

The Tenant will not permit any third party to occupy the Additional Lands without the prior written consent of the Landlord.

#### 21. Notices

Section 25 of the Original Lease is deleted and replaced by the following paragraph:

Unless otherwise specified, each notice to a party must be given in writing and delivered personally or by courier or transmitted by email or fax to the party as follows:

If to the Landlord:

General Motors of Canada Limited  
1908 Colonel Sam Drive  
Oshawa, Ontario  
L1H 8P7

Attention: General Counsel  
Fax No: 905-644-7772

Copy to:

General Motors Company  
Worldwide Real Estate  
Mail Code 482-B38-C96  
200 Renaissance Center  
Detroit, MI 48265  
United States

Attn. Executive Director  
Fax No: 313-665-6745

If to the Tenant:

The Corporation of the Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 3V3  
Attention: Clerk Administrator

or to any other address, fax number, email or person that the party designates. Any notice:

- (e) delivered personally or by courier on a Business Day (as defined below) will be deemed to have been given on that Business Day;
- (f) transmitted by fax on a Business Day, (i) for which the sending party has received confirmation of transmission before 5 p.m. on that Business Day, will be deemed to have been given on that Business Day, or (ii) for which the sending party has received confirmation of transmission after 5 p.m. on that Business Day or at any time on a day that is not a Business Day, will be deemed to have been given on the next Business Day;
- (g) transmitted by email on a Business Day will be deemed to have been given on that Business Day unless the sending party has received notice or an email message indicating that such email was not received, or if transmitted on a day which is not a Business Day, will be deemed to have been received on the next Business Day unless the sending party has received notice or an email message indicating that such email was not received; and
- (h) delivered personally or by courier on a day that is not a Business Day, will be deemed to have been given on the next business day.

For the purposes of this Lease, “**Business Day**” means a day on which banks are open for business in the City of Toronto, but does not include a Saturday, Sunday or holiday in the

Province of Ontario or a day on which the head office of the Landlord is not open to the public for regular business.

22. Application of Original Lease

The Landlord and Tenant acknowledge and agree that the Original Lease remains in full force and effect and unamended except as modification by this First Amending Agreement, and the Original Lease, as so amended, is hereby ratified and confirmed.

23. Authority.

The Tenant and the Landlord each represent and warrant that they have the right, full power and authority to agree to amend the Lease as provided for in this First Amending Agreement.

24. Recitals

The recitals hereto are true and accurate and are incorporated into and form an integral part of this First Amending Agreement.

25. Time is of the Essence

Time in all respects shall be of the essence.

26. Successors and Assigns

This First Amending Agreement enures to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

27. Counterparts

This First Amending Agreement may be executed in counterparts and when each party has executed a counterpart each of such counterparts shall be deemed to be an original and all of such counterparts when taken together shall constitute one and the same agreement. This First Amending Agreement or a counterpart hereof may be executed by a party hereto and transmitted by facsimile or by pdf via email and if so executed and transmitted this First Amending Agreement will be for all purposes as effective and binding upon such party as if such party had delivered an originally executed document. A party transmitting an executed document by email or facsimile shall forthwith thereafter deliver the original of the executed document.

*[signature page follows]*

**IN WITNESS WHEREOF** the parties have executed this First Amending Agreement as of the date first written above.

**GENERAL MOTORS OF CANADA LIMITED**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF  
INGERSOLL**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation



**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-044 -15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: 2015 Pan Am Torch Relay – Ingersoll Celebration Host Community**

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## **OBJECTIVE**

The purpose of this report is to obtain Council's approval to close Oxford Street and the Oxford Street Parking Lot between King Street and Charles Streets (Access to the Oxford Street parking lot will be available at the entrance across from the Dollarstore) and the Town Office/Library parking lot on Thursday, June 18<sup>th</sup>, 2015 from 9 am to 1 pm for the 2015 Pan Am Torch Relay.

## **BACKGROUND**

The Toronto 2015 Pan Am Games will be held July 10 to 26, 2015. The Pan Am Torch Relay will be taking place for 41 days (May 30 – July 10, 2015). There will be 3,000 torchbearers. The torch will travel 5,000+ kilometers on the road, 15,000+ kilometers in the air. There are 130+ celebration communities with 70 to 80 torchbearers per day and 3 to 4 communities per day.

## **ANALYSIS**

Ingersoll has been selected as a celebration community and the 2015 Torch Relay is scheduled to be in Ingersoll on Thursday, June 18<sup>th</sup>, 2015 at approximately 10:55am. The Celebration will take place in front of the Town Offices on Oxford Street.

A Community Planning Committee of Town staff has been working on the celebration for several months and has planned pre-celebration activities for school aged children and the general public.

The celebration will include Pan Am games activities for school aged children, a free BBQ sponsored by Tremblett's Independent and greetings from local dignitaries.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

Sponsorships have been secured for the free BBQ by Tremblett's Independent. In the 2015 Operating Budget \$800 has been approved to cover costs for promotion and program supplies.

## **RECOMMENDATION**

**THAT** Council gives permission to close Oxford Street and the Oxford Street Parking Lot between King Street and Charles Streets (Access to the Oxford Street parking lot will be available at the entrance across from the Dollarstore) and the Town Office/Library parking lot on Thursday, June 18<sup>th</sup>, 2015 from 9 am to 1 pm for the 2015 Pan Am Torch Relay.

## **ATTACHMENTS**

None

Prepared by: Bonnie Ward, Director of Parks and Recreation

Approved by: William Tigert, CAO



**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-045-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: VPCC – YFC/Youth Unlimited & Operation Sharing OBJECTIVE**

---

### **OBJECTIVE**

The purpose of this report is to obtain Council's approval to enter into a one year lease agreement with YFC/Youth Unlimited and Operation Sharing for the use of the former Child Minding Room at Victoria Park Community Centre.

### **BACKGROUND**

In December 2014 at the Town's request YFC/Youth Unlimited and Operation Sharing were asked to vacate the Carnegie Building for health and safety issues.

To assist these community organizations in their relocation the Town temporarily allowed them to utilize the former Child Minding Room at Victoria Park Community Centre for 4 months at no charge to allow them to search for a new location for their administrative offices.

### **ANALYSIS**

On March 25, 2015 staff received correspondence from YFC/Youth Unlimited and Operation Sharing requesting the Town's consideration in renting the former Child Minding Room at VPCC on a full time basis for their Administrative Offices. Both organizations have been unsuccessful in their search for new rental space that fits their operational needs.

In 2014 the Child Minding Room was closed due to budget reductions. Since its closure the Department has only received one verbal concern regarding the elimination of the child minding service.

Prior to YFC/Youth Unlimited and Operation Sharing moving into the Child Minding Room the space was being utilized for department programs and staff meeting. The room capacity is only 15 people.



The partnership between the Town and YFC/Youth Unlimited and Operation Sharing over the past four months has been very successful and has become a good use for the facility space.

YFC/Youth Unlimited and Operation Sharing have been excellent tenants at VPCC and are extremely happy with the facilities and staff support received from the Town of Ingersoll.

After discussions with Joe Carney, Director of YFC/Youth Unlimited and Operation Sharing they would like to continue to utilize the space for their Administrative Offices at a monthly rent of \$500 collectively.

YFC/Youth Unlimited will also be renting the kitchen facilities and the music studio at Fusion to operate their Saturday Breakfast Club and a Youth Music Program on a weekly basis.

### **INTERDEPARTMENTAL IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

2014 Room Rental Income: \$ 50 Approximately

Proposed Rent – YFC/Youth Unlimited & \$6,000/per year  
Operation Sharing - \$500/per month

Note: For a financial comparison when Parkside Day Care rented the 2nd floor large meeting room their monthly rent to the Town was \$721/per month.

### **RECOMMENDATION**

**THAT** Council authorize staff to prepare a one year lease agreement with YFC/Youth Unlimited and Operation Sharing for the use of the former Child Minding Room at Victoria Park Community Centre for \$500/per month.

Prepared by: Bonnie Ward, Director of Parks and Recreation

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-046-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: 2015-2016 Master Ice Schedule**

---

## **OBJECTIVE**

The purpose of this report is to obtain Council's approval of the 2015-2016 Master Ice Schedule.

## **BACKGROUND**

On April 29th, 2015 the Ice Allocation Committee met to review all ice time requests for the upcoming season. The following Committee members were present:

|                           |                             |
|---------------------------|-----------------------------|
| Greg Bryant               | Ingersoll Minor Hockey      |
| Jamie Belore              | Ingersoll Minor Hockey      |
| Lori Baker                | Ingersoll Ice               |
| Myah Norns                | Ingersoll Ice               |
| Robyn Shapton             | Ingersoll Ice               |
| Bob Wiley                 | Ingersoll Skating Club      |
| Josie Gordon              | Ingersoll Skating Club      |
| Angie McLelland           | Ingersoll Skating Club      |
| Chris Lamerss             | NBC – Friday Night & SAWS   |
| Rob deVries               | Ingersoll Old Timers        |
| Jason Spence              | Ingersoll Old Timers        |
| Fred Freeman              | Deputy Mayor                |
| Reagan Franklin           | Councillor                  |
| Kristy VanKooten-Bossence | Councillor                  |
| Tom Mabee                 | Arena Lead hand             |
| Dan St. Amand             | Facility Operations Manager |
| Bonnie Ward               | Director                    |

## ANALYSIS

Attached as Appendix "A" is a copy of the 2015-2016 Ice Requests from User Groups. New requests are highlighted in bold. In summary the following extra hours of ice were requested for the upcoming season:

Ingersoll Ice (Girls Hockey) - 3 additional hours

The Ingersoll Girls Hockey Association is entering its 9<sup>th</sup> season and in 2014-2015 they had 4 teams. In the 2015-2016 season they will have five teams playing from the Novice/Atom age group (8 to 10 years old), through to the Midget age group (15 to 17 years old).

The Ice Allocation Policy states that requests are reviewed on the basis of when they are received (prior to deadline) in relationship to availability of facilities and groups requirements with priority given to:

1. Local Minor Sports and Programs
2. Local Seasonal Groups
3. Any additional Requests

In order to accommodate this additional girl's hockey team in accordance with the Ice Allocation Policy – Section - Ice Allocation Procedures, Article 4, the Ice Allocation Committee is recommending that Ingersoll Girls Hockey be given the following additional 2 hours of ice for the 2015-2016 season:

Sundays -12 noon to 1 pm - Former Ice Time of Sunday Men's Hockey  
Sundays -7 pm to 8 pm - Former Ice Time of Ladies Hockey

The Ice Allocation Committee is recommending that the Sunday Men's Hockey and Ladies Hockey be changed to Monday and Tuesday evening from 10 pm to 11 pm. This decision was based on the policy that local minor sports and programs be given 1<sup>st</sup> propriety. It was also noted that written ice time requests were not submitted by these two hockey groups prior to the deadline date of April 17<sup>th</sup> and before the Ice Allocation meeting.

Sunday Men's Hockey and Ladies Hockey were both contacted by staff and were told of their proposed ice time changes.

In order to accommodate this change the SAWS gave up their hour of ice on Monday evenings as well as Minor Hockey on Tuesday evenings.

The 2015-2016 Ice Allocation Committee is recommending that Council approve the draft Master Ice Schedule as presented in this report as Appendix "B".

The Committee has also recommended that the Ice Allocation Policy be reviewed for possible changes and updates prior to the 2016-2017 ice season for Council's consideration and approval.

Listed below are the 2014/2015 youth participant numbers:

| <b>Youth Group</b>            | <b>Numbers</b> | <b>Hrs of Prime Ice</b> |
|-------------------------------|----------------|-------------------------|
| Ingersoll Figure Skating Club | 178            | 14.5 hrs                |
| Ingersoll Minor Hockey        | 291 (19 Teams) | 34 hrs                  |
| Ingersoll Girls Hockey        | 61 (5 Teams)   | 8.25 hrs                |

### **INTERDEPARTMENTAL IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

None

### **RECOMMENDATION**

**THAT** Council approves the 2015-2016 Master Ice Schedule recommended by the Ice Allocation Committee as outlined in Appendix "B".

### **ATTACHMENTS**

Appendix "A" - 2015-2016 Arena User Group Requests  
Appendix "B" - 2015-2016 Draft Master Ice Schedule

Prepared by: Bonnie Ward, Director of Parks and Recreation  
Approved by: William Tigert, CAO

# APPENDIX “A”

## INGERSOLL DISTRICT MEMORIAL CENTRE

### 2015/2016 ARENA USER GROUP REQUESTS – 50 Minute Hour

| TIME    | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY                                    | SATURDAY                           | SUNDAY                                     |
|---------|--------|---------|-----------|----------|---|------------------------------------|--|
| 6:00am  |        |         |           |          |   | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 6:30am  |        |         |           |          |   | 6:00- 11 am<br>Minor<br>Hockey     | 6-12 noon<br>Minor<br>Hockey               |
| 7:00am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 7:30am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 8:00am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11am<br>Minor<br>Hockey       | 6-12 noon<br>Minor<br>Hockey               |
| 8:30am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 9:00am  |        |         |           |          |   | 6:00-11 am<br>Minor Hockey         | 6-12 noon<br>Minor<br>Hockey               |
| 9:30am  |        |         |           |          | 9:30-10:30<br>am<br>Special<br>Olympics   | 6:00-11 am<br>Minor Hockey         | 6-12 noon<br>Minor<br>Hockey               |
| 10:00am |        |         |           |          | 9:30 – 10:30<br>am<br>Special<br>Olympics | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 10:30am |        |         |           |          |   | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey               |
| 11:00am |        |         |           |          |   | 6:00 – 11 am<br>Minor<br>Hockey    | 6-12 noon<br>Minor<br>Hockey               |
| 11:30am |        |         |           |          |   | 11 am - 12 noon<br>Family<br>Skate | 6-12 noon<br>Minor<br>Hockey               |
| 12:00pm |        |         |           |          |   | 12-5:00pm<br>Figure Skating        | 12 – 1:00 pm<br>Sunday<br>Hockey<br>League |
| 12:30pm |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 12-1:00 pm<br>Sunday<br>Hockey<br>League   |
| 1:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating           |
| 1:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure<br>Skating    | 1:00-5:30pm<br>Figure<br>Skating           |
| 2:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating           |
| 2:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating           |
| 3:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating           |
| 3:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating           |



# APPENDIX “B”

## INGERSOLL DISTRICT MEMORIAL CENTRE

### 2015/2016 DRAFT MASTER ICE SCHEDULE – 50 Minute Hour

| TIME    | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY                                    | SATURDAY                           | SUNDAY                           |
|---------|--------|---------|-----------|----------|---|------------------------------------|----------------------------------|
| 6:00am  |        |         |           |          |   | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 6:30am  |        |         |           |          |   | 6:00- 11 am<br>Minor<br>Hockey     | 6-12 noon<br>Minor<br>Hockey     |
| 7:00am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 7:30am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 8:00am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 8:30am  |        |         |           |          | 7:00-8:30am<br>Figure<br>Skating          | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 9:00am  |        |         |           |          |   | 6:00-11 am<br>Minor Hockey         | 6-12 noon<br>Minor<br>Hockey     |
| 9:30am  |        |         |           |          | 9:30-10:30<br>am<br>Special<br>Olympics   | 6:00-11 am<br>Minor Hockey         | 6-12 noon<br>Minor<br>Hockey     |
| 10:00am |        |         |           |          | 9:30 – 10:30<br>am<br>Special<br>Olympics | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 10:30am |        |         |           |          |   | 6:00-11 am<br>Minor<br>Hockey      | 6-12 noon<br>Minor<br>Hockey     |
| 11:00am |        |         |           |          |   | 6:00 – 11 am<br>Minor<br>Hockey    | 6-12 noon<br>Minor<br>Hockey     |
| 11:30am |        |         |           |          |   | 11 am - 12 noon<br>Family<br>Skate | 6-12 noon<br>Minor<br>Hockey     |
| 12:00pm |        |         |           |          |   | 12-5:00pm<br>Figure Skating        | <b>12 – 1:00 pm<br/>IGHA</b>     |
| 12:30pm |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | <b>12-1:00 pm<br/>IGHA</b>       |
| 1:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating |
| 1:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure<br>Skating    | 1:00-5:30pm<br>Figure<br>Skating |
| 2:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating |
| 2:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating |
| 3:00pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating |
| 3:30pm  |        |         |           |          |   | 12 -5:00pm<br>Figure Skating       | 1:00-5:30pm<br>Figure<br>Skating |







**DEPARTMENT: Parks & Recreation**

**REPORT NO: R-047-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: Rotary Outdoor Community Ice Rinks – Victoria Park – Main Diamond**

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## **OBJECTIVE**

To update Council on the operation of the Rotary Outdoor Community Ice Rinks.

## **BACKGROUND**

On October 14, 2014 Council approved the installation of an outdoor ice rink in Victoria Park in the infield of the Main Diamond providing funding is provided for the full cost of construction of the outdoor ice rink (R-147-140).

Ingersoll PlayRight spearheaded the project and secured 100% funding for the construction of the outdoor ice rinks. The ice rinks were named the Rotary Outdoor Community Ice Rinks in recognition of their financial contribution towards the project.

The outdoor ice rinks were constructed in partnership with volunteers from Ingersoll PlayRight and Parks and Recreation staff the last week in December 2014.

## **ANALYSIS**

The first day of skating was Friday, January 2, 2015 and the rinks remained open until March 11, 2015, total days was 66 days. The rink was only closed for 1 day due to poor ice conditions.

The two ice rinks were well received by the community and the usage was amazing for the first year. Everyone from families with young children to seniors used the rink. The rinks were used both during the day and at night 7 days per week. There were only a few times when there wasn't someone skating. Everyone that used the rinks was very appreciative and it didn't matter who was playing hockey they all joined in to play.

The Parks Department spent 36 days maintaining the rinks (Monday to Friday only). The maintenance included shoveling, snow blowing, filling cracks and holes and

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flooding. In those 36 days the Park's Department spent 105 hours on maintenance at a cost of approximately \$3,150 (Labour & Benefits). The Park's Department utilized our summer watering tank to flood the outdoor rinks (200 gallon tank). Daily records were kept and we performed 30 floods for a total of 6,000 gallons of water. The Main Diamond lights were also on daily from dusk to 9 pm. Erie Thames Power has estimated that the cost of water was approximately \$60 and the cost of hydro was approximately \$900.

Some recommendations going forward for next season would be:

- Reduce number of hours spent on maintenance and water, staff felt that they probably did too much maintenance in the first few weeks;
- Rinks to be built further apart to allow more room for snow removal;
- Purchasing nets for hockey.

Staff would like to extend our thanks and appreciation to Ingersoll PlayRight and all the community volunteers who raised the funds towards the construction of the outdoor ice rinks and helped with the construction.

Special thanks are also extended to all those individuals, businesses and community organizations that financially supported the construction of the ice rinks.

#### **INTERDEPARTMENTAL IMPLICATIONS**

None

#### **FINANCIAL IMPLICATIONS**

None

#### **RECOMMENDATION**

**THAT** Council receives and files Report Number R-051 -05 as information.

#### **ATTACHMENTS**

None

Prepared by: Bonnie Ward, Director of Parks & Recreation  
Approved by: William Tigert, CAO



**DEPARTMENT: Parks and Recreation**

**REPORT NO: R-048-15**

**COUNCIL MEETING DATE: Monday, May 11, 2015.**

**TITLE: Fusion Youth Centre's application to the Youth Entrepreneurship Partnerships Grant Program**

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## **OBJECTIVE**

The objective of this report is to seek Council's permission to authorize staff to collaboratively submit an application to the Youth Entrepreneurship Partnerships (YEP) program offered through the Ministry of Economic Development, Employment, Infrastructure and the Ministry of Research and Innovation.

## **BACKGROUND**

In March 2014, the Fusion Youth Centre initiated the Oxford County Youth Entrepreneurship Partnership Table (YEPT) in collaboration with CES, WASBEC and OSBSC. The goal of the YEPT was to explore the network of youth services in the county, take stock of the services offered and identify gaps in youth entrepreneurship supports. A county-wide inventory of youth entrepreneurship supports and services was created to gain an understanding of the pathways available to youth aged 18-29 interested in exploring entrepreneurship in Oxford County.

Partners at the YEPT identified that the Fusion Youth Centre should exclusively offer youth entrepreneurship training through the SureStart program as this was not currently being offered by any other organization in the County. However, the partners involved agreed that there were still gaps in support of youth entrepreneurship in Ingersoll and throughout the County particularly in the ways in which youth moved between organizations.

To make sense of the ways in which the organizations were supporting youth with an interest in entrepreneurship, the YEPT created the draft Oxford County Entrepreneurship Pathway. The pathway illustrates how a youth can navigate through the programs and services available to them locally.

Through the creation of the pathway, the YEPT identified the need for a collaborative effort to create a sustainability plan for the development and continuation of local entrepreneurship initiatives. The YEPT also identified that other partners should be included: local and regional economic development departments and representation from the Oxford Workforce Development Partnership. This will ensure that youth experience a seamless model of service delivery by accessing the maximum amount of support available to them.

To achieve these objectives, a statement of interest was submitted to the YEP program (*YEP Round 6: Creating Vibrant Youth Entrepreneurship Ecosystems*) on March 5, 2015. On April 16, 2015 the Ministry invited the Fusion Youth Centre to submit a full proposal.

## **ANALYSIS**

The Oxford Labour Force Development Strategy (OLFDS) has identified entrepreneurial development and youth engagement as priority action items vital to the future economic vibrancy of all Oxford Communities. Our initiative will map and inventory all existing programs and services and articulate the process by which youth move through programs. We are acutely aware that many of these programs overlap and also significant gaps exist within the current framework. We will engage all partners to explore synergies, breakdown silos, and engage in intensive dialogue to create a seamless client centric model that maximizes resources, eliminates duplication, addresses gaps and establishes an integrated and holistic approach to service. This new model will establish a new service map which we will use with a current program provider to validate the efficiency and improved outcomes for youth participants.

According to the OLFDS Strategy Review, citizens aged 15-24 are projected to decrease by 2% in Oxford County as the population aged 25-64 will increase by just 1% from 2011-2020.<sup>1</sup> Youth retention in rural communities such as Ingersoll will require creative solutions that will encourage skilled young people either settle or return to the small towns in which they grew up. Ensuring that young people have access to the resources, support and connections necessary to successfully contribute to the local economy as entrepreneurs is crucial to a vibrant and economically diverse community.

The grant will not cover program delivery and must be used exclusively for “projects that support knowledge-transfer within or across organizations who offer youth entrepreneurship programs and services.”<sup>2</sup>

Successful applications must meet at least one of the following objectives:

1. Foster collaboration and formalize coordination at the local and/or regional level.

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<sup>1</sup> Oxford Labour Development Partnership. “Labour Market Refresh and Strategy Review.” Draft document. 2015. PDF Document.

<sup>2</sup> Grants for non-profits promoting youth entrepreneurship. (2014). Eligible Projects. Accessed April 30, 2015 from <http://www.ontario.ca/business-and-economy/student-entrepreneurs-and-non-profits-grants>.

2. Establish sustainable delivery of programming and services.

3. Increase community involvement in youth entrepreneurship programming.<sup>3</sup>

Our proposed project will meet all three objectives and will ensure youth in Ingersoll and Oxford County have options when considering a career and/or starting a business. All partners involved acknowledge that they have unique and vested interests, therefore a consultant will be hired to complete the majority of these tasks including: focus groups with current and would-be young entrepreneurs, service providers, partners and other stakeholders, identify a sustainable model that addresses gaps in youth entrepreneurship services and maximizes access to these services. Finally, the consultant will recommend the ways in which the community can better foster, engage and support young entrepreneurs and provide a plan for sustainability and process for collaborates to work together. Although Fusion is the lead applicant, all partners will have an equal stake and responsibility in the outcomes of this proposal and workload in coordinating with the consultant.

#### Question

It may be good to clarify the impact of this project on Ingersoll youth and the expected outcomes, the report talks very much of County wide the currently the mandate for Economic developments support is primarily concerned with Ingersoll.

#### Answer

It is understand that programs funded by ratepayers should focus on the funding community. However, for any impact to happen in Ingersoll there well need to be a concern about all of Oxford County.

As most projects are typically funded regionally it is important for the Town to work with all partners in Oxford County to reach Ingersoll Youth in this way. Staff feel there may be benefits to spending a little bit of time on the bigger picture of Oxford County, allowing for outcomes and impact specifically to Ingersoll. The fact that the Town is at the table is a positive for Ingersoll.

#### Question

Will the consultant would be selected through RFP?

#### Answer

Yes Consultant would be hired via RFP and selected by the Partnership Table who would develop the RFP and monitor outcomes.

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<sup>3</sup> *ibid.*

### Question

Who would be overseeing this project and the consultant? What, if any, of the funding would cover this administrative cost? If we are unable to sustain funding for Surestart, who would supervise this consultant and what allocation of funds would we have to cover these overhead expenses?

### Answer

At this point Staff are only looking to lead the process of filling out the application and applying for funds. The Partnership table can discuss who will supervise and oversee the consultant process.

As the Partnership Table everyone will have some responsibility in overseeing the project. If this comes down to overhead (Town staff time) another partner lead the process. Staff don't for see any cost impact to the municipality outside of staff time which should be minimal and can be accommodated within the 2015 budget.

### Question

What will be the actual budgeted amount of overhead costs associated with administering this grant?

### Answer

As mentioned in the report there are no direct overhead costs associated with this project except for the staff time it takes to put the application together and the time to coordinate the project with the Partnership Table and Consultant once hired should the grant be approved.

## INTERDEPARTMENTAL IMPLICATIONS

Staff will work closely with Economic Development on the application process.

## FINANCIAL IMPLICATIONS

### Funding Budget (May 30, 2015- December 31, 2015.)

| Account            | Apr 2015-Mar 2016 Budget | Notes  |
|--------------------|--------------------------|--|
| Consultant         | \$25,000                 | Creation of sustainability plan and seamless model for client flow throughout the county |
| Research and focus | \$7,500                  | Interview youth, service providers and other stakeholders and complete a full            |

|  |                 |   |
|--|-----------------|---|
| <b>groups</b>                                  |                 | literature and best practice review                   |
| <b>Partnership Meetings and supplies</b>       | \$2,000         | Food, meeting space, printing meeting materials, etc. |
| <b>Report printing and information sharing</b> | \$5,500         | Knowledge transfer initiatives and events             |
| <b>Totals</b>                                  | <b>\$40,000</b> |   |

There will be no cost impact to the Town of Ingersoll to be the lead for compiling the application for this project. However the Town will ask another of the partner agencies to be the lead should the application be successful.

**RECOMMENDATION**

**THAT** Council authorizes the CAO of the Town of Ingersoll to sign the full grant application to the Youth Entrepreneurship Partnerships Program in the amount of \$40,000.

Prepared by: Bonnie Ward, Director of Parks and Recreation  
Jason Smith, Manger of Fusion Youth Centre  
Lindsay Wilson, SureStart Program Coordinator

Approved by: William Tigert, CAO



**DEPARTMENT: OPERATIONS**

**REPORT NO: OP -050-15**

**COUNCIL MEETING DATE: May 11, 2015**

**TITLE: Building Permit, Planning & Engineering Fee Study**

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## **OBJECTIVE**

To evaluate the current building permit, planning & engineering fees structure and make any necessary recommendations for an updated or new fee schedule.

## **BACKGROUND**

The current Building By-law for the Town of Ingersoll was passed in 2005 and staff was directed to review the by-law and the permit fees to determine what changes are necessary to meet the current regulatory requirements for administration and enforcement services provided as prescribed by the Building Code Act.

The current fee structure has not been reviewed since 2005, though subsequent amendments have been made to the fee rates based upon various economic indicators however, no evaluation of the by-law or the fees structure itself has been completed since the 2005 enactment of by-law.

Presently the Town does not charge any fees for engineering and planning services provided by Town staff.

Council at their meeting of January 12, 2015 awarded the RFP for the Building, Planning and Engineering Fees Study to Tunnock Consulting Ltd.

## **ANALYSIS**

Over the last three months Tunnock Consulting has been working with the Town to gather the data required to complete all three studies. The Building Permit Fee Review Study has recommended changes to the fee structure and the Planning Application Fees Review and the Engineering Fee Review have also recommended fee structures

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that will cover the costs of performing the work. Glenn Tunnock of Tunnock Consulting Ltd. will present his Building Permit, Planning and Engineering Fee review and recommendations to Council. Under the *Building Code Act* if Council was to consider changes to the Building Fees and the introduction of new fees, Public Notice needs to be given and a Public Meeting held. The Public Meeting has been scheduled for May 12, 2015 in the Council Chambers at 6:30 pm and all three fee structures will be presented.

## **FINANCIAL IMPLICATIONS**

The Building Permit Fee Review Study indicates that changes to the Building Fees Schedule could see projected revenues of \$190,000 to \$239,000 based on an average year of building permits. This is in comparison to the \$150,000 revenue of 2014 and the budgeted revenue of \$125,000 for 2015.

For the Planning and Engineering Fee Review presently the Town does not charge any fees so introducing any fee structure will produce additional revenues.

## **RECOMMENDATION**

That report Number OP-050-15 be received as information

And that staff be directed to hold a Public Meeting for the purpose of considering changes to the Building Fees and the introduction of new fees

And that staff bring back recommendations on a new Building Fees By-law based on the Building Permit Fee Review and the Public Meeting.

And further that staff bring back recommendations on a new Planning and Engineering Fees Structure based on the Planning Application Fees Review, the Engineering Fee Review and the Public Meeting.

## **ATTACHMENTS**

Building Permit Fee Review  
Planning Application Fee Review  
Engineering Fee Review

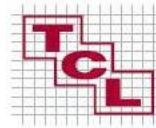
Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, CAO



# **Town of Ingersoll Building Permit Fee Review**

## **Final Report**



**Tunnock Consulting Ltd.**

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**Tunnock Consulting Ltd.  
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File P-2711**

**March 30, 2015**

## Table of Contents

|   |    |
|---|----|
| 1. Introduction.....  | 1  |
| 2. Building Code Act.....                                       | 1  |
| 3. Methodology.....   | 2  |
| 5. Building Department Services and Other Support Services..... | 6  |
| 6. Building Permit Activity.....                                | 10 |
| 7. Indirect Costs.....  | 12 |
| 8. Direct Costs.....  | 14 |
| 9. Total Direct and Indirect Costs.....                         | 15 |
| 10. Total Revenue Generation for Direct and Indirect Costs..... | 18 |
| 11. Building Permit Fee Schedule.....                           | 19 |
| 12. Other Fees.....   | 21 |
| 13. Recommendations.....  | 22 |
| APPENDIX 1 - PUBLIC MEETING NOTICE.....                         | 24 |
| APPENDIX 2 - ANNUAL MEETING REPORT.....                         | 2  |
| APPENDIX 3 - DRAFT BUILDING BY-LAW.....                         | 1  |

# TOWN OF INGERSOLL BUILDING PERMIT FEE REPORT

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## 1. Introduction

The Town of Ingersoll (census population 12,146<sup>1</sup>) has undertaken to review its responsibilities under the Building Code Act. This report addresses the issue of Building Permit Fees based on the requirements of the *Building Code Act*.

## 2. Building Code Act

Section 7 of the *Building Code Act* permits a council of a municipality to pass a by-law, “*prescribing classes of permits...requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof; (and) providing for refunds of fees under such circumstances as are prescribed*”.

Section 7(2) states that the “*The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction*”. The legislation imposes a high level test (i.e. “anticipated reasonable cost”) without explicitly setting out the scope of those costs or what is reasonable. It does not indicate that the cost must be determined for each class or type of permit issued. Municipalities are expected to calculate both the **direct** and **indirect** costs of administration and enforcement of the *Act*.

Section 7(4) sets out the reporting requirements. An Annual Report on Fees and costs is required. Specifically, “*Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction*”. Typically the report is prepared in the first quarter of the municipality’s fiscal year. Section 7(5) states that the report must be available to the public. A Municipality may wish to make the report available by posting it on the website or by whatever is the required in-house Municipal procedure. The Annual Report does not have to be sent to the Province.

Where there is a change in fees, Section 7(6) requires that Public Notice be given and a meeting held. However, notice of the meeting only has to be given to those who requested notice by writing to the Clerk of the municipality. The

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<sup>1</sup> Statistics Canada, 2011 Census

Municipality must, however, maintain a registry of those who have submitted a written request to be notified and have provided an address for the notice. This includes any person and organization who filed a request within the previous five years. Notice of the meeting must be sent by regular mail at least 21 days prior to the proposed meeting. A notice of the Public Meeting does not need to be advertised in the newspaper; however this does not supersede any requirements the Municipality may have for advertising meetings. Typically, a meeting to consider a change to building permit fees or to introduce new fees is incorporated into a regular meeting of Council.

Finally, a Municipality must identify how surplus revenues or a Cost Stabilization Reserve Fund (Reserve Fund) are used where, for example, the fees collected in any given year exceed the cost of the service provided and the surplus is carried over to the next fiscal year. A Reserve Fund means a special fund established by Council under the *Building Code Act*, and reported in the Financial Information Return, where surplus building permit fee revenues are deposited and from which funds may be drawn to offset the costs of the building inspection service in years where building permit fee revenues are less than the cost of providing the building inspection service. There is no limit specified in the *Act* with respect to the size of the Reserve Fund. However, the Reserve Fund may only be spent on Town of Ingersoll build inspection-related services or on indirect costs where there is a building inspection-related correlation. *An example is in the replacement of computers in the Finance Department where those computers are used to log information on building fee revenues, purchases of supplies for the Town of Ingersoll Building Department, Town of Ingersoll budget etc. However, only a pro-rated share would be eligible (i.e. the portion of the cost of the computer that may be reasonably attributed to its use for recording/analysing building inspection-related data).*

### 3. Methodology

The steps in determining a proposed building permit fee structure were as follows:

- Building permit activity data was collected for the period 2004-2014 in order to determine the average level of activity in the Municipality and to assess significant trends over the last seven years (2008-2014) (see **Table 1**).
- Information was collected from the 2015 municipal budget in order to calculate **direct** and **indirect** costs related to building permit fees.

- Time allocation information was collected for municipal personnel who perform support services to the building service (indirect costs). This included Council, the CAO, Clerk's Department, Treasurer, Fire Department, and IT Services. This allocation focussed on the time spent over the course of a year on building-related duties as a percentage of the total work year. This in turn was multiplied by the salary and benefits (payroll burden) and overhead to determine the actual indirect costs for administration (see **Table 2**).
- The 2015 direct costs for Building Department administration were calculated as the overhead costs for the department. Such costs typically include utilities, office supplies, training and certification, postage, mileage and clothing (see **Table 3**).
- Time allocation information was also collected on the average time spent by Building Department staff in the processing of various types (classes) of building permits including receiving the application, reviewing building plans, conducting field inspections, carrying out records management and enforcement. This was used to determine the direct costs for enforcement and administration of the *Building Code Act* (see **Table 4**).
- Suggested building permit fees were then calculated on the basis of various classes of permits by summing the total **indirect** and **direct** costs and dividing by the total number of permits. An adjustment was made to the fee structure for minor permits such as decks, garages, carports etc. (i.e. cross-subsidy). *The true cost of processing a building permit application for a deck or garage or other permit is often significantly more than the applicant is willing to pay as a building permit fee. Consequently, to avoid the cost being a deterrent to obtaining a fee, a reduced fee is charged.*
- A further adjustment was made by adding 25% to the cost of the fees in order to generate funds for the Cost Stabilization Reserve Fund.
- The Building Permit Fee schedule was determined on the basis of the suggested fees adjusted with one final adjustment to provide for larger scale projects; for example, an additional per square foot fee is added to dwellings over 2,000 ft.<sup>2</sup> and to new industrial, commercial, and institutional (ICI) buildings greater than 2,500 ft.<sup>2</sup>. The intent is to provide for a pro-rated fee for larger buildings while recognizing that an additional level of effort is required by Building Department staff to process permits

and conduct inspections for these buildings.

#### 4. Growth Projections

##### **Population Projections**

As part of the 5-year review of the County of Oxford Official Plan, growth projections were undertaken and the results were adopted by County Council in March 2014. These forecasts now represent the most current Council adopted growth assumptions for the County and eight Area Municipalities within the County and will be used to inform potential policy revisions being considered by the County as part of the 5 year Official Plan review process, as well as various other County and Area Municipal projects and initiatives. The study (*Oxford County, Population Household and Employment Forecasts and Employment Lands Study, March 2014*)<sup>2</sup> includes a forecast for the Town of Ingersoll as illustrated in Figure 5-2.

**Figure 5-2  
Oxford County  
Area Municipal Population Forecasts, 2011-2041**

| Year             | Woodstock     | Tillsonburg  | Ingersoll    | Norwich    | Zorra      | South-West Oxford | Blandford-Blenheim | East Zorra Tavistock | Oxford County |
|------------------|---------------|--------------|--------------|------------|------------|-------------------|--------------------|----------------------|---------------|
| 2001             | 34,400        | 14,600       | 11,400       | 10,900     | 8,400      | 8,100             | 7,900              | 7,500                | 103,200       |
| 2006             | 36,800        | 15,400       | 12,200       | 10,900     | 8,400      | 7,900             | 7,400              | 7,600                | 106,500       |
| 2011             | 38,700        | 15,700       | 12,400       | 11,000     | 8,300      | 7,700             | 7,500              | 7,000                | 108,200       |
| 2016             | 41,000        | 16,200       | 12,800       | 11,100     | 8,300      | 7,700             | 7,700              | 7,100                | 111,700       |
| 2021             | 43,300        | 16,700       | 13,200       | 11,300     | 8,300      | 7,600             | 7,900              | 7,300                | 115,500       |
| 2026             | 45,400        | 17,200       | 13,500       | 11,400     | 8,300      | 7,600             | 8,000              | 7,400                | 118,800       |
| 2031             | 47,100        | 17,700       | 13,900       | 11,600     | 8,400      | 7,600             | 8,200              | 7,500                | 121,900       |
| 2036             | 48,400        | 18,000       | 14,100       | 11,700     | 8,400      | 7,600             | 8,400              | 7,600                | 124,200       |
| 2041             | 49,200        | 18,200       | 14,300       | 11,900     | 8,500      | 7,600             | 8,500              | 7,600                | 125,700       |
| <b>2011-2031</b> | <b>8,400</b>  | <b>2,000</b> | <b>1,500</b> | <b>600</b> | <b>100</b> | <b>-100</b>       | <b>700</b>         | <b>500</b>           | <b>13,700</b> |
| <b>2011-2041</b> | <b>10,500</b> | <b>2,500</b> | <b>1,900</b> | <b>900</b> | <b>200</b> | <b>-100</b>       | <b>1,000</b>       | <b>600</b>           | <b>17,500</b> |

Source: Watson & Associates Economists Ltd. 2013

Note: Figures may not add precisely due to rounding

Population includes an estimated net Census undercount of approximately 2.4%

The Town is projected to grow by 1,500 (2011-2031) over a 20 year period or just over a half percent annually (0.6%) while the corresponding housing project would see the addition of some 900 units or approximately 45 units annually (2011-2031) (see Table 5-3).<sup>3</sup> Based on the forecast assessment, the average annual housing growth is forecast to be lower than the 2001-2011 period for the Urban Centres (i.e. Woodstock, Ingersoll and Tillsonburg) based on Statistics Canada Census data. The rate of incremental population and housing growth is forecast to decline for all local municipalities over the forecast period as a result of the aging of the population and labour force and the average number of persons per unit (PPU) is forecast to steadily decline for all Area Municipalities due to the aging of the population.

<sup>2</sup> Watson & Associates

<sup>3</sup> IBID, p. 27

The projected number of housing starts in Ingersoll, nonetheless, is not substantively dissimilar to the historical growth rate over the last 10 years in Ingersoll of some 40 units annually.

**Figure 5-3**  
**Oxford County**  
**Local Household Forecasts, 2011-2041**

| Year             | Woodstock    | Tillsonburg  | Ingersoll    | Norwich    | Zorra      | South-West Oxford | Blandford-Blenheim | East Zorra Tavistock | Oxford County |
|------------------|--------------|--------------|--------------|------------|------------|-------------------|--------------------|----------------------|---------------|
| 2001             | 13,200       | 5,900        | 4,200        | 3,400      | 2,800      | 2,600             | 2,600              | 2,500                | 37,200        |
| 2006             | 14,400       | 6,400        | 4,600        | 3,500      | 2,900      | 2,600             | 2,500              | 2,600                | 39,500        |
| 2011             | 15,700       | 6,800        | 4,800        | 3,600      | 2,900      | 2,600             | 2,500              | 2,500                | 41,500        |
| 2016             | 17,100       | 7,200        | 5,000        | 3,700      | 3,000      | 2,600             | 2,700              | 2,600                | 43,900        |
| 2021             | 18,400       | 7,500        | 5,300        | 3,900      | 3,100      | 2,700             | 2,900              | 2,700                | 46,500        |
| 2026             | 19,500       | 7,800        | 5,500        | 4,000      | 3,200      | 2,700             | 3,000              | 2,800                | 48,500        |
| 2031             | 20,500       | 8,100        | 5,700        | 4,200      | 3,200      | 2,800             | 3,100              | 2,900                | 50,500        |
| 2036             | 21,200       | 8,300        | 5,900        | 4,300      | 3,300      | 2,800             | 3,200              | 3,000                | 52,000        |
| 2041             | 21,600       | 8,500        | 6,000        | 4,400      | 3,400      | 2,800             | 3,200              | 3,000                | 52,900        |
| <b>2011-2031</b> | <b>4,800</b> | <b>1,300</b> | <b>900</b>   | <b>600</b> | <b>300</b> | <b>200</b>        | <b>500</b>         | <b>400</b>           | <b>9,000</b>  |
| <b>2011-2041</b> | <b>5,900</b> | <b>1,700</b> | <b>1,200</b> | <b>800</b> | <b>500</b> | <b>200</b>        | <b>600</b>         | <b>500</b>           | <b>11,400</b> |

Source: Watson & Associates Economists Ltd. 2013  
Note: Figures may not add precisely due to rounding

### ***Non-Residential (Employment Lands) Projections***

The Town of Ingersoll’s developed employment lands total approximately 225 net Ha (555 net acres) and are concentrated on the southwest side of the municipality, along Ingersoll Street. The Town’s employment lands are designated “Industrial” in the Official Plan, and accommodate approximately 3,700 jobs, or about 36% of the Town’s total employment. Of this, 93% of the jobs are in the manufacturing sector and 3% are in wholesale trade. The remaining 5% of employment is in a wide range of industrial, commercial and institutional sectors. Ingersoll has two main Employment Areas – West Ingersoll Industrial Area and Samnah Business Park. The West Ingersoll Industrial Area is focused largely in manufacturing and anchored by the GM CAMI auto assembly plant. Other major employers include Autrans Corporation and IMT. The Samnah Business Park is a prestige Employment Area centred along Samnah Crescent and is home to small to medium-size businesses largely in Manufacturing and business services. Recent development on employment lands has been limited and includes SRG (business services) and the Conestoga Skills Training Centre. The Town, however, has seen a number of expansions to a number of existing employers including Hydra-Dyne and Metal One (now Coil Plus). The Town has a limited supply of shovel-ready vacant employment land, or vacant land that is available is for sale by private developers. The Town has limited vacant industrial building GFA, with the exception of the former Ingersoll Fasteners facility,



comprising 19,900 m<sup>2</sup> (214,000 ft.<sup>2</sup>).<sup>4</sup> which as of the date of this report, has been recently partly converted for use as a cross-dock warehousing operation by E & E McLaughlin Warehousing.

The Watson report has identified 32 ha of employment lands in the Town of which 13 ha are considered “shovel-ready”. Over the period 2013-2033, the demand in Ingersoll is expected to total 81 ha; hence the potential for non-residential growth will continue to be significant.

The implications for building permit fees are that the Town will experience ongoing permit fee revenues for the next 20 years based on an annual population growth estimated at 0.6%/annum, which are not dissimilar to the historical level of permit activity.

Non-residential growth will also be ongoing as evidenced by the recent announcement of an expansion of the CAMI auto plant. Although partly outside of the Town boundaries, this type of announcement of capital investment in the Towns existing industrial infrastructure stock is reflective and indicative of relative healthy growth expectations of the employment lands in and around the Town.

## **5. Building Department Services and Other Support Services**

The Municipality’s Building Department provides a very important service to the public by ensuring that buildings meet the requirements of the *Ontario Building Code*. Safe construction is paramount and due diligence exercised in enforcing the *Code* avoids municipal exposure to liability, but more importantly provides an important service to the public. Building officials are often the first contact the public has with their municipality and building officials have a duty of care to provide technically sound advice in the interest of safe construction practices.

In the Town of Ingersoll, building inspection services are carried out by staff in the Building Department who works a 35 hour week. This consists of the following staff compliment:

- Chief Building Official
- 1 Building Inspector
- 1 Administrative Assistant who also provides services to Engineering

The CBO is responsible for departmental administration and enforcement of the *Building Code*. In a general operational sense the department in general is almost exclusively engaged with the duties of enforcement and administration of the

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<sup>4</sup> Wateson & Associates, p. 39

*Building Code*, each of the staff in the department also have, in addition to their prescriptive duties and responsibilities under the BCA and OBC, additional duties related to Facilities Management and By-law Administration and Enforcement duties (Zoning, Property Standards, Site Plan Control, etc...). These other duties mean that not all of the Building Department staff's time is wholly dedicated to the direct and indirect costs of administration and enforcement of the Building Code in the Town.

The Building Officials are appropriately certified under the *Building Code Act* (i.e. each has a BCIN number) for the duties they perform and the Town provides education and training funds in the municipal budget to ensure that building officials maintain their certification. The Building Inspector is gradually adding to the skills repertoire with the objective of achieving essentially the same level of certification as the CBO.

### ***Building Permit Process***

The processing of applications for building permits, plan review, field inspections and records management is undertaken by the Building Department with the assistance of other support staff in other departments. The service is provided out of the Town Office at 130 Oxford Street, Ingersoll. The Building Department processes all classes of permits.

The processing of a building permit application in the Town of Ingersoll is similar to other Ontario municipalities. The Municipality offers a pre-consultation service to assist the public and designers, architects and engineers with information on the review and approval process as well as the technical requirements of the *Code*. An applicant's first point of contact is usually with the Administrative Assistant who refers the application to the CBO or Building Inspector (depending on availability) who reviews the application for completeness and calculates and receipts the application fees. A hard copy file is set up as well as an electronic (digital) file by the Administrative Assistant. Once the file is created, the building drawings are reviewed by the CBO (ICI and residential) or the Building Inspector (residential plans). Staff dialogue with designers who may be required to resubmit or make changes to drawings to ensure compliance with the *Code*. The Plans are stamped when the review is completed and returned to the Administrative Assistant for pick up.

The applicant is responsible for completing the application and providing construction drawings and proof of outside approvals, where required. Applicants are responsible for obtaining external or other approvals required by applicable law to the Ontario Building Code (e.g. Planning, MTO, Conservation Authority, Region etc.). The Municipality uses the provincial application form (prescribed

form) for an application.

Applications may be processed in advance of obtaining all outside approvals as a service or efficiency measure however; permits are not issued unless all approvals are in place and in accordance with the requirements of the Building Code.

The applicant is advised when the permit is available to be picked up. The applicant is advised of the mandatory inspections required (listed on permit) and the applicant is required to contact the municipality when each of the affected stages of construction is ready for an inspection.

The turnaround period for the review and issuance of a building permit for a single detached dwelling is typically five business days if the complete application is submitted and everything is in order. All permits are issued within the time limitations required by the *Building Code*. If for a reason other than an incomplete application submittal, a permit cannot be issued within the prescribed timeframes notice is given by the CBO to the Town Engineer and the CAO to advice of the reasons for the delay

The process of permit review, issuance, inspection and enforcement is more protracted and complex for non-residential permits given the increased complexity of the Plans review and inspections. The Building Department does rely on the submission of reports from an architect/engineer where required by the BCA and by applicable law.

Building Officials have 48 hours to conduct an inspection once the request is made. Typically, inspections are carried out the next day after the request is made and are made on a “first come, first served” basis.

Inspections for a typical single detached dwelling include:

- Sewer and water excavation
- Foundation
- Framing and base work for plumbing... may be separate after foundation
- Mechanical and HVAC done in 2 steps
- Plumbing rough-in including tests
- Insulation and vapour or air barrier

- Occupancy
- Final more to do with engineering and may address deficiencies
- Float inspections 1- 2

Note: floating inspections allow for incomplete, or defected work to be reinspected prior to proceeding with the regular construction process

The number of inspections varies depending on whether call backs are required and whether some inspections can be combined. For example, eleven to thirteen inspections per permit are typical for a permit to construct a new single detached dwelling. A call back is a repeat inspection of a component of construction that was either not complete when the inspection was called for or to verify that a deficiency has been rectified. These call backs are accommodated by the inclusion of the “float inspection” expectation as listed above. The number of inspections for ICI projects depends on the complexity of the project and may require 15-20 or more inspections depending on the scale of the project.

Inspection reports are prepared electronically and issued via sticker left on site and/or verbally to the site manager upon completion of the inspection.

Voluntary compliance is highly emphasized when dealing with building construction deficiencies. Typically, a list is given to the applicant to complete in advance of the next inspection. Officials issue Orders to Comply as required although such practice is rare since the primary focus of building officials is on voluntary compliance.

The Administrative Assistant records permit activity electronically and submits monthly reports on building permit activity are generated for distribution to Council and other agencies as required (i.e. StatsCan, Ministry of Labour and MPAC).

Support services or related services to the Building Department are provided by Council, the Treasurer, Fire Inspector and IT. Council is responsible for adopting by-laws and receives monthly building reports. The Treasurer assists the Administrative Assistant with the posting of fees, ledger, budget, audit and payroll functions. The IT officer provides technical computer support services. The Fire Department advises and comments upon matters of joint-enforcement as applicable under both the Fire Code and the Building Code and also in relation to matters related to by-law enforcement.

Finally, a solicitor on retainer is available to provide legal counsel to municipal

staff on building-related matters subject to administrative approval by the Town Engineer as the Supervising officer of the Corporation (Town of Ingersoll).

## 6. Building Permit Activity

**Table 1** sets out the building permit activity for the period 2004-2014. The focus however is on the most recent seven year period in determining relevant trends (i.e. 2008-2014). During this seven year period, the number of residential permits averaged 40 per year with a range from 21 (2008) to 50 (2014). Major alterations for residential construction coupled with new garages, carports and storage sheds over \$25,000 construction value added a further 6 permits on average over the seven year period.

Town of Ingersoll Building Permit Fee Review

| <b>Table 1 - Building Permit Activity - Ingersoll</b> |                                   | 2004       | 2005       | 2006       | 2007       | 2008       | 2009       | 2010       | 2011       | 2012       | 2013       | 2014       | Avg.<br>2004-2014 | Avg.<br>2008-<br>2014 |
|---|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------------|-----------------------|
| <b>Major Permits</b>                                  |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
| <b>Residential Permits (Group C)</b>                  |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
|   | Singles                           | 70         | 101        | 42         | 46         | 21         | 35         | 35         | 33         | 41         | 39         | 50         | 43.2              | 36.3                  |
|   | Semis                             | 1          | 0          | 3          | 0          | 0          | 0          | 2          | 1          | 2          | 0          | 0          | 1.2               | 0.7                   |
|   | Mobile Homes                      | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0.4               | 0.0                   |
| Sub-Total - Low Density                               |                                   | <b>71</b>  | <b>101</b> | <b>45</b>  | <b>46</b>  | <b>21</b>  | <b>35</b>  | <b>37</b>  | <b>34</b>  | <b>43</b>  | <b>39</b>  | <b>50</b>  | 43.9              |                       |
|   | Towns/Row                         | 3          | 0          | 0          | 3          | 2          | 0          | 5          | 0          | 3          | 1          | 5          | 2.3               | 2.3                   |
|   | Apts                              | 0          | 1          | 0          | 0          | 0          | 0          |            | 2          | 0          | 0          | 0          | 0.7               | 0.3                   |
|   | Major Alterations/Additions       | 14         | 17         | 12         | 2          | 0          | 2          | 2          | 11         | 11         | 8          | 8          | 7.7               | 6.0                   |
| <b>Non-Residential Permits</b>                        |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
|   | Commercial (Groups B,D,E)         | 0          | 1          | 0          | 3          | 0          | 0          | 1          | 1          | 1          | 2          | 0          | 1.2               | 0.7                   |
|   | Institutional (Group A)           | 1          | 3          | 5          | 0          | 0          | 1          | 1          | 0          | 0          | 0          | 0          | 1.3               | 0.3                   |
|   | Industrial (Group F)              | 1          | 5          | 1          | 2          | 0          |            | 1          | 1          | 2          | 1          | 0          | 1.7               | 0.8                   |
|   | Major Alterations/Additions (A-F) | 9          | 25         | 10         | 4          | 13         | 6          | 14         | 8          | 11         | 5          | 11         | 10.1              | 9.7                   |
|   | Non-residential demolitions       | 1          | 0          | 0          | 3          | 0          | 3          | 2          | 1          | 2          | 2          | 3          | 1.8               | 1.9                   |
|   | Agricultural (Farm Buildings)     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0.4               | 0.0                   |
| <b>Sub - Total Major Permits</b>                      |                                   | <b>100</b> | <b>153</b> | <b>73</b>  | <b>63</b>  | <b>36</b>  | <b>47</b>  | <b>63</b>  | <b>58</b>  | <b>73</b>  | <b>58</b>  | <b>77</b>  | 67.2              | 58.9                  |
| <b>Minor Permits</b>                                  |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
| <b>Residential Permits</b>                            |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
|   | Minor Additions/Alterations       | 24         | 19         | 14         | 37         | 40         | 42         | 22         | 20         | 16         | 11         | 22         | 22.7              | 24.7                  |
|   | Garage/Carport/Storage Shed       | 24         | 19         | 27         | 12         | 14         | 27         | 15         | 16         | 17         | 18         | 13         | 17.3              | 17.1                  |
|   | Deck                              | 35         | 36         | 65         | 57         | 23         | 43         | 63         | 39         | 45         | 32         | 39         | 40.2              | 40.6                  |
|   | Residential demolitions           | 10         | 5          | 4          | 5          | 7          | 4          | 9          | 7          | 6          | 5          | 7          | 6.2               | 6.4                   |
|   | Other (pool)                      | 10         | 17         | 20         | 17         | 15         | 14         | 10         | 17         | 13         | 12         | 11         | 13.4              | 13.1                  |
|   | Septic Tanks                      | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0.4               | 0.0                   |
| <b>Non-Residential Permits</b>                        |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
|   | Minor Additions/Alterations       | 9          | 13         | 14         | 18         | 25         | 20         | 15         | 16         | 15         | 3          | 16         | 14.1              | 15.7                  |
|   | Signs, Towers, Solar Panels, T    | 14         | 17         | 23         | 14         | 14         | 9          | 13         | 21         | 25         | 24         | 23         | 16.8              | 18.4                  |
| Sub-Total Minor Alterations                           |                                   | <b>33</b>  | <b>32</b>  | <b>28</b>  | <b>55</b>  | <b>65</b>  | <b>62</b>  | <b>37</b>  | <b>36</b>  | <b>31</b>  | <b>14</b>  | <b>38</b>  | 36.3              | 40.4                  |
| <b>Other Permits</b>                                  |                                   |            |            |            |            |            |            |            |            |            |            |            |                   |                       |
|   | Change of Use                     | 0          | 1          | 0          | 0          | 1          | 0          | 1          | 0          | 0          | 0          | 0          | 0.7               | 0.3                   |
|   | Occupancy                         | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0.4               | 0.0                   |
|   | Moving/Relocation of Building     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0.5               | 0.1                   |
|   | Permit Renewal/Revisions          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0.4               | 0.0                   |
|   | Sewer/Water/Plumbing              | 30         | 13         | 6          | 2          | 1          | 10         | 18         | 16         | 16         | 15         | 43         | 14.6              | 17.0                  |
| Sub-Total Other Permits                               |                                   | <b>30</b>  | <b>14</b>  | <b>6</b>   | <b>2</b>   | <b>11</b>  | <b>2</b>   | <b>10</b>  | <b>19</b>  | <b>17</b>  | <b>16</b>  | <b>15</b>  | 14.9              | 17.4                  |
| <b>Sub-Total Minor Permits</b>                        |                                   | <b>126</b> | <b>126</b> | <b>167</b> | <b>160</b> | <b>138</b> | <b>159</b> | <b>147</b> | <b>136</b> | <b>137</b> | <b>105</b> | <b>131</b> | 128.1             | 136.1                 |
| <b>Total All Permits</b>                              |                                   | <b>256</b> | <b>293</b> | <b>246</b> | <b>225</b> | <b>176</b> | <b>216</b> | <b>229</b> | <b>211</b> | <b>226</b> | <b>178</b> | <b>251</b> | 209.3             | 206.0                 |

Major permits for construction activity in the Industrial, Commercial and Institutional sector (ICI) averaged 12 permits per year.

Typical of most Ontario municipalities, the most significant volume of permits is attributed to permits for minor alterations of residential buildings, decks, garages, pools, solid fuel appliances, sewage disposal systems etc. which in Ingersoll, added an average of 102 permits annually.

The total average number of building permits issued in 2008-2014 was 206 per year with a range from 176 per year (2008) to 251(2014). The variance between the average and the high end over this six year period was 42.6% taking into consideration the banner year of 2014. This variation is significant given the impact on the revenue stream for building permits which is addressed later in this report. For the purposes of this report; however a Cost Stabilization Reserve Fund of 25% is proposed (reduced from 42.6% variation).

## 7. Indirect Costs

**Table 2** sets out the **Indirect Costs**, or the costs that are provided by other functions, departments or support services in the municipality to the Building Department. These include **Indirect Costs - Administration** which consists of the costs of Council, the CAO, Clerk's Department, Treasury, IT/Systems, Fire, and Engineering.

**Table 2** is structured to distinguish between the salary and benefits costs derived from the time allocated by various municipal staff, and the costs of overhead. These costs are then added together to derive the total **Indirect Costs** for the support services provided to the Building Department.

The costs reflect the salary and overhead for all staff which provide support services to the Building Department. Salary costs are computed on the basis of the 2015 salary rates to which the payroll burden was added to reflect statutory and municipal benefits. The rates were calculated on a cost per hour basis. The overhead costs were also calculated on an estimated hourly basis, By dividing the total eligible overhead costs by the estimated number or regular hours worked by staff and Council respectively attributable to the delivery of Building Department-related services . The **Indirect Costs** or salary, benefits and overhead were calculated as \$53,395.07

Town of Ingersoll Building Permit Fee Review

| <b>Table 2 - Other Municipal Services and Departments - Time Allocation - Salary Costs - Ingersoll</b> |                            |   |                           |  |   |  |                         |                               |                                       |
|--|----------------------------|---|---------------------------|--|---|--|-------------------------|-------------------------------|---------------------------------------|
| A  | B                          | C   | D                         | E  | F   | G  | H                       | I                             | J                                     |
| Council or Staff Position  | # of Employees in Position | % of Total Time Spent on Plan Review, Inspection, Permit Processing, and/or Administration, etc | No. Hours worked per year | No. Hours worked per year on Building Related Services | Hourly Rate or Total Salary and Benefits Costs \$ | Total Indirect Costs - Salary and Benefits | Indirect Overhead Costs | Total Indirect Costs Overhead | Total Indirect Costs - Administration |
|  |                            |   |                           | $C \times D$   |   | $C \times F$                               |                         | $C \times H$                  | $G + I$                               |
| <i>Council Members</i>   | 7                          | 2.00%   | 420                       | 8.4  | \$401.14  | \$3,369.58                                 | \$39,550.00             | \$791.00                      | \$4,160.58                            |
| <b>Department</b>  |                            |   |                           |  |   |  |                         |                               |                                       |
| <b>CAO</b>   | 1                          | 2.00%   | 1820                      | 36.4   | \$93.68   | \$3,409.95                                 | \$83,600.00             | \$1,672.00                    | \$5,081.95                            |
| <b>Clerk's Department</b>  |                            |   |                           |  |   |  |                         |                               |                                       |
| Clerk  | 1                          | 2.00%   | 1820                      | 36.4   | \$69.18   | \$2,518.15                                 | \$49,500.00             | \$300.00                      | \$2,818.15                            |
| Deputy Clerk   | 1                          | 1.00%   | 1820                      | 18.2   | \$49.23   | \$895.99                                   | \$49,500.00             | \$150.00                      | \$1,045.99                            |
| <b>Finance Department</b>  |                            |   |                           |  |   |  |                         |                               |                                       |
| Finance Officer  | 1                          | 1.00%   | 1820                      | 18.2   | \$72.73   | \$1,323.69                                 | \$254,367.00            | \$591.55                      | \$1,915.24                            |
| Deputy Treasurer/HR  | 1                          | 2.00%   | 1820                      | 36.4   | \$55.39   | \$2,016.20                                 | \$254,367.00            | \$1,183.10                    | \$3,199.30                            |
| <b>Fire Department</b>   |                            |   |                           |  |   |  |                         |                               |                                       |
| Fire Chief   | 1                          | 1.00%   | 1820                      | 18.2   | \$69.37   | \$1,262.53                                 | \$29,811.00             | \$84.83                       | \$1,347.36                            |
| Deputy Chief   | 1                          | 5.00%   | 2288                      | 114.4  | \$52.09   | \$5,959.10                                 | \$29,811.00             |                               | \$5,959.10                            |
| Fire Inspector   | 1                          | 5.00%   | 2288                      | 114.4  | \$52.09   | \$5,959.10                                 | \$29,811.00             | \$533.20                      | \$6,492.30                            |
| <b>IT/Systems</b>  |                            |   |                           |  |   |  |                         |                               |                                       |
| IT Systems Manager   | 1                          | 2.00%   | 1820                      | 36.4   | \$51.24   | \$1,865.14                                 | \$98,350.00             | \$993.32                      | \$2,858.46                            |
| IT/Systems Officer   | 1                          | 2.00%   | 1820                      | 36.4   | \$51.24   | \$1,865.14                                 | \$98,350.00             | \$993.32                      | \$2,858.46                            |
| <b>Engineering</b>   |                            |   |                           |  |   |  |                         |                               |                                       |
| Town Engineer  | 1                          | 11.00%  | 1820                      | 200.2  | \$72.73   | \$14,560.55                                | \$48,396.00             | \$1,097.64                    | \$15,658.19                           |
|  |                            |   |                           |  |   |  |                         |                               |                                       |
|  |                            |   |                           |  |   |  |                         |                               |                                       |
| <b>Total Indirect Costs - Administration</b>   |                            |   |                           |  |   |  |                         |                               | \$53,395.07                           |
| <b>Legal</b>   |                            |   |                           |  |   |  |                         |                               |                                       |
| <b>Total indirect Costs - Enforcement</b>  |                            |   |                           |  |   |  |                         |                               |                                       |
| <b>Grand Total Indirect Costs</b>  |                            |   |                           |  |   |  |                         |                               | \$53,395.07                           |



## 8. Direct Costs

**Direct Costs** are the costs associated with the front line delivery of the Building Department services to the public. Functions such as receiving building permit applications, plan review, field inspection, enforcement and administration are included in these deliverable services. The costs for the delivery of these services are set out in **Table 3** for 2014 and 2015. The figures from the 2015 budget have been used for the purposes of calculating **Direct Costs** in **Table 4**. These include salaries and benefits of \$172,690 and administration or overhead costs of \$13,891 plus legal costs of \$5,000 (Total = \$191,581).

9.

| <b>Table 3 - Building Department Costs - Ingersoll</b>  |                    |                    |
|---|--------------------|--------------------|
| <b>Administration Costs</b>                             | <b>2014 Budget</b> | <b>2015 Budget</b> |
| <b>Salaries and Benefits</b>                            |                    |                    |
| - Full Time Salaries                                    | \$149,100          | \$128,020          |
| - Full Time Benefits*                                   | \$45,570           | \$44,670           |
| - Part-time Wages                                       | \$0                | \$0                |
| - Part-time Benefits                                    | \$0                | \$0                |
| <b>Sub-total Salaries and Benefits</b>                  | <b>\$194,670</b>   | <b>\$172,690</b>   |
| <b>Overhead</b>   |                    |                    |
| - Registration Fees                                     | \$0                | \$210              |
| - Engineering Fees                                      | \$0                | \$2,066            |
| - Insurance   | \$0                | \$0                |
| - Insurance Deductibles                                 | \$0                | \$0                |
| - Radio Licenses  | \$0                | \$0                |
| - Accommodation, Meals etc.                             | \$300              | \$300              |
| - Training/conferences                                  | \$4,625            | \$4,625            |
| - Membership & Dues                                     | \$485              | \$485              |
| - Subscriptions, Publications                           | \$0                | \$0                |
| - Postage & Shipping                                    | \$25               | \$30               |
| - Telephone & Fax                                       | \$500              | \$500              |
| - Advertising   | \$575              | \$75               |
| -Office Supplies  | \$600              | \$500              |
| - Clothing & Safety Equipment                           | \$1,300            | \$1,000            |
| - Sundry Expenditures                                   | \$50               | \$50               |
| - IT Operations (Photocopier, laptops, tech. sup.)      | \$0                | \$450              |
| - Vehicles (Milage)                                     | \$2,800            | \$3,600            |
| - Misc  |                    |                    |
| <b>Sub-total Overhead Costs</b>                         | <b>\$11,260</b>    | <b>\$13,891</b>    |
| <b>Grand Total Administration Costs</b>                 | <b>\$205,930</b>   | <b>\$186,581</b>   |
| <b>Enforcement Costs</b>                                |                    |                    |
| Legal Fees  | \$0                | \$5,000            |
| <b>Sub-Total Overhead and Enforcement Costs</b>         | <b>\$11,260</b>    | <b>\$18,891</b>    |
| <b>Grand Total Administration and Enforcement Costs</b> | <b>\$205,930</b>   | <b>\$191,581</b>   |

## Costs

The combined **Direct** and **Indirect** costs of **Administration** and **Enforcement** have been calculated in **Tables 2** and **3**. The **Direct Costs** are \$191,581 while the **Indirect Costs** were calculated as \$53,395 (rounded). The total combined estimated costs are in the order of \$244,976.

The total costs have been transferred to **Table 4** for the purposes of calculating the costs of various classes of building permits. **Table 4** provides the **Direct**

**Costs** for enforcement as well as a summary of both **Indirect Costs** and **Direct Costs** for each class of permit.

To determine the **Direct Costs** of enforcement, a time allocation assessment (or the amount of time spent on average to complete the building permit process) was carried out for each of the three Building Department staff who has a role in the building permit process. This time allocation was carried out for each of the classes of building permits shown in **Tables 4**. The total time was added up for each of four key components of the building permit process:

- Plan Review
- Inspections
- Administration, and
- Enforcement

Added to this total is the time taken for administrative support staff (i.e. Administrative Assistant).

To provide a specific example, the total (combined) time allocated (or spent) by Building Department staff member to carry out their responsibilities for the permits issued in a Group 'C' residential building, (i.e. a single detached dwelling is 58 hours) (Column C, Row 6 of **Table 4**). The salary and benefit costs associated with this time allocation are calculated as the average of all staff member's hourly rate multiplied by the percentage of the benefits costs. The total **Direct Costs** for all staff working on a single detached dwelling is \$892.18 (**Table 4**, Column D, Row 8).

Town of Ingersoll Building Permit Fee Review

| A  | B  | C   | D         | E   | F        | G  | H        | I  | J         | K  | L        | M                            | N        | O   | P         | Q   | R        | S   | T         | U  | V     | W   | X    | Y              | Z      |  |        |  |        |               |        |            |        |  |
|----|--|---|-----------|---|----------|--|----------|--|-----------|--|----------|------------------------------|----------|---|-----------|---|----------|---|-----------|--|-------|---|------|----------------|--------|--|--------|--|--------|---------------|--------|------------|--------|--|
| 1  | <b>Table 4 - Time Allocation by Type of Permit - Ingersoll</b> |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        |            |        |  |
| 2  | Staff Position & Av. # hrs. spent per function (hours)         | Group 'C' Residential singles, 2-unit, mobile homes, cottages (hours) | Cost      | Group 'C' Residential Row, Towns, Apartments (assume 4 unit townhouse permit) | Cost     | Group 'C': Major alterations additions (hours) (assume 78 William St.) | Cost     | Group 'C' Other: Garage, pool, deck, basic alterations, demolition (hours) | Cost      | Groups 'A, B, D, E' Commercial retail, motels, institutional, recreational (hours) | Cost     | Group 'F' Industrial (hours) | Cost     | Groups 'A, B, D, E & F' Major alterations additions (hours) | Cost      | Non-residential demolitions (hours) (assume 46 King St E) | Cost     | Groups 'A, B, D, E & F' Minor alterations additions (hours) (assume 25 King St. W.) | Cost      | Other Permits: Renew Permit, Sign, Moving Building (hours) | Cost  | Septic tanks (Health Unit permitting and enforcement) | Cost | Farm Buildings | Cost   | Designated structures and tents (Solar Panels, Retaining Walls, etc..) | Cost   | Solid Fuel Burning Appliance Installation (Wood Stove) | Cost   | Change of Use | Cost   |            |        |  |
| 3  | 1. Plan Review   | 6   | 296.52    | 16  | 790.72   | 5  | 247.10   | 2  | 98.84     | 16   | 790.72   | 14                           | 691.88   | 14  | 691.88    | 1   | 49.42    | 3   | 148.26    | 1  | 49.42 | 0   | 0.00 | 2              | 98.84  | 2  | 98.84  | 1  | 49.42  |               | 4      | 197.68     |        |  |
| 4  | 2. Inspections   | 8   | 395.36    | 26  | 1284.92  | 6  | 296.52   | 2  | 98.84     | 17   | 840.14   | 6                            | 296.52   | 12  | 593.04    | 3   | 148.26   | 6   | 296.52    | 1  | 49.42 | 0   | 0.00 | 4              | 197.68 | 1  | 49.42  | 1  | 49.42  |               | 4      | 197.68     |        |  |
| 5  | 3. Administration  | 3   | 101.46    | 4   | 135.28   | 3  | 101.46   | 1  | 33.82     | 4  | 135.28   | 4                            | 135.28   | 4   | 135.28    | 2   | 67.64    | 2   | 67.64     | 1  | 33.82 | 0   | 0.00 | 1              | 33.82  | 2  | 67.64  | 1  | 33.82  |               | 4      | 135.28     |        |  |
| 6  | 4. Enforcement   | 2   | 98.84     | 2   | 98.84    | 2  | 98.84    | 3  | 148.26    | 2  | 98.84    | 3                            | 148.26   | 3   | 148.26    | 2   | 98.84    | 3   | 148.26    | 2  | 98.84 | 0   | 0.00 | 2              | 98.84  | 2  | 98.84  | 1  | 49.42  |               | 4      | 197.68     |        |  |
| 7  | <b>Total # Hours</b>   | <b>19</b>   |           | <b>48</b>   |          | <b>16</b>  |          | <b>8</b>   |           | <b>39</b>  |          | <b>27</b>                    |          | <b>33</b>   |           | <b>8</b>  |          | <b>14</b>   |           | <b>5</b>   |       | <b>0</b>  |      | <b>9</b>       |        | <b>7</b>   |        | <b>4</b>   |        | <b>12</b>     |        |            |        |  |
| 8  | Total - Direct Costs - Enforcement \$'s                        |   | 892.18    |   | 2309.76  |  | 743.92   |  | 379.76    |  | 1864.98  |                              | 1271.94  |   | 1568.46   |   | 364.16   |   | 660.68    |  |       |   |      |                | 429.18 |  | 314.74 |  | 182.08 |               |        | 728.32     |        |  |
| 9  | Cost/Permit  |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        |            |        |  |
| 10 | Total Direct Costs - Administration                            |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        |            |        |  |
| 11 | \$ 13,891.00   |   | 67.43     |   | 67.43    |  | 67.43    |  | 67.43     |  | 67.43    |                              | 67.43    |   | 67.43     |   | 67.43    |   | 67.43     |  |       |   |      |                | 67.43  |  | 67.43  |  | 67.43  |               | 67.43  |            | 67.43  |  |
| 12 | Total - Indirect Costs - Administration                        |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        |            |        |  |
| 13 | \$ 53,395.07   |   | 259.20    |   | 259.20   |  | 259.20   |  | 259.20    |  | 259.20   |                              | 259.20   |   | 259.20    |   | 259.20   |   | 259.20    |  |       |   |      |                | 259.20 |  | 259.20 |  | 259.20 |               | 259.20 |            | 259.20 |  |
| 14 | Total - Indirect Costs - Enforcement                           |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        |            |        |  |
| 15 | \$ 5,000.00  |   | 24.27     |   | 24.27    |  | 24.27    |  | 24.27     |  | 24.27    |                              | 24.27    |   | 24.27     |   | 24.27    |   | 24.27     |  |       |   |      |                | 24.27  |  | 24.27  |  | 24.27  |               | 24.27  |            | 24.27  |  |
| 16 | Grand Total \$'s   |   | 1243.08   |   | 2660.66  |  | 1094.82  |  | 730.66    |  | 2215.88  |                              | 1622.84  |   | 1919.36   |   | 715.06   |   | 1011.58   |  |       |   |      | 350.90         |        | 780.08   |        | 665.64   |        | 532.98        |        | 1079.22    |        |  |
| 15 | Avg# Permits   |   | 37        |   | 3        |  | 6        |  | 102       |  | 1        |                              | 1        |   | 10        |   | 2        |   | 25        |  |       |   |      | 0              |        | 0  |        | 0  |        | 0             |        | 0          |        |  |
| 18 | Total Revenue \$'s   |   | 45,994.08 |   | 6,968.40 |  | 6,568.94 |  | 74,527.65 |  | 2,215.88 |                              | 1,352.37 |   | 18,645.24 |   | 1,327.97 |   | 25,000.56 |  |       |   |      | 0.00           |        | 0.00   |        | 0.00   |        | 0.00          |        | 0.00       |        |  |
| 19 | Grand Total Revenue \$'s                                       |   |           |   |          |  |          |  |           |  |          |                              |          |   |           |   |          |   |           |  |       |   |      |                |        |  |        |  |        |               |        | 192,751.56 |        |  |

Added to this total is the cost per permit for the Building Department's **Administration** or overhead costs of \$67.43 and the **Indirect Costs** per permit for **Administration** of \$259.20 and legal (**enforcement costs**) of \$24.27. The total for a single detached dwelling is \$1,243.08 per permit (**Table 4**, Column D, Row 16).

The total average number of permits per year from **Table 1** was 206/year. This was used to divide the costs for the **Direct Costs – Administration** i.e.  $\$13,891 \div 206 = \$67.43$ . The **Direct and Indirect Costs - Administration** were similarly divided, for example,  $\$53,395.07/206 = \$259.20$  (**Table 4**, Column D, Row 13).

## 10. Total Revenue Generation for Direct and Indirect Costs

Row 16 'Grand Total' in **Table 4** sums up all of the **Indirect Costs** and **Direct Costs** for each permit category. For example, the costs for a single detached dwelling (Group C Residential) are \$1,243.08 while the cost for a minor permit for a deck is \$730.66.

**Total Revenues** are shown for each class of permit i.e. Group A, B, D, E Major Alterations is calculated as 10 permits (from **Table 1**) multiplied by \$1,919.36 = \$18,645.24. The total for all permit types (**Gross Revenue**) is \$192,751.56.

Revenue generation is expected to fluctuate in response to a number of parameters beyond the control of the Town. Mortgage rates, the national economy, market conditions related to ICI development etc. may lead to an increase or a decrease in construction activity and consequently the volume of building permit activity. The fluctuation in the volume of activity varied by as much as 43% over the last six years. Aside from variations in volume, the Town is governed by growth allocations which have been incorporated into the County of Oxford's official plan and reflected in turn in the Municipality's official plan. These projections have been mirrored in the Town's development charges by-law. The forecast for housing starts is 45 units per year over the period to 2031.

While projections are buoyant, monitoring of permit activity is essential to ensure that permit fee revenues meet operational costs on an ongoing basis.

## 11. Building Permit Fee Schedule

Schedule 'A' of By-law 2008-41 of the Town of Ingersoll sets out the building permit fees for the Municipality for various classes of permits. **Table 5** of this report sets out the final calculations in determining a tariff of building permit fees for the Town of Ingersoll that may be used to replace Schedule 'A' or in our recommendation, a schedule to the building by-law adopted under the *Building Code Act*.

### Table 5

Column A: sets out the various classes of permits derived from **Tables 1 & 4**.

Column B: sets out the base level of fees derived from the calculations in **Table 4**.

Column C: is a calculation of the adjustment made for a cross subsidy designed to reduce the cost of minor permits to a flat fee of \$125.00 as follows:

- Group C, minor alterations, pool, deck, residential demolitions; permit fee reduction from \$730.66 to \$125.00
- Other Permits: permit fee reduction from \$582.40 to \$125.00

The estimated cost of the cross subsidy is calculated as the revenue loss from the reduction in fees multiplied by the average number of fees in the permit category. For example the reduction of the costs for minor permits from \$730.66 to \$125.00 equates to \$61,777.32 (i.e.  $\$730.66 - \$125.00 = \$605.66 \times 102 = \$61,777.32$ ). Added to the reduction for other permits of \$7,775.80, the total amount to be recovered through a cross subsidy is \$69,553.12 or \$800/permit. The \$800 has been added to each of the major permit classes.

Column D: sets out the calculation for the proposed reserve fund revenue stream. The calculation adds 25% to the cost of the permit. 25% is designed to offset the fluctuation in permit fee revenues in less active years.

The Reserve Fund would be used to offset declines in fee revenues from a reduced level of permit activity and/or could be used for anticipated (new) operational or capital costs i.e. replacement of computers, replacement of municipal vehicles etc. **(Note: Reserve funds could be used to offset operational and capital costs for other departments (Indirect Costs) where the costs are building related. For example, the Finance Department may have to replace computers. Since those computers are used in part for recording building permit fee revenues or budget preparation, a proportion**

**of the cost of their replacement could be taken from the Reserve Fund).**

Column E: represents a further adjustment for large scale projects only. Fees are calculated on the average dwelling unit size for residential permits and adding a surcharge for larger residential buildings on the premise that more time is required to review plans and conduct inspections on larger buildings. The calculation is based on dividing the base fee by the average size of a single detached dwelling or for residential permits ( $\$1,243.08 \div (\text{Average \# square feet per dwelling}) 2,000 \text{ sq. ft.} = \$0.62/\text{ft.}^2$ ). Pro-rated costs for ICI Permits = ( $\$5,185.06 \div 2,500 = \$0.76/\text{ft.}^2$ ). The potential additional revenues have not been determined from this adjustment factor since the number of permits issued for over-sized buildings is unknown.

Column F: is the total average number of permits issued per year for various classes of permits as derived from **Table 1 & Table 4**.

Column G: is the calculation of the potential revenue the municipality would receive for permits based on the addition of 25% for the reserve fund calculated on a 6-year average for building permit activity.

Column H: represents the potential revenue without the 25% reserve fund surcharge.

Town of Ingersoll Building Permit Fee Review

| Table 5 - Proposed Building Permit Fee Schedule - Ingersoll |   |                       |   |  |   |                                |   |  |
|---|---|-----------------------|---|--|---|--------------------------------|---|--|
|   | A   | B                     | C   | D  | E   | F                              | G   | H  |
|   | Class of Permit                               | Base Fee from Table 4 | Adjustment for Cross Subsidy <sup>1</sup> | Add 25% for Reserve Fund to fees in Column C | Pro-rated costs for larger scale projects <sup>2</sup>      | Number of Permits from Table 4 | Projected Revenue with 26% for Reserve Fund (= D x F) | Projected Revenue with adjustment for Cross subsidy only (= C x F) |
| 1   |   |                       |   |  |   |                                |   |  |
| 2   | Group C, Low Density Residential              | \$ 1,243.08           | \$ 2,043.08                               | \$ 2,574.28                                  | D + \$0.62/ ft. <sup>2</sup> > than 2,000/ ft. <sup>2</sup> | 37                             | \$ 95,248.54  | \$ 75,594.08   |
| 3   | Group C, Medium, High Density Residential     | \$ 2,660.66           | \$ 3,460.66                               | \$ 4,360.44                                  |   | 3                              | \$ 11,420.19  | \$ 9,063.64  |
| 4   | Group C, Major Alterations                    | \$ 1,094.82           | \$ 1,894.82                               | \$ 2,387.48                                  |   | 6                              | \$ 14,324.86  | \$ 11,368.94   |
| 5   | Group C, Minor: pool, deck, minor alterations | \$ 730.66             | \$ 125.00                                 | \$ 157.50                                    |   | 102                            | \$ 16,065.42  | \$ 12,750.33   |
| 6   | Groups A, B, D, E, Commercial                 | \$ 2,215.88           | \$ 3,015.88                               | \$ 3,800.01                                  | D + \$0.76/ ft. <sup>2</sup> > than 2,500 ft. <sup>2</sup>  | 1                              | \$ 3,800.01   | \$ 3,015.88  |
| 7   | Group F, Industrial                           | \$ 1,622.84           | \$ 2,422.84                               | \$ 3,052.78                                  |   | 1                              | \$ 2,543.99   | \$ 2,019.04  |
| 8   | Groups A, B, D, E & F Major Alterations       | \$ 1,919.36           | \$ 2,719.36                               | \$ 3,426.40                                  |   | 10                             | \$ 33,285.01  | \$ 26,416.67   |
| 9   | Non-Residential Demolitions                   | \$ 715.06             | \$ 1,515.06                               | \$ 1,908.98                                  |   | 2                              | \$ 3,545.25   | \$ 2,813.69  |
| 10  | Groups A, B, D, E & F Minor Alterations       | \$ 1,011.58           | \$ 1,811.58                               | \$ 2,282.59                                  |   | 25                             | \$ 56,412.70  | \$ 44,771.99   |
| 11  | Other Permits: renew, moving building, sign   | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 17                             | \$ 2,745.07   | \$ 2,178.63  |
| 12  | Solid Fuel Appliances                         | \$ 350.90             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 13  | Farm Buildings                                | \$ 780.08             | \$ 1,580.08                               | \$ 1,990.90                                  |   | 0                              | \$ -  | \$ -   |
| 14  | Designated Structures                         | \$ 665.64             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 15  | Solid Fuel Burning Appliances                 | \$ 532.98             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 16  | Change of Use                                 | \$ 1,079.22           | \$ 857.73                                 | \$ 1,080.74                                  |   | 0                              | \$ -  | \$ -   |
| 18  | Standalone Plumbing - Residential             | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 19  | Standalone Plumbing - Non-res                 | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 20  | Standalone HVAC                               | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 21  | <b>Total</b>                                  |                       |   |  |   | <b>203</b>                     | \$ 239,391.04   | \$ 189,992.89  |

The attached Building By-law provides a summary of the proposed fees in greater detail than **Table 5**. **Note that fees have been adjusted to the nearest \$5.00.**

The proposed fees are intended to the objective of achieving full cost recovery for the building inspection service and related support services and to offset the cross subsidy needed to reduce minor permits. Council has the following options under the Building Code Act:

1. Retaining the status quo i.e. no change in fees. This would result in a Municipal subsidy to the construction industry;
2. Adjusting the fees to 100% cost recovery;
3. Adjusting the fees to generate a surplus by creating a Cost Stabilization Reserve Fund of 25%
4. Phasing in the fees over a period of time i.e. 2-3 years.
5. Rounding the fees.

## 12. Other Fees

The Town has not established a fee for additional inspections which are not



contemplated within the prescribed time frame after the occupancy permit is issued. We would recommend that this fee be added. The actual cost per hour for additional inspections is \$65.42 (**Table 4:** \$1,243.08 ÷ 19 hours = \$65.42), rounded down to \$65.00. This figure may be considered representative of the average cost for all categories of permits where additional inspections are required over and above those that are mandated by the *Building Code Act*.

As has been previously reported to Council, the Town has a number of archived files or files which have not been closed in recognition of construction projects which are not completed. The Building Department has taken action within the last year to review these outstanding files – identified by the Council Report as “Stale Permits” -with the objective of addressing the outstanding status of the project. The “Stale Permit” file review, notification and follow-up with the applicant or property owner is estimated to take approximately an hour of staff time or a cost of \$65.00 as calculated in the paragraph above. Since much of this task is administrative in nature and does not fall within the purview of the *Building Code Act*, the associated cost should be levied as a fee under the *Municipal Act*. Our recommendation is that the fee associated with “file maintenance” be levied at \$65.00.

### 13. Recommendations

This building permit fee study has determined the total **Indirect Costs** and **Direct Costs** for **Administration** and **Enforcement** based on the criteria set out in Section 7 of the *Building Code Act*. Based on the findings of this study it is recommended:

- A. That Council adopt a building permit fee regime that includes provision for surplus revenues to be directed to a Cost Stabilization Reserve Fund. The recommended fee surcharge is 125% of the Base Fee set out in **Table 4, Column B**.
- B. That Council adopt the recommended fee structure set out in **Table 5** and as set out in greater detail in the draft Building By-law. That a separate fee for file maintenance is levied at a cost of \$65.00 and that this fee is levied under the *Municipal Act*.
- C. That Council provide for an annual adjustment in fees based on the Consumer Price Index (CPI) available through Statistics Canada, also set out in the draft building by-law (Section 3.7).
- D. That Council convene a public meeting in compliance with the requirements of the *Building Code Act* for the purposes of considering changes to fees and the introduction of new fees.

***Note: The recommendations in this report do not preclude the Town of Ingersoll from establishing a fee structure that varies from the recommendations provided they do not exceed the legislative authority under the Building Code Act.***

Appendix 1 includes a sample Public Meeting Notice for a meeting convened under Section 7 of the Building Code Act to consider a change in fees or to introduce new fees.

Appendix 2 sets out the format for the Annual Report on Building Permit Fees required by the Building Code Act.

Appendix 3 sets out a draft Building By-law which implements the provisions of this Study report.

**APPENDIX 1 - PUBLIC MEETING NOTICE**

# PUBLIC MEETING

## Corporation of the Town of Ingersoll

TAKE NOTICE that the Council of the Corporation of the Town of Ingersoll will hold a public meeting on the \_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_ p.m., in the Council Chambers (130 Oxford Street, Ingersoll) in order to consider a proposed Building Permit Fee By-law under **Section 7** of the *Building Code Act*.

**PURPOSE AND EFFECT** -The Town of Ingersoll is proposing to adopt (amend) a Building Permit Fee By-law following a review of the building permit fees under **Section 7(b)** of the *Building Code Act*. The effect will be to increase (decrease) the existing fee structure (and add introduce a new fee). Information will be provided at the meeting on the estimated costs of enforcing and administering the *Building Code Act*, the amount of the proposed fee(s) and the rationale for changing (and/or imposing) fees.

**ANY PERSON** may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed fees.

**ADDITIONAL INFORMATION** related to the proposed fees is available during regular office hours at the municipal offices.

**Dated at the Town of Ingersoll this \_\_\_\_ day of \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Clerk  
Town of Ingersoll  
130 Oxford Street, 2<sup>nd</sup> Floor  
INGERSOLL ON N5C 2V5

Tel. 519 485-0120  
Fax. 519 485-3543

**(Note: to be advertised a minimum of 21 days prior to the public meeting. Notice has only to be given to every person and organization that has within the last 5 years before the date of the public meeting, requested to be notified and has given the municipality an address.)**

**APPENDIX 2 - ANNUAL MEETING REPORT**

# Corporation of the Town of Ingersoll

## Annual Report - Building Permit Fees

Total Fees (Revenues) collected for the period January 1, 200\_ to December 31, 201\_ under Bylaw No. \_\_\_\_, of the Town of Ingersoll ..... \$ \_\_\_\_\_

Costs of Delivering Services:

### Indirect Costs:

Indirect Costs are deemed to include the costs for support and overhead services to the Building Department of the Town of Ingersoll as follows:

Total Administration Costs ..... \$ \_\_\_\_\_

Total Enforcement Costs..... \$ \_\_\_\_\_

**Sub-Total - Indirect Costs** ..... \$ \_\_\_\_\_

### Direct Costs:

Direct Costs are deemed to include the costs of the Building Department of the Town of Ingersoll for the processing of building permit applications, the review of building plans conducting inspections and building-related enforcement duties.

Total Administration Costs ..... \$ \_\_\_\_\_

Total Enforcement Costs..... \$ \_\_\_\_\_

**Sub-Total - Direct Costs** ..... \$ \_\_\_\_\_

**Grand Total Indirect and Direct Costs** ..... \$ \_\_\_\_\_

**Revenues over costs as of December 31, 201\_** ..... \$ \_\_\_\_\_

### Statement of Reserves:

**Building Department Reserve Fund (to December 31, 201\_)** ..... \$ \_\_\_\_\_

**APPENDIX 3 - DRAFT BUILDING BY-LAW**

Corporation of the Town of Ingersoll

# Building By-law

2015



## Contents

|      |  |    |
|------|--|----|
| 1.   | <a href="#">CITATION AND DEFINITIONS</a>                                       | 1  |
| 1.1  | <a href="#">Short Title</a>  | 1  |
| 1.2  | <a href="#">Definitions</a>  | 1  |
| 1.3  | <a href="#">Additional Definitions</a>   | 3  |
| 2.   | <a href="#">PERMITS</a>  | 4  |
| 2.1  | <a href="#">Classes of Permits (The Act, Section 7(a))</a>                     | 4  |
| 2.2  | <a href="#">Application Requirements for a Permit (The Act, Section 7 (b))</a> | 5  |
| 2.3  | <a href="#">Revisions to Permits</a>   | 13 |
| 2.4  | <a href="#">Revocation of Permits</a>  | 13 |
| 2.5  | <a href="#">Incomplete Application</a>   | 13 |
| 2.6  | <a href="#">Inactive or Abandoned Permit Application</a>                       | 14 |
| 2.7  | <a href="#">Plans and Specifications</a>                                       | 14 |
| 2.8  | <a href="#">As Constructed Plans</a>   | 15 |
| 3.   | <a href="#">FEES (The Act, Section 7(c))</a>                                   | 15 |
| 3.1  | <a href="#">Fees Payable Upon Application</a>                                  | 15 |
| 3.2  | <a href="#">Valuation</a>  | 16 |
| 3.3  | <a href="#">Additional Fees</a>  | 16 |
| 3.4  | <a href="#">Additional Inspection Fees</a>                                     | 16 |
| 3.5  | <a href="#">Overtime Fees</a>  | 17 |
| 3.6  | <a href="#">Re-examination Fee and Alternative Solution Fee</a>                | 17 |
| 3.7  | <a href="#">Annual Fee Adjustment</a>  | 17 |
| 3.8  | <a href="#">Refunds (The Act, Section 7(1)(d))</a>                             | 17 |
| 4.   | <a href="#">NOTICE REQUIREMENTS FOR INSPECTIONS (The Act, Section 10.2)</a>    | 18 |
| 4.1. | <a href="#">Prescribed Notices</a>   | 18 |
| 4.2. | <a href="#">Additional Notices</a>   | 18 |
| 4.3. | <a href="#">Notice Prior to Occupancy</a>                                      | 18 |
| 4.4. | <a href="#">When Notice Deemed Effective</a>                                   | 18 |
| 4.5. | <a href="#">Time period for Conducting Inspections</a>                         | 18 |
| 5.   | <a href="#">REGISTERED CODE AGENCIES (The Act, Section 15.15)</a>              | 19 |

|  |    |
|--|----|
| 5.1. <a href="#">Registered Code Agency Hired by the Corporation</a> .....                               | 19 |
| 6. <a href="#">SPATIAL SEPARATION AGREEMENTS</a> .....   | 19 |
| 6.1. <a href="#">Delegated Authority for Spatial Separation Agreements</a> .....                         | 19 |
| 7. <a href="#">FENCES AT CONSTRUCTION AND DEMOLITION SITES (The Act, Sections 7(1)(i) and (j))</a> ..... | 19 |
| 8. <a href="#">AUTHORIZATION OF ALTERNATIVE SOLUTIONS AND EQUIVALENTS</a> .....                          | 21 |
| 9. <a href="#">OFFENCES AND PENALTIES</a> .....  | 22 |
| 10. <a href="#">VALIDITY</a> .....   | 22 |
| 11. <a href="#">INTERPRETATION AND IMPLEMENTATION</a> .....  | 22 |
| <a href="#">SCHEDULES TO BY-LAW NUMBER</a> .....   | 1  |
| <a href="#">Schedule A – Permit and Miscellaneous Fees</a> .....   | 2  |
| <a href="#">Schedule B – Refunds</a> .....   | 10 |
| <a href="#">Schedule C – Forms</a> .....   | 11 |
| <a href="#">Schedule D – Plans, Documents and Specifications</a> .....                                   | 13 |

**THE CORPORATION OF THE TOWN OF INGERSOLL**

**BY-LAW NUMBER \_\_\_\_\_**

Being a By-law to provide for the administration and enforcement of the Building Code Act within the Town of Ingersoll

**WHEREAS** Section 7 of the Building Code Act, S.O. 1992, c.23, as amended, empowers council to pass By-laws respecting permits for construction, demolition, occupancy, change of use, sewage systems and conditional permits and respecting inspections and the charging of permit fees and other related matters;

**AND WHEREAS**, Section 3(1) of the Building Code Act, S.O. 1992, c.23, as amended, provides that the council of each municipality is responsible for the enforcement of the Building Code Act, 1992 in the municipality, except as otherwise provided in the Act;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL enacts as follows:

**1. CITATION AND DEFINITIONS**

**1.1 Short Title**

This By-law may be cited as the “Building By-law”.

**1.2 Definitions**

In this By-law the following definitions shall apply. Words shown in ***bold italicized script*** in this By-law shall have the meaning as defined in the following definitions:

Act means the Building Code Act, S.O. 1992, c. 23, as amended.

Alternative Solution means a substitute for an acceptable solution.

Applicant means the owner of a building or property who applies for a ***permit*** or any ***authorized agent*** to apply for a ***permit*** on the owner’s behalf or any person or corporation empowered by statute to cause the ***construction*** or ***demolition*** of a ***building*** or ***buildings*** and anyone acting under the authority of that ***person*** or corporation.

Architect means the holder of a license, certificate of practice or temporary license under the Architect's Act as defined in the Building Code.

Authorized Agent means a person(s) who has been authorized in writing to act on the owner's behalf for matters relating to an application for a **permit**.

As Constructed Plans means construction plans and specifications that show the **building** and the location of the **building on the property as the building** has been constructed.

Building means:

- a) a structure occupying an area greater than 10 m<sup>2</sup> consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all **plumbing, works**, fixtures, and service systems appurtenant thereto;
- b) a structure occupying an area of 10 m<sup>2</sup> or less that contains **plumbing**, including the **plumbing** appurtenant thereto;
- c) **plumbing** not located in a structure;
- d) a **sewage system**; or
- e) structures designated in the **Building Code**;

Building Code means regulations made under section 34 of the Act.

Chief Building Official means the Chief Building Official appointed by a By-law of the Corporation of the Town of Ingersoll for the purpose of enforcement of the **Act**.

Construct means to do anything in the erection, installation, extension or material alteration or repair of a **building** and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

Corporation means The Corporation of the Town of Ingersoll.

Demolish means to do anything in the removal of a **building** or any material part thereof and "demolition" has a corresponding meaning.

Farm Building means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

Forms means the applicable provincial or municipal prescribed forms as set out in Schedule "C" to this By-law.

Owner means the registered owner of the land or property and includes a lessee, mortgagee in possession and the person in charge of the property.

Permit means permission or authorization in writing by the Chief Building Official to perform work, to change the use of a **building** or part thereof, or to occupy a building or part thereof, as regulated by the **Act** and the **Building Code**.

Permit Holder means the **owner** to whom the **permit** has been issued or where the permit has been transferred, the transferee, and shall be the person who assumes the primary responsibility for compliance with the **Act** and the **Building Code**.

Plumbing means a drainage system, a venting system and a water system or parts thereof.

Professional Engineer means a person who holds a license or a temporary license under the Professional Engineer's Act.

Registered Code Agency means a person that has the qualifications and meets the requirements described in subsection 15.11 (4) of the **Act**.

Sewage System means:

- a) a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy, including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
- b) a greywater system,
- c) a cesspool,
- d) a leaching bed system, or
- e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system.

Work means the **construction** or **demolition** of a **building** or part thereof.

### 1.3 Additional Definitions

Any words or phrases used in this By-law which are defined in the **Building Code** shall be deemed to have an equivalent meaning.

## 2. PERMITS

### 2.1 Classes of Permits (The Act, Section 7(a))

1. The classes of **permits** with respect to the **construction, demolition, occupancy, change of use, sewage systems** and conditional permits shall be as set out in Schedule 'A' and which are further described as follows.
2. Building Permit (The **Act**, Section 8(1)): shall be for the **construction of buildings** and parts of buildings including **plumbing**, heating, ventilation, air conditioning, sewage systems, farm buildings, designated structures and signs.
3. Partial Building Permit (The **Act**, Section 8(1)): A partial building **permit** may be appropriate, in the sole discretion of the **Chief Building Official**, where the **construction** authorized by the permit complies with the **Act**, the **Building Code** and other applicable laws.

When, in order to expedite **work**, approval of a portion of the **building** is desired prior to the issuance of a **permit** for the complete **building**, application shall be made and fees paid for the complete project. Complete plans and specifications when deemed necessary by the **Chief Building Official** covering the portion of the **work** for which immediate approval is desired shall be filed with the **Chief Building Official**.

Where a **permit** is issued for part of a **building** such **permit** shall not be construed as authorization to **construct** beyond the plans for which approval was given nor that an approval will necessarily be granted for the entire **building**.

4. Demolition Permit (The **Act**, Section 8(1)): shall be for the **demolition of a building**.
5. Conditional Permit: A conditional **permit** may be issued, at the sole discretion of the Chief Building Official, in accordance with Section 2.2.2(c) of this By-law and Section 8 (3) of the **Act**.
6. Change of Use Permit: shall be required where a change in use of a **building** or part of a **building** would result in an increase in hazard as determined under Division C. Article 1.3.1.4. of the **Building Code** and Section 10 (1) of the **Act** even though no **construction** is proposed.
7. Sewage System Permit: shall be required for all Classes of Systems as defined in Classification of Systems in Section 8.1.2.1(a), (b), (c), (d) and (e), of the **Building Code**.

8. Structural Sign Permit: shall be required in respect of the structural requirements for signs contained in Section 3.15 of the **Building Code**.
9. Where **construction** has commenced prior to the issuance of a **permit** a permit based on any of the above classifications may be issued at the sole discretion of the **Chief Building Official**.
10. Occupancy Permit: shall be required to occupy any **building** in accordance with the requirements of Division C, Subsection 1.3.3. of the **Building Code**.
11. Transfer Permit (The Act, Section 7. (1) (h)): shall be a **permit** which allows for the transfer of a **permit(s)** when land changes ownership.
12. For the **construction** of any other occupancy classification set out in Section A-3.1.2.1.(1), Division B of the **Building Code** not included in the above class of **permits**.

## 2.2 Application Requirements for a Permit (The Act, Section 7 (b))

1. To obtain a **permit**, the **owner** or an **authorized agent**, shall file an application in writing by completing a prescribed form available at the offices of the municipality or from the Building Code website ([www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)). Forms prescribed by the municipality under Clause 7(f) of the Act shall be those forms authorized by the **Chief Building Official** as further set out in Schedule C to this By-law.
2. Every application for a **permit** shall be submitted to the **Chief Building Official** and shall contain the following information:
  - a) Where application is made for a **construction permit** under Subsection 8(1) of the **Act**, the application shall:
    - i. Use the provincial application form, “Application for a Permit to Construct or Demolish”;
    - ii. Be accompanied by the plans and specifications prescribed by this By-law, resolution or regulation made under clause 7(1)(b) of the **Act**, and any associated information or approvals required to demonstrate compliance with any applicable law as set out in Div. A-1.4.1.3 of the **Building Code**;
    - iii. Include complete plans and specifications, documents and other information as required by Article 1.3.1.3 (5), Division C of the **Building Code**;

- iv. Identify and describe in detail the **work** and occupancy to be covered by the **permit** for which application is made;
- v. Describe the land on which the **work** is to be done by a description that will readily identify and locate the building lot;
- vi. Include completed forms set out in the Schedules to this By-law plans where deemed required by the **Chief Building Official, for the work** to be covered by the **permit**;
- vii. Be accompanied by all fees that are required, under Schedule 'A' of this By-law, resolution or regulation made under clause 7(1)(c) of the **Act**;
- viii. State the names, addresses, telephone numbers, fax numbers and email addresses of the owner and of the architect, engineer, designer, contractor or constructor, where applicable;
- ix. be accompanied by a signed acknowledgement of the **owner** that they have retained an Architect or Professional Engineer to carry out field review of the **construction** where required by the **Building Code**. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the **Chief Building Official** as part of the **permit** application and prior to the issuance of a **permit**;
- x. Be accompanied by a signed acknowledgement of the **Architect(s), Professional Engineer(s)** and/or other professionals as appropriate that they have been retained by the owner to carry out field review of the **construction** where required by the **Building Code**. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the **Chief Building Official** as part of the **permit** application and prior to the issuance of a **permit**;
- xi. For new single detached, duplex or semi-detached dwellings, except where waived by the **Chief Building Official**, be accompanied by:
  - a. In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Director of Engineering and Public Works, a lot grading plan bearing the signature and seal of the subdivider's **Professional Engineer** who is responsible for the overall



subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Director of Engineering and Public Works;

- b. In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Director of Engineering and Public Works, a lot grading plan bearing the signature and seal of a Professional Engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns;
  - c. In the case of land to be developed and where Section 51 of the Planning Act applies, or where Site Plan approval would otherwise be required, a geotechnical report, signed and sealed by a **Professional Engineer**, confirming areas of imported (non-native) soils and the presence of methane, if any;
- xii. For single detached, duplex, triplex, semi-detached, or row townhouse buildings intended to be continuously occupied during the winter season, include a completed Energy Efficiency Design Summary Form as set out in Schedule “E”;
  - xiii. Be signed by the **owner** or his or her **authorized agent** who shall certify the truth of the contents of the application.
- b) Where application is made for a **demolition permit** under Subsection 8(1) of the **Act**, the application shall:
- i. Use the provincial application form, “Application for a Permit to Construct or Demolish”;
  - ii. Include complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the Building Code and as described in this By-law for the **work** to be covered by the **permit**;
  - iii. Contain the information and items required by Clauses 2.2.2(a)(iii) to of this By-law;

- iv. Be accompanied by proof satisfactory to the **Chief Building Official** that arrangements have been made with the proper authorities where applicable for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services on the form authorized by the **Chief Building Official**, and
  - v. be accompanied by all fees that are required, under Schedule 'A' of this By-law, resolution or regulation made under Clause 7(1) (c) of the **Act**.
- c) Where application is made for a conditional **permit** under Subsection 8(3) of the **Act**, the application shall:
- i. Use the provincial application form, "Application for a Permit to Construct or Demolish";
  - ii. Use the Conditional Permit Application Form authorized by the **Chief Building Official**;
  - iii. Include complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the Building Code and as described in this By-law for the **work** to be covered by the **permit**;
  - iv. Contain the information and items required by Clauses 2.2.2(a)(iii) to of this By-law;
  - v. Contain such other information, plans and specifications concerning the complete project as the **Chief Building Official** may require;
  - vi. State in writing to the **Chief Building Official** the reasons why the applicant believes that unreasonable delays in **construction** would occur if a conditional **permit** is not granted;
  - vii. State the necessary approvals which must be obtained in respect of the proposed **building** and the date or time by which such approvals will be obtained;
  - viii. State the time in which plans and specifications of the complete building will be filed with the **Chief Building Official**, if a complete **permit** application has not already been made;

- ix. Shall enter into a conditional **permit** agreement with the **Corporation** of this By-law. In the event that the conditions have not been satisfied beyond the date that is prescribed in said agreement, the agreement shall be considered as expired, and a request for an extension shall be made by the **permit holder**. In the event that an extension is required the conditional fee shall be paid at the time the extension request is made. No building inspections shall be conducted if there are outstanding conditional **permit** fees;
  - x. Be accompanied by a security deposit as prescribed by the **Chief Building Official**. The security shall be used in the event the building may need to be removed and the site restored to its original condition. The security amount shall be refunded upon the issuance of a full **permit**;
  - xi. Be accompanied by all fees that are required, under Schedule 'A' of this By-law, resolution or regulation made under Clause 7(1)(c) of the **Act**, and
  - xii. Note that the **Chief Building Official** is authorized to execute, on behalf of the **Corporation**, conditional **permits** as provided for pursuant to Section 15.21 (3) of the **Act**. The issuance of conditional **permits** is at the sole discretion of the **Chief Building Official**.
- d) Where application is made for a change of use **permit** issued under Subsection 10(1) of the **Act**, the application shall be submitted to the **Chief Building Official** and shall:
- i. Use the Change of Use Application Form authorized by the **Chief Building Official**;
  - ii. Describe the **building** in which the occupancy is to be changed by a description that will readily identify and locate the **building**;
  - iii. Identify and describe in detail the current and proposed occupancies of the building or part of a **building** for which the application is made;
  - iv. Include plans and specifications which show the current and proposed occupancy of all parts of the **building** and which

contain sufficient information to establish compliance with the requirements of the **Building Code**, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing **sewage system**, if any;

- v. Be accompanied by the required fee as contained in Schedule 'A' of this By-law;
  - vi. State the name, address, telephone number, fax number and email address of the owner; and
  - vii. Be signed by the owner or his or her authorized agent (who produces written authorization) and who shall certify the truth of the contents of the application.
- e) Every application for a **sewage system permit** shall be submitted to the **Chief Building Official** and contain the following information:
- i. Use the provincial application form, "Application for a Permit to Construct or Demolish" and the Schedule 2: Sewage System Designer Information Form;
  - ii. Include complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the Building Code and as required by Clauses 2.2.2(a)(i) to (x) of this By-law;
  - iii. The name, address, telephone number, fax number and email address of the person installing the **sewage system**;
  - iv. Where the person installing the **sewage system** is required to have a license under the **Act** and the **Building Code**,
  - v. The number and date of issuance of the license;
  - vi. The name of the qualified person supervising the **work** to be done under the **sewage system permit**;
  - vii. A site evaluation which shall include all of the following items, unless otherwise specified by the **Chief Building Official**:
    - a. The date the evaluation was done;

- b. Name, address, telephone number and signature of the person who prepared the evaluation;
  - c. A scaled map of the site showing the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors, existing and proposed buildings;
  - d. The location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code;
  - e. The location of the proposed **sewage system** and any existing **sewage system**;
  - f. The location of any unsuitable, disturbed or compacted areas;
  - g. The proposed access routes for system maintenance;
  - h. The depth to bedrock;
  - i. The depth to zones of soil saturation;
  - j. Soil properties, including soil permeability; and
  - k. Soil conditions, including the potential for flooding.
- f) Where application is made for a transfer of **permit** under the **Act**, *the application shall:*
- i. Use the Transfer of Building Permit Application Form authorized by the **Chief Building Official** to include the names and addresses of the previous and new **owner**, the date the ownership change took place, a description of the **permit** that is being transferred, and legal documentation confirming proof of new ownership;
  - ii. Include the required fee as contained in Schedule 'A' of this By-law;
  - iii. Include a written statement from the new owner agreeing to responsibility for all conditions of approval upon which the **permit** was issued; and

- iv. Include, where applicable, proof of engagement from the design professional(s) to undertake a field review.
- g) Where application is made for occupancy of an unfinished building as provided for in Subsection 1.3.3 -Division C of the Building Code, the application shall include:
  - i. The prescribed form in Schedule “C” of this By-law;
  - ii. Description of the part of the building for which occupancy is requested;
  - iii. Provide plans showing portion(s) of the floor area(s) to be occupied complete with location(s) of temporary exits as applicable;
  - iv. Where required by Section 2.3 the **Building Code**, be accompanied by a signed statement of the **architect** or **professional engineer**, or both undertaking to provide a general review of the **construction** of the **building**. Copies of all written reports shall be submitted to the **Chief Building Official** stating the status of the **building** or part thereof as required by Section 2.4.3.1.(2) of the **Building Code**; and
  - v. Be accompanied by a bacteria indicator test report prior to the occupancy of a residence utilizing an on-site private water system.
- h) Where application is made for a partial **permit**, the application shall include:
  - i. Complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the **Building Code** and as required by Clauses 2.2.2(a)(i) to (x) of this By-law covering the portion of the **work** for which immediate approval is desired except where otherwise determined at the sole discretion of the **Chief Building Official**, and
  - ii. The required fee as contained in Schedule ‘A’ of this By-law.

**Construction** beyond the partial **permit** limitations shall be considered commencement of **construction** without a **permit** and

an additional fee, in accordance with Schedule 'A' of this By-law shall apply.

### 2.3 Revisions to Permits

No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a **permit** was issued without notifying, filing details with and obtaining the authorization of the **Chief Building Official**. Substantial changes may constitute a revised submission and additional fees would be charged as per Schedule 'A'.

### 2.4 Revocation of Permits

1. Prior to revoking a **permit** under section 8(10) of the **Act**, the **Chief Building Official** may serve a notice by personal service or registered mail to the last known address to the **permit holder**, and, following a 30 day period from the date of service, may revoke the **permit** without further notice and all submitted plans, specifications, documents and other information may be disposed of or, or upon the written request of the **applicant**, returned to the **applicant**.
2. A **permit holder** may within 30 days from the date of service of a notice under Section 2.4 request in writing that the **Chief Building Official** defer the revocation by stating reasons why the **permit** should not be revoked. The **Chief Building Official** having regard to any changes to the **Act, Building Code** or other applicable law may allow the one-time deferral, applicable to a period of no later than twelve (12) months from the date the **permit** was issued, in writing.
3. A request for deferral shall be accompanied by the non-refundable fee set out in Schedule "A" of this By-law.

### 2.5 Incomplete Application

1. Where the **Chief Building Official** determines that an application is incomplete, the **Chief Building Official** may refuse to accept the application or may commence to process the application if the **applicant** acknowledges that the application is incomplete.
2. Where an **applicant** declares or acknowledges that the application, the **Corporation** shall not be bound by the timelines prescribed by the **Building Code** within which a **permit** must be issued or refused, until such time as the application is deemed to be complete.

3. An application shall be deemed to be incomplete according to Section 2.4.1.1.B (5) of the **Building Code** where any requirements set out in Section 2.2 of this By-law have not been complied with and the **Corporation** shall not be obliged to issue a **permit**.

## 2.6 Inactive or Abandoned Permit Application

1. Where an application for a **permit** remains incomplete or inactive for six months after it is made, the application may be deemed by the **Chief Building Official** to have been abandoned and notice thereof shall be given to the **applicant**. If an application is deemed to be abandoned, a new application must be filed for any **work** proposed in the abandoned application and the fees as set out in Schedule 'A' are paid. An inactive **permit** application may also include an application where information is outstanding, six months or more after it is made, in such a manner that a full or partial **permit** cannot be issued.
2. Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon the written request of the **applicant**, returned to the **applicant**.

## 2.7 Plans and Specifications

1. Sufficient information shall be submitted with each application for a **permit** to enable the **Chief Building Official** to determine whether or not the proposed **construction, demolition**, change of use or transfer of **permit** will conform to the **Act**, the **Building Code** or **Chief Building Official**, be accompanied by two (2) complete sets of the plans and specifications as described in this By-law and Schedule "D" of this By-law in order for an application to be deemed as complete.
2. Plans shall be drawn to scale (min. 1:75 or 3/16"=1'-0") on paper, electronic media approved by the **Corporation**, or other durable material approved by the **Corporation**, and shall be legible. Free hand drawings are not permitted to be submitted.
3. Site plans shall be referenced to an up-to-date survey unless otherwise exempted by the **Chief Building Official** and, when required to demonstrate compliance with the **Act**, the **Building Code** or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:
  - i. lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;



- ii. Existing and finished ground levels or grades;
- iii. Natural features including water courses, streams and topographic features;
- iv. public utilities and existing streets and street names;
- v. Existing rights-of-way, easements and municipal services;
- vi. Proposed fire access routes, and existing fire hydrant locations, if applicable, and any information or documentation required to determine compliance with fire access requirements of the **Building Code** and water supply requirements for fire suppression;
- vii. Scale bar; and
- viii. North marker indicated.

## 2.8 As Constructed Plans

The **Chief Building Official** may require a set of **as constructed plans** of a **building** or any class of **buildings** be filed with the **Chief Building Official** on completion of the **construction** under such conditions as may be prescribed in the **Building Code** (the **Act**, Section 7(1) (g)), and may include a plan of survey showing the location of the **building(s)**.

## 3. FEES (The Act, Section 7(c))

### 3.1 Fees Payable Upon Application

1. Fees for any required **permit** shall be as set out in Schedule 'A' of this By-law and are due and payable in full upon submission of an application for a **permit**. Applications shall not be considered to be complete until all permit fees have been paid.
2. Where an application is made for a conditional **permit** or partial **permit**, all fees shall be paid as set out in Schedule 'A' of this By-law.
3. Where fees payable in respect of an application for a change of use **permit** issued under Subsection 10(1) of the Act are based on floor area, floor area shall mean the total floor space of all storeys subject to the change of use.

4. In the event where fees are due as a result of revisions, after a **permit** has been issued, no building inspections associated with the said revisions shall be carried out until such time as the outstanding fees have been paid in full.

### 3.2 Valuation

Where the amount of a fee to be paid, as part of a **permit** application, is to be based upon the class of **permit**, floor area and/or value of the proposed **construction**, the **Chief Building Official** or a designate, shall determine the appropriate class or type or category based on Schedule 'A' and the associated fees that determination shall be final. Despite the above the **Chief Building Official** may place a valuation on the cost of the proposed structural work as contained in Schedule 'A' of this By-law and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs. Where the **Chief Building Official**, in his sole discretion, agrees that the audited costs are less than the valuation, the **Chief Building Official** may issue a partial refund that reflects the difference between the two amounts.

### 3.3 Additional Fees

Where an application for a **permit** is subject to additional user fees prescribed by the **Corporation**, the fees so prescribed shall be paid in addition to the fees set out in Schedule 'A' to this By-law prior to the issuance of the **permit** (e.g. development charges).

### 3.4 Additional Inspection Fees

An additional inspection fee as set out in Schedule 'A' to this By-law shall apply and shall be paid on or prior to each additional inspection being undertaken on any **building** where:

1. Any of the prescribed notice requirements under the **Building Code** or the additional notices required under this By-law have not been complied with by a **permit holder**;
2. More than two inspections are required due to **construction** being incomplete or not in compliance with the **Building Code**;
3. A **building** is occupied prior to the notice under Section 14 of the **Act** **Chief Building Official**; or

4. An inspection as requested to confirm that outstanding items have been completed or corrected in respect to a deficient **permit**.

### 3.5 Overtime Fees

Where a request is made for work outside of regular business hours, an overtime fee shall be calculated and paid in accordance with Schedule 'A' to this By-law.

### 3.6 Re-examination Fee and Alternative Solution Fee

1. If there are changes to plans, contractors or professional services, a new plans review may, at the discretion of the **Chief Building Official**, be required and the **Chief Building Official** may require the issuance of a further **permit** and / or payment of a re-examination fees as set out in Schedule 'A' to this By-law.
2. Where an **applicant** submits an **alternative solution** to a material, system or design, an examination fee shall apply as set out in Schedule 'A' to this By-law.

### 3.7 Annual Fee Adjustment

1. Council may adjust the building permit fees for any or all classes of permits in this by-law once annually in accordance with the "*Consumer Price Index*" as published by Statistics Canada. Such adjustment to the fees shall not require an amendment to this By-Law nor require a public meeting.

### 3.8 Refunds (The Act, Section 7(1)(d))

1. In the case of withdrawal or abandonment of an application, or abandonment of **construction**, or refusal to issue a **permit**, and upon the written request by the **applicant**, the **Chief Building Official** shall determine the amount of *paid permit* fees that may be refunded to the **applicant**, if any, in accordance with Schedule B of this By-law.
2. Refunds may be adjusted in accordance with Section 3.2 of this By-law.
3. No refund shall be made where the fee is equal to or less than \$100.00.

4. Any authorized refund shall be returned to the **owner** named on the **permit** application, unless the **owner** advises the **Chief Building Official** in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.

#### 4. NOTICE REQUIREMENTS FOR INSPECTIONS (The Act, Section 10.2)

##### 4.1. Prescribed Notices

The owner or an **authorized agent** shall notify the **Chief Building Official** at least two complete business days prior to each stage of **construction** for which notice in advance is required in Section 1.3.5.1.(2) (a) to (o) of Division C, of the **Building Code**.

##### 4.2. Additional Notices

The owner or an authorized agent shall notify the **Chief Building Official** at least two complete business day prior to the additional mandatory stages of **construction** listed in Clauses 1.3.5.2.(1) (a), (b), (c), (e), (g), (h) and (j) of Division C, of the **Building Code**.

##### 4.3. Notice Prior to Occupancy

The **permit holder** shall notify the **Chief Building Official** requesting an occupancy **permit** be issued, for certain buildings of residential occupancy in accordance with Article 1.3.3.4, Division C of the **Building Code**.

##### 4.4. When Notice Deemed Effective

A Notice pursuant to Section 4.1, 4.2, and 4.3 of this By-law is not effective until the notice is actually received by the **Chief Building Official** or his/her designate by voice mail, by email or other means of electronic transfer deemed acceptable by the **Corporation**, or where the notice is given in person or orally, or in writing and is acknowledged by the **Chief Building Official** or his/her designate. Where notice is received by voice mail, by email or electronic transfer, the notice shall be deemed to be effective if received on a business day or on the first business day following a weekend or statutory holiday.

##### 4.5. Time period for Conducting Inspections

Upon receipt of proper notice, the **Chief Building Official** or a building inspector shall, no later than two (2) business days as per Article 1.3.5.3, Division C of the **Building Code**, after receipt of the notice, undertake a site inspection for notices to which Articles 1.3.5.1 and 1.3.5.2, Division C of the **Building Code** apply, except where the notice relates to matters described in clauses 1.3.5.1.(2)(k) or (i), the site inspection shall be conducted no later than five (5) days after the receipt of notice.

## 5. REGISTERED CODE AGENCIES (The Act, Section 15.15)

### 5.1. Registered Code Agency Hired by the Corporation

Where the **Corporation** enters into an agreement with a **Registered Code Agency**, the **Chief Building Official** is authorized under Section 4.1 (3) of the **Act** and Division 3, Section 3.7 of the **Building Code** to enter into a service agreement with a **Registered Code Agency** to perform one or more of the functions prescribed in Section 15.15 of the **Act** in respect of the **construction** or **demolition** of a **building** or class of **buildings**.

## 6. SPATIAL SEPARATION AGREEMENTS

### 6.1. Delegated Authority for Spatial Separation Agreements

The **Chief Building Official** is authorized to enter into spatial separation agreements as set out in Division B, Sentences 9.10.15 2.(4) and (5) and Sentences 3..2.3.1.(8) and (9) of the **Building Code** on behalf of the **Corporation** and the **owners** of the properties on which the limiting distance is measured.

## 7. FENCES AT CONSTRUCTION AND DEMOLITION SITES (The Act, Sections 7(1)(i) and (j))

1. Where, in the opinion of the **Chief Building Official**, a construction or demolition site presents a hazard to the public, the **Chief Building Official** may require the **owner** to erect such fences as the **Chief Building Official** deems appropriate to the circumstances to prevent unauthorized entry to the site.
2. The installation and maintenance of any required fence shall be at the exclusive cost of the **owner**.

3. When required by the **Chief Building Official** a fence shall be erected and properly maintained in a vertical plane and in good repair and shall enclose the **construction/demolition** in accordance with the provisions of this by-law until the hazards are eliminated to the satisfaction of the **Chief Building Official**.
4. In considering the hazard presented by the **construction** or **demolition** site to be fenced, the **Chief Building Official** shall have regard for:
  - i. The proximity of building site to other buildings that are occupied;
  - ii. Existing rights-of-way, easements, sidewalks, bicycle routes and municipal services;
  - iii. The proximity of the **construction** or **demolition** site too lands accessible to the public;
  - iv. The hazards presented by the **construction** or **demolition** activities and materials;
  - v. The effectiveness of site fences; and
  - vi. The duration of the hazard.
5. Notwithstanding Section 7.1 of this By-law, the height of every fence shall be a minimum of 1.2 m and a maximum of 2.4 m, measured from the highest adjacent grade.
6. Every fence required under this By-law shall be located on the perimeter of the **construction/demolition** site or as otherwise determined by the **Chief Building Official** and shall be constructed as follows:
  - i. If the fence is of chain link construction, the chain link shall be fastened to a 25 mm diameter metal bar which is securely fastened to metal posts at not over 3 metres on centre and embedded into the ground to provide a rigid support;
  - ii. If the fence is of wood construction, the exterior face shall be 16mm exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 39 x 39 posts spaced at not more than 2.4 metres on centre and embedded into the ground to provide a rigid support;
  - iii. If the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to T-bar posts at not over 1.8 metres on center and embedded into the ground to provide a rigid support.

7. Other types of fencing that meets the intent of this section may be approved at the discretion of the **Chief Building Official**.
8. The fence shall create a continuous barrier except to provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the **construction/demolition** site provided that these openings are closed when the site is unattended.
9. Where **work** is carried out adjacent to or above property, roads, sidewalks or access to buildings adequate protection shall be constructed to protect the public and property from hazards or nuisance created by the **work**.

## 8. AUTHORIZATION OF ALTERNATIVE SOLUTIONS AND EQUIVALENTS

1. Where an **alternative solution** for an equivalent material, system or **building** design is proposed in either an application for a **permit**, or in a material change to a plan, specification, document or other information on the basis of which a **permit** is issued, the **applicant** shall submit:
  - i. A detailed submission or application satisfactory to the **Chief Building Official** or **Registered Code Agency**, if applicable;
  - ii. A description of the proposed location(s) where the **alternative solution** is proposed to be installed;
  - iii. A description of the proposed material, system or **building** design for which authorization is sought;
  - iv. A description of all applicable provisions of the **Building Code** in contravention;
  - v. Supporting documentation, past performance or tests described in Article 2.1.1.2. of the **Building Code** or other evaluation demonstrating that the proposed material, system or **building** design will provide the level of performance required by Article 1.2.1.1. of Division A of the **Building Code**; and
  - vi. Payment of the required fee as set out in Section 3.6.1 and Schedule 'A' to this By-law.
2. The **Chief Building Official** or **Registered Code Agency** may accept or reject any proposed **alternative solution** and/or may impose conditions or limitations on their use.

3. **Alternative solutions** which are accepted under Section 8 of this By-law shall be applicable only to the location as described in the application and are not transferrable to any other **building permit**.

## 9. OFFENCES AND PENALTIES

Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

## 10. VALIDITY

In the event that any provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

## 11. INTERPRETATION AND IMPLEMENTATION

1. Schedules A, B, C, and D attached hereto shall form part of this By-law.
2. This By-law comes into force on the day of its enactment.
3. By-law \_\_\_\_\_, as amended, of the Corporation of the Town of Tiny is hereby repealed.

Passed in Open Council on \_\_\_\_\_, 2015.



**SCHEDULES TO BY-LAW NUMBER\_\_\_\_\_**

- 1. Schedule A – Permit and Miscellaneous Fees**
- 2. Schedule B – Refunds**
- 3. Schedule C - Forms**
- 4. Schedule D – Plans, Documents and Specifications**

## Schedule A – Permit and Miscellaneous Fees

| Item   | Type of Building Permit   | Base Fee | Adjusted Fee   | Flat Fee |
|--|---|----------|--|----------|
| <b>Major Occupancy Classification</b>              |   |          |  |          |
| <b>Group A Major Occupancy (Assembly)</b>          |   |          |  |          |
| <b>A1</b>  | Assembly Building (finished)  | \$3,800  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>A2</b>  | Assembly Building (shell only)  | \$3,800  |  |          |
| <b>A3</b>  | Interior Finish (from shell)  | \$2,390  |  |          |
| <b>A4</b>  | Interior Renovation (interior demolition and renovation)                              | \$2,390  |  |          |
| <b>A5</b>  | Outdoor Patio   | \$2,390  |  |          |
| <b>A6</b>  | Outdoor Public Pool   | \$3,800  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>A7</b>  | Major renovations, alterations (\$25,000+)  | \$3,425  |  |          |
| <b>A8</b>  | Minor renovations, alterations (less than \$25,000) including retrofit, fire retrofit | \$2,280  |  |          |
| <b>Group B Major Occupancy (Care or Detention)</b> |   |          |  |          |
| <b>B1</b>  | Institutional Building (finished)   | \$3,800  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over                          |          |
| <b>B2</b>  | Institutional Building (shell only)   | \$3,800  |  |          |

| Item   | Type of Building Permit  | Base Fee     | Adjusted Fee   | Flat Fee |
|--|--|--------------|--|----------|
| <b>Major Occupancy Classification</b>        |  |              |  |          |
|  |  |              | 2,500 ft. <sup>2</sup> .   |          |
| <b>B3</b>                                    | Interior Finish (from shell)   | \$2,390      |  |          |
| <b>B4</b>                                    | Interior Renovation (interior demolition and renovation)   | \$2,390      |  |          |
| <b>B5</b>                                    | Major renovations, alterations (\$25,000+)   | \$3,425      |  |          |
| <b>B6</b>                                    | Minor renovations, alterations (less than \$25,000)  | \$2,280      | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>Group C Major Occupancy (Residential)</b> |  |              |  |          |
| <b>C1</b>                                    | Single Detached, Semi-Detached, Townhouse, Duplex, Triplex, Double Duplex, Apartment in a House, | \$2,575/unit | Base Fee + \$0.62/ft. <sup>2</sup> for buildings with a floor area over 5,500 ft. <sup>2</sup> . |          |
| <b>C2A</b>                                   | Garage / Carport (over \$25,000 construction value)  | \$160        | Base Fee + \$0.62/ft. <sup>2</sup> for buildings with a floor area over 450 ft. <sup>2</sup> .   |          |
| <b>C2B</b>                                   | Garage / Carport (under \$25,000 construction value)   |              |  | \$160    |
| <b>C3</b>                                    | Shed, accessory building   |              |  | \$160    |
| <b>C4</b>                                    | Deck, attached deck  |              |  | \$160    |
| <b>C5</b>                                    | Pool / Hot Tub   |              |  | \$160    |

| Item   | Type of Building Permit   | Base Fee     | Adjusted Fee   | Flat Fee |
|--|---|--------------|--|----------|
| <b>Major Occupancy Classification</b>                            |   |              |  |          |
| <b>C6</b>  | Apartment Building  | \$4,360/unit |  |          |
| <b>C7</b>  | Hotel / Motel (or similar)  | \$4,360      | Base Fee +<br>\$0.62/ft. <sup>2</sup><br>for<br>buildings<br>with a floor<br>area over<br>2,500 ft. <sup>2</sup> . |          |
| <b>C8</b>  | Residential Care Facility   | \$4,360/unit |  |          |
| <b>C9</b>  | Interior Finish (from shell)  | \$2,390      |  |          |
| <b>C10</b>   | Interior Renovation (interior demolition and renovation)                        | \$2,390      |  |          |
| <b>C11</b>   | Finished Basement (including renovation)  | \$160        |  | \$160    |
| <b>C12</b>   | Major renovations, alterations (\$25,000+)                                      | \$2,390      |  |          |
| <b>C13</b>   | Minor renovations, alterations (less than \$25,000) retaining wall, open porch, |              |  | \$160    |
| <b>C14</b>   | Model Home  | \$2,575      |  |          |
| <b>C15</b>   | Solid Fuel Appliance (e.g. fireplace, wood stove, outdoor furnace)              |              |  | \$160    |
| <b>Group D Major Occupancy (Business &amp; Personal Service)</b> |   |              |  |          |
| <b>D1</b>  | Business Personal Service Building (finished)                                   | \$3,800      | Base Fee +<br>\$0.76/ft. <sup>2</sup><br>for<br>buildings<br>with a floor<br>area over<br>2,500 ft. <sup>2</sup> . |          |
| <b>D2</b>  | Business Personal Service Building (shell only)                                 | \$3,800      |  |          |
| <b>D3</b>  | Interior Finish (from shell)  | \$2,280      |  |          |

| Item  | Type of Building Permit                                  | Base Fee | Adjusted Fee   | Flat Fee |
|---|--|----------|--|----------|
| <b>Major Occupancy Classification</b>       |  |          |  |          |
| <b>D4</b>                                   | Interior Renovation (interior demolition and renovation) | \$2,280  |  |          |
| <b>D5</b>                                   | Major renovations, alterations (\$25,000+)               | \$3,425  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>D6</b>                                   | Minor renovations, alterations (less than \$25,000)      | \$2,280  |  |          |
| <b>Group E Major Occupancy (Mercantile)</b> |  |          |  |          |
| <b>E1</b>                                   | Mercantile Building (finished)                           | \$3,800  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>E2</b>                                   | Mercantile Building (shell only)                         | \$3,800  |  |          |
| <b>E3</b>                                   | Interior Finish (from shell)                             | \$2,280  |  |          |
| <b>E4</b>                                   | Interior Renovation (interior demolition and renovation) | \$2,280  |  |          |
| <b>E5</b>                                   | Major renovations, alterations (\$25,000+)               | \$3,425  | Base Fee + \$2.07/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> . |          |
| <b>E6</b>                                   | Minor renovations, alterations (less than \$25,000)      | \$2,280  |  |          |
| <b>Group F Major Occupancy (Industrial)</b> |  |          |  |          |

| Item                                  | Type of Building Permit   | Base Fee | Adjusted Fee  | Flat Fee |
|---------------------------------------|---|----------|---|----------|
| <b>Major Occupancy Classification</b> |   |          |   |          |
| <b>F1</b>                             | Industrial Building (finished)  | \$3,055  | Base Fee + \$0.76/ft. <sup>2</sup> for buildings with a floor area over 2,500 ft. <sup>2</sup> .  |          |
| <b>F2</b>                             | Industrial Building (shell only)  | \$3,055  |   |          |
| <b>F3</b>                             | Interior Finish (from shell)  | \$2,280  |   |          |
| <b>F4</b>                             | Interior Renovation (interior demolition and renovation)                      | \$2,280  |   |          |
| <b>F5</b>                             | Major renovations, alterations (\$25,000+)                                    | \$3,425  |   |          |
| <b>F6</b>                             | Minor renovations, alterations (less than \$25,000)                           | \$2,280  |   |          |
| <b>Other Occupancies and Permits</b>  |   |          |   |          |
| <b>G1</b>                             | Farm Building   | \$1,990  | Base Fee + \$0.44/ft. <sup>2</sup> for buildings with a floor area over 10,000 ft. <sup>2</sup> . |          |
| <b>G2</b>                             | Farm Building (repair, renovations)   | \$1,990  |   |          |
| <b>G3</b>                             | Fire Hall   | \$3,800  |   |          |
| <b>G4</b>                             | Funeral Home  | \$3,800  |   |          |
| <b>MS1</b>                            | Seasonal Use Open-air structure (e.g. garden centre), Air Supported Structure |          |   | \$160    |
| <b>MS2</b>                            | Tent or other Temporary Structure including a sales trailer                   |          |   | \$160    |

| Item                                  | Type of Building Permit   | Base Fee | Adjusted Fee | Flat Fee |
|---------------------------------------|---|----------|--------------|----------|
| <b>Major Occupancy Classification</b> |   |          |              |          |
| <b>MS3</b>                            | Re-locate portable classroom  |          |              | \$160    |
| <b>MS4a</b>                           | Demolitions less than 10,000 ft. <sup>2</sup> including residential demolitions |          |              | \$160    |
| <b>MS4b</b>                           | Demolitions 10,000 ft. <sup>2</sup> to 20,000 ft. <sup>2</sup>                  |          |              | \$1,900  |
| <b>MS4c</b>                           | Demolitions greater than 20,000 ft. <sup>2</sup>                                |          |              | \$1,900  |
| <b>S1</b>                             | Septic System (new) including tank installation                                 |          |              |          |
| <b>S2</b>                             | Septic System (repair) including removal or decommissioning                     |          |              |          |
| <b>S3</b>                             | Solar panels  |          |              | \$160    |
| <b>S4</b>                             | Sign (regulated by Building Code)   |          |              | \$160    |
| <b>S5</b>                             | Communication Facility, commercial tower, wind turbine                          |          |              | \$160    |
| <b>S6</b>                             | Plumbing (residential) (stand-alone)  |          |              | \$160    |
| <b>S7</b>                             | Plumbing (non-residential) (stand-alone)  |          |              | \$160    |
| <b>S8</b>                             | Mechanical (stand-alone)  |          |              | \$160    |
| <b>S9</b>                             | HVAC (stand-alone) including refurbishing heating system                        |          |              | \$160    |

| Item                                   | Type of Building Permit  | Base Fee | Adjusted Fee | Flat Fee                |
|--|--|----------|--------------|-------------------------|
| <b>Major Occupancy Classification</b>  |  |          |              |                         |
| <b>S10</b>                             | Water, storm and sanitary connections including residential drains |          |              | \$160/per connection    |
| <b>Administrative Permits and Fees</b> |  |          |              |                         |
|  | Additional Inspection  |          |              | \$65                    |
|  | Alternative Solution Examination Fee                               |          |              | \$160                   |
|  | Change of Use Permit   |          |              | \$160                   |
|  | Conditional Permit   |          |              | 50% of cost of Base Fee |
|  | Occupancy or Building Code Compliance Letter                       |          |              | \$65                    |
|  | Overtime   |          |              | \$65/hr                 |
|  | Revision to Application or Permit                                  |          |              | \$160                   |
|  | Partial Permit   |          |              | \$160                   |
|  | Spatial Separation Agreement                                       |          |              | \$160                   |
|  | Transfer   |          |              | \$415                   |
|  | Construction without a permit                                      |          |              | 200% of the Base Fee    |
|  | File Maintenance   |          |              | \$65.00                 |
|  | Liquor License Board letter  |          |              | \$160                   |



| Item                                  | Type of Building Permit                                      | Base Fee | Adjusted Fee | Flat Fee |
|---------------------------------------|--|----------|--------------|----------|
| <b>Major Occupancy Classification</b> |  |          |              |          |
|                                       | Portable classroom, temporary building                       |          |              | \$160    |
|                                       | Zoning review, site plan review independent of other permits |          |              | \$160    |

## Schedule B – Refunds

Pursuant to Section 3.7 of this By-law, the fees that may be refunded shall be a percentage of the fees payable calculated by the **Chief Building Official** or a designate as follows:

1. 80% if administrative functions only have been performed;
2. 70% if administrative and zoning functions only have been performed;
3. 45% if administrative, zoning and plans examination functions have been performed;
4. 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
5. 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
6. No refund shall be made for an amount less than \$100.00.

See also Section 3.2 of this By-law for adjustments related to a valuation.

## Schedule C – Forms

Pursuant to Section 2.2 of this By-law, the following forms shall be those used for the administration and enforcement of the **Act** and the **Building Code**:

1. Application for a Permit to Construct or Demolish
2. Building Permit
3. Partial Building Permit
4. Demolition Permit
5. Conditional Permit
6. Change of Use Permit
7. Sewage System Permit
8. Structural Sign Permit
9. Occupancy Permit
10. Transfer Permit
11. Acknowledgement of Incomplete Application
12. Commitment to General Review Form by Architect and Engineer
13. Energy Efficiency Design Summary Form
14. Alternative Solution Submission Form
15. Order to Comply
16. Order Not to Cover or Enclose
17. Order to Uncover

18. Stop Work Order

19. Order Requiring Tests and Samples

## Schedule D – Plans, Documents and Specifications

| <b>Documents and Drawings Required</b> |  |   |   |
|--|--|---|---|
| Item                                   | Class of Permit (from Schedule A)                  | Description   | Documents and Drawings Required   |
| 1.                                     | <b>C1, C6, C14</b>                                 | <b>Residential</b><br>Single Detached<br>Semi-Detached<br>Townhouse<br>Duplex<br>Triplex<br>Apartment | <b>Documents</b><br>a. Completed Application<br>b. Designer Information Form<br>c. Confirmation of compliance with applicable law<br>d. Acknowledgement of incomplete application (if applicable)<br>e. SB-12 Energy Efficiency Design Form<br>f. TARION Registration Form<br>g.<br><b>Drawings</b><br>a. Approved Site Plan<br>b. Approved Grading Plan<br>c. Architectural Drawings<br>d. Structural Drawings<br>e. HVAC Drawings<br>f. Plumbing Drawings (?) |
| 2.                                     | <b>C2, C3, C4, C5, C9, C10, C11, C12, C13, C15</b> | <b>Residential</b><br>- Alterations<br>- Additions<br>- Accessory Buildings                           | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d.<br><b>Drawings</b><br>a. Approved Site Plan<br>b. Approved Grading Plan<br>c. Architectural Drawings<br>d. Structural Drawings<br>e. HVAC Drawings<br>f. Plumbing Drawings (?)  |
| 3.                                     | <b>C7, C8, D1-D4, E1-E3, F1-F3, G3, G4</b>         | <b>Non-Residential</b><br>-New buildings<br>-Additions  | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d. Commitment to General Reviews by Architect & Engineers<br>e. Ontario Building Code Data Matrix  |

| <b>Documents and Drawings Required</b> |                                   |   |   |
|--|-----------------------------------|---|---|
| Item                                   | Class of Permit (from Schedule A) | Description   | Documents and Drawings Required   |
|  |                                   |   | f. Land and Building Use Declaration<br>g. Flow Control Roof Drainage Declaration<br>h. Confirmation of Energy Efficient Design<br><b>Drawings</b><br>a. Approved Site Plan<br>b. Approved Grading Plan<br>c. Architectural Drawings<br>d. Structural Drawings<br>e. HVAC Drawings<br>f. Plumbing Drawings<br>g. Electrical Drawings<br>h. Fire Protection Drawings<br>i. Geotechnical Report<br>j. Specifications  |
| 4.                                     | <b>D5, D6, E5, E6, F5, F6</b>     | <b>Non-Residential</b><br>-Alterations<br>-Renovations<br>-Tenant Occupancies | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d. Commitment to General Reviews by Architect & Engineers<br>e. Ontario Building Code Data Matrix<br>f. Confirmation of Energy Efficient Design<br><b>Drawings</b><br>a. Location Plan<br>b. Architectural Drawings<br>c. Structural Drawings<br>d. HVAC Drawings<br>e. Plumbing Drawings<br>f. Electrical Drawings<br>g. Fire Protection Drawings |
| 5.                                     | <b>G1, G2</b>                     | <b>Farm Buildings</b><br>-New buildings<br>-Additions<br>-Repair, renovations | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d. Commitment to General Reviews by Architect & Engineers<br><b>Drawings</b><br>a. Approved Site Plan<br>b. Approved Grading Plan<br>c. Architectural Drawings<br>d. Structural Drawings<br>e. HVAC Drawings<br>f. Fire Protection Drawings  |

| <b>Documents and Drawings Required</b> |                                   |   |   |
|--|-----------------------------------|---|---|
| Item                                   | Class of Permit (from Schedule A) | Description   | Documents and Drawings Required   |
| 6.                                     | <b>MS1, MS2, MS3</b>              | <b>Seasonal Use<br/>Tent<br/>Temporary Structure<br/>Portable Classroom</b> | <b>Documents</b><br>a. Completed Application<br><b>Drawings</b>   |
| 7.                                     | <b>S1, S2</b>                     | Sewage Disposal (Septic Systems)  | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d. Sewage Designer Installer Information<br><b>Drawings</b><br>a. Approved Site Plan |
| 8.                                     | <b>S3, S5</b>                     | Solar Panels<br>Communication Facility<br>Commercial tower<br>Wind turbine  | <b>Documents</b><br>a. Completed Application<br>b. Confirmation of compliance with applicable law<br>c. Acknowledgement of incomplete application (if applicable)<br>d. Sewage Designer Installer Information<br><b>Drawings</b><br>a. Approved Site Plan |
| 9.                                     | <b>S4</b>                         | Signs   | <b>Documents</b><br>a. Completed Application<br><br><b>Drawings</b>   |
| 10.                                    | <b>S6-S9</b>                      | <b>Stand-alone plumbing, mechanical, HVAC</b>                               | <b>Documents</b><br>a. Completed Application<br><b>Drawings</b><br>a. Plumbing, mechanical or HVAC drawings depending on project  |
|  |                                   |   |   |
|  |                                   |   |   |
|  |                                   |   |   |
|  |                                   |   |   |
|  |                                   |   |   |
|  |                                   |   |   |
|  |                                   |   |   |

**Documents and Drawings Required**

| Item | Class of Permit (from Schedule A) | Description | Documents and Drawings Required |
|------|-----------------------------------|-------------|---------------------------------|
|      |                                   |             |                                 |
|      |                                   |             |                                 |
|      |                                   |             |                                 |
|      |                                   |             |                                 |



| Information Required on Drawings unless otherwise specified by Chief Building Official |              |   |
|--|--------------|---|
| Item   | Drawing Type | Information Required  |
| 1.   | Site Plan    | <ul style="list-style-type: none"> <li>a. Legal description, survey property lines, property dimensions, bearings, compass orientation, location and name(s) of all adjacent streets and roads</li> <li>b. Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines</li> <li>c. All existing rights-of-way and easements</li> <li>d. Dimensions and location of parking and vehicle access and fire routes</li> <li>e. Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access, retaining walls, swimming pools</li> <li>f. All existing and proposed services for water, sewer, hydro and gas</li> <li>g. The nearest existing and proposed fire hydrants</li> </ul>   |
| 2.   | Grading Plan | <ul style="list-style-type: none"> <li>a. Signature and seal of professional engineer or qualified professional as approved by the <b>chief building official</b></li> <li>b. Property lines, easements, sidewalks, driveways, building location of all existing and proposed buildings and structures, curb cuts, retaining walls</li> <li>c. Compass orientation of the property</li> <li>d. Location and name(s) of all adjacent streets and roads</li> <li>e. Existing and proposed elevations within the site and at property lines, retaining wall elevation, slopes of driveways, drainage flow, ditches and swales, french drains, direction of flow</li> <li>f. Location of any discharge outlet for a sump pump, and eaves trough downspouts</li> <li>g. Storm water facilities or systems and connections at property line including pipe sizes</li> <li>h. Water catchment area, general slope and pre and post grade elevations</li> <li>i. Location of catch basins, above and below ground utilities, and connections to services</li> </ul> |

| <b>Information Required on Drawings unless otherwise specified by Chief Building Official</b> |                      |  |
|---|----------------------|--|
| <b>Item</b>   | <b>Drawing Type</b>  | <b>Information Required</b>  |
|   |                      | <ul style="list-style-type: none"> <li>j. Location and elevations of controlling benchmark or survey monument</li> <li>k. Top of foundation elevation and the underside of footing elevations for all buildings, and the proposed finished surface grade adjacent to buildings</li> </ul>  |
| <b>3.</b>   | <b>Architectural</b> | <ul style="list-style-type: none"> <li>a. Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy</li> <li>b. Plans of all floors including basements complete with all rooms and room names</li> <li>c. Roof plan showing roof slope, drainage, roof and roofing construction details</li> <li>d. Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements</li> <li>e. Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications</li> <li>f. Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces</li> <li>g. Mezzanine plan showing construction, guardrails, egress</li> <li>h. Location and details of barrier free entrances and barrier free washrooms</li> <li>i. Reflected ceiling plans, bulkhead details, horizontal service shaft details</li> <li>j. Roof equipment screening, anchorage for window washing, roof access</li> <li>k. Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations</li> <li>l. Enlarged sections and detail plans of washrooms and exit stairs</li> <li>m. Wall sections, plan and section construction details</li> <li>n. Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule</li> </ul> |

| Information Required on Drawings unless otherwise specified by Chief Building Official |                         |  |
|--|-------------------------|--|
| Item   | Drawing Type            | Information Required   |
|  |                         | <ul style="list-style-type: none"> <li>o. Door and hardware schedule, door and frame details, window schedule, room finish schedule</li> <li>p. <b>Building Code</b> matrix, foundation and grade details</li> <li>q. Specifications where applicable</li> </ul>   |
| 4.   | <b>Structural</b>       | <ul style="list-style-type: none"> <li>a. Foundation plans, floor and roof framing plans, footing, column and beam schedules, lintels, structural details and material specifications</li> <li>b. Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis</li> <li>c. All reinforced concrete work including thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel</li> <li>d. Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code</li> <li>e. Roof and floor truss drawings sealed by a professional engineer</li> <li>f. De-watering report and shoring or pile driving, where applicable</li> <li>g. Guard design, where applicable</li> </ul> |
| 5.   | <b>HVAC, Mechanical</b> | <ul style="list-style-type: none"> <li>a. Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules</li> <li>b. Heat loss and gain calculations, ventilation design summary and the sizing of heating and cooling equipment, where applicable</li> <li>c. Fire damper</li> <li>d. Sprinkler and standpipe drawings, where required are to include floor plan and riser diagrams to locate the entire system including external connections and sprinkler connections</li> </ul>  |
| 6.   | <b>Plumbing</b>         | <ul style="list-style-type: none"> <li>a. Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances</li> <li>b. Location of fire stopping; specifications of plumbing and fire stopping materials</li> </ul>  |
| 7.   | <b>Electrical</b>       | <ul style="list-style-type: none"> <li>a. Electrical supply and distribution plans; location of power and lighting outlets; equipment schedules; transformer locations</li> <li>b. Location and specification of emergency lighting, exit signs</li> </ul>   |

| Information Required on Drawings unless otherwise specified by Chief Building Official |                          |   |
|--|--------------------------|---|
| Item   | Drawing Type             | Information Required  |
| 8.   | Fire Protection          | <ul style="list-style-type: none"> <li>a. Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout; fire hose cabinet locations</li> <li>b. Location and specification of emergency lighting, emergency generators and exit signage; fire alarm system annunciator, diagrams and specifications</li> <li>c. Location of smoke alarms and carbon monoxide detectors</li> </ul>  |
| 9.   | On-Site Sewage Systems   | <ul style="list-style-type: none"> <li>a. Date when the evaluation was done</li> <li>b. Name, address, telephone, fax, email of the person who prepared the evaluation report and the system installer</li> <li>c. The sewage systems installer's license number, date of issuance, and the name of the qualified person supervising the work to be done under the permit</li> <li>d. A scaled site plan showing: <ul style="list-style-type: none"> <li>i. Legal description, lot size, property dimensions, existing rights-of-way, easements and municipal/utility corridors</li> <li>ii. Location and clearances of items listed in Column 1 of Tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B., and 8.2.1.6.C. of Division C of the <b>Building Code</b></li> <li>iii. Location of the proposed sewage system on the property</li> <li>iv. Location of any unsuitable, disturbed or compacted areas</li> <li>v. Proposed access routes for system maintenance</li> <li>vi. Depth to bedrock</li> <li>vii. Depth to zones of saturation</li> <li>viii. Soil properties, including soil permeability, and</li> <li>ix. Soil conditions including potential for flooding</li> </ul> </li> </ul> |
| 10.  | Energy Efficiency Design | <ul style="list-style-type: none"> <li>a. <b>General:</b> indicate the compliance option being used: <ul style="list-style-type: none"> <li>i. SB-12 Prescriptive requires that the building conforms</li> </ul> </li> </ul>  |

| Information Required on Drawings unless otherwise specified by Chief Building Official |              |   |
|--|--------------|---|
| Item   | Drawing Type | Information Required  |
|  |              | <p>to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1 of SB-12. Energy efficiency design modeling and testing of the building and testing is not required under this option</p> <p>ii. SB-12 Performance refers to the alternative set out in Subsection 2.1.2 of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V.934c1.2 or newer) and submit documents which show that the annual energy use of the building is equal to a prescriptive package.</p> <p>iii. Energy Star houses must be designed to Energy Star requirements and be labelled on completion by Enerquality or other agency. The Energy Star BOP form must be submitted with the permit documents.</p> <p>iv. Energuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures</p> <p><b>b. Project Design Conditions:</b></p> <p>i. Climatic Zone: the number of degree days for Ontario cities is contained in Supplementary Standard SB-1 Windows, Skylights and Doors. If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.</p> <p>ii. Fuel Source and Heating Equipment Efficiency: the fuel source an efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package applies.</p> <p>iii. Other Building Conditions: these construction conditions affect SB-12 Prescriptive compliance requirements</p> |

| Information Required on Drawings unless otherwise specified by Chief Building Official |              |   |
|--|--------------|---|
| Item   | Drawing Type | Information Required  |
|  |              | <p>c. <b>Building specifications:</b> Thermal Insulation – must indicate the RSI or R-value being proposed where they apply to the house design. Under SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.</p> <p>d. <b>Performance Design Summary:</b></p> <p>i. Building Code Requirements for Airtightness in New Houses: all houses must comply with increased air barrier requirements in the <b>Building Code</b>. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The <b>Building Code</b> requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance Option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted in the EnerGuide 80 option is used.</p> <p>ii. Energy Efficiency Labeling for New Houses: Energy Star and EnerGuide issue labels for new homes constructed under their energy efficiency programs. The <b>Building Code</b> does not regulate new home labeling.</p> |
| 11.  |              |   |

*April 30, 2015*

# TOWN OF INGERSOLL – PLANNING APPLICATION FEE REVIEW – DRAFT REPORT



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## Table of Contents

|   |    |
|---|----|
| 1. Introduction .....                                   | 1  |
| 2. Planning Act .....                                   | 1  |
| 3. Municipal Act .....                                  | 1  |
| 4. The Framework for a Fee System .....                 | 2  |
| 5. Organizational Structure of Planning Services .....  | 3  |
| 6. Summary of Planning Applications Review Process..... | 4  |
| 7. Planning Applications .....                          | 10 |
| 8. Time Allocations and Costing .....                   | 11 |
| 9. Recommended Fee Structure.....                       | 12 |
| APPENDIX 1 .....  | 15 |



# **TOWN OF INGERSOLL PLANNING APPLICATION FEE REPORT**

## **1. Introduction**

The Town of Ingersoll (population 12,146<sup>1</sup>) has undertaken to review its planning fees with respect to recovering costs in reviewing applications under the *Planning Act*. The purpose of this report is to provide background information, calculations and recommendations on proposed Planning Fees which comply with the requirements of the *Planning Act*.

## **2. Planning Act**

Section 69 of the *Planning Act* permits a council of a municipality to pass a by-law to establish fees for the processing of planning applications. Application fees, to comply with the *Planning Act*, must be designed to meet only the “anticipated cost” in respect of processing an application. Ingersoll’s planning application fees should therefore cover all of the anticipated costs for processing applications in a full-cost recovery model. The steps in processing a planning application vary from one municipality to the next, but must be aligned with the requirements and timelines set out under the *Planning Act*. Each step in the process should be carefully considered in determining the associated costs and ultimately the total costs for each type of application. Once the fees have been calculated, a council may pass a tariff of fees by-law. Planning application fees may then be charged back to the applicant. Any fee established by the by-law, however, may be appealed to the Ontario Municipal Board if an individual feels that the fee is unreasonable. The benefit of this study is to provide the justification for the fees to be levied in the event of an appeal.

## **3. Municipal Act**

The *Municipal Act* is commonly used by Ontario municipalities as the enabling authority for enacting ‘user fee’ by-laws. Section 391 states:

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<sup>1</sup> Statistics Canada, 2011 Census

### **“By-laws re: fees and charges**

**391. (1)** Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control”

The *Municipal Act* is particularly important for the purposes of this study since application fees for a planning application cannot be levied by two levels of government. In essence, if the County of Oxford, for example, receives an application for an official plan amendment acting in its capacity as the approval authority, the Town of Ingersoll cannot also levy a fee for the same services. However, this study will identify the costs incurred by the Town of Ingersoll acting in its capacity as a commenting agency to the County. Since the costs for the review and associated public meetings are extra or separate from the County’s costs, the Town may use the *Municipal Act* to recover those costs or expenditures.

Similarly, decisions made by the County or the Town may trigger the need for a development agreement. For example, the County may approve a subdivision, but the approval is dependent upon the Town executing a subdivision agreement. Similar agreements may be required to fulfill the conditions of provisional consent (for a consent granted by the County) or for site plan control or a minor variance approval by the Town. None of these development agreements are triggered by an application under the *Planning Act*; however, they are planning-related and result in costs to the Town of Ingersoll. The *Municipal Act* may be used to recover these costs.

The Town of Ingersoll has used the *Municipal Act* as the enabling authority for By-law 09-4481, a by-law which sets out various user fees for services delivered by the Town (i.e. administrative charges, building rentals, fire services, engineering services etc.). An amendment to By-law 09-4481 would be appropriate for certain types of land use planning services described in this report.

## **4. The Framework for a Fee System**

A key premise to this study is that the fees are based on the ‘cost of doing business’ in processing a planning application. The onus on a municipality is to

decide what costs are eligible and ineligible. The method used in this report is to calculate both the **indirect** and **direct** costs associated with processing applications. This includes firstly, the **indirect** costs of Council and other departments who provide support services to the Planning Department that are integral to the processing of a planning application; for example, Council reviews recommendations, convenes statutory public meetings and makes decisions on applications; Finance receives fees, prepares budgets; the clerk's department is the custodian of municipal records and is responsible for ensuring that by-laws meet the rigor of the applicable legislation. The second component is the **direct** costs of planning staff and their associated overhead to process applications and maintain an administrative and records management structure for all applications. Ingersoll depends on a contracted service delivery service with the County of Oxford in the processing of applications. The final step is to consolidate the indirect and direct costs as they apply to various types of planning applications.

## 5. Organizational Structure of Planning Services

The Town of Ingersoll is one of eight municipalities within the County of Oxford. The County has a contractual arrangement with each municipality for the delivery of a full scope of land use planning services. County Planners typically attend at local municipal offices based on a time allocation that is commensurate with the volume of planning applications and other planning advisory services provided.

Within the organizational structure, the County Planner reports to the Town Engineer for the purposes of applications where the Town is the approval authority. Where the County is the approval authority, the County Planner provides an advisory service in working collaboratively with the Town Engineer and Town Council.

The approval authority varies depending on the type of planning application. For example, Oxford County Council approves amendments to the Town of Ingersoll official plan as well as subdivisions, condominiums, consents (land division), part-lot control and validation of title. Ingersoll, conversely, is the approval authority for zoning by-law amendments, minor variances (Committee of Adjustment), site plan applications and development agreements for consents and subdivisions.

The County Planner assigned to Ingersoll is responsible for the processing of all of the various planning applications listed above. Depending on the approval authority, the application may be received at the County office or at the Town office. Although each application has a distinctive approval authority, invariably

both the lower tier and upper tiers are involved with some or all of the steps in the processing of the application. For example, Ingersoll is a commenting agency for amendments filed with the County and circulated to the Town. Conversely, the County is a commenting agency on applications for zoning by-law amendments submitted to the Town.

While the upper and lower tier roles are integrated, the application fees under the *Planning Act* can only be levied by the approval authority who receives the application. The *Planning Act* does not provide the authority for a commenting agency to levy a fee for the review. Consequently, the recovery of costs by the Town of Ingersoll acting in its capacity as a commenting agency or in any other of the processing or administrative services it provides to the County, can only be recovered under the *Municipal Act*.

The intent of this study is to determine the costs that may be recovered for applications the Town receives under the *Planning Act* and to also determine the costs that may be levied under the *Municipal Act* for the Town's role as a commenting agency.

## **6. Summary of Planning Applications Review Process**

The types of Planning Applications (and other services) the Planning Services Department processes and which are addressed in this study include:

- Official Plan Amendment
- Zoning By-law Amendment (includes temporary use by-laws/renewal, removal of holding symbol for holding by-law)
- Plan of Subdivision or condominium and agreements
- Consent
- Part-lot Control
- Minor Variance/Permission
- Site Plan Control including agreements
- Validation of Title

The processes vary in scope and in the time required for each type of application. The following provides a brief summary of the processes involved for the various types of applications:

### ***Official Plan and Zoning By-law Amendments***

Pre-consultation typically involves providing information and advice on the planning status of a property, the requirements set out in the Municipality's Official Plan and Zoning by-law (policies, regulatory controls) and the procedures for preparing and filing applications. This may include the need for additional

information or studies as mandated by the Official Plan for a complete application. Activities may also include a preliminary site visit or travel to off-site meetings.

Once the application has been formally submitted along with the application fee to the County's Community & Strategic Planning Office (CASPO) in the case of an official plan amendment or to CASPO or the Town Hall for a zoning by-law amendment, it is reviewed for completeness within the 30 day timeline of the Planning Act. A map of the subject site is required along with proposed wording for an amendment, where applicable. If the application is deemed complete, the Development planner prepares a location map and advises the applicant by letter that the application is complete. Applications which are not deemed to be complete will be held pending submission of required supporting information or studies.

A mailing list is then prepared based on the most recent Assessment Roll.

A notice of affirmation/completion is prepared by the Development Planner for circulation to the prescribed agencies with a request for comment usually with a four (4) week turnaround. A meeting notice is then prepared and advertised in a local newspaper or alternatively distributed by mail depending on the circumstances.

The Development Planner coordinates the receipt and review of comments and advises the applicant or agent. Studies that have been received in support of the application are subject to a peer review and the applicant is required to pay for the costs of the review. A Planning Report (staff report) and draft planning documents are prepared in advance of the public meeting and distributed by the County to the Town.

The Administrative Clerk coordinates the circulation of the application material/Planning Report/planning document(s) to Council, the Clerk's Department and the agent/applicant.

A public meeting notice (#1) is prepared including the notice of a complete application following which the meeting is held at which the Development Planner makes a presentation to Town Council. The applicant is also given the opportunity to make a presentation following which a resolution in support of or against the application is passed by Council. The resolution is forwarded to the CASPO.

A second staff report is prepared for County Council recommending one of four options: "approval" or "denial" or "deferral" or "modified wording".

A second public meeting notice is prepared for the statutory public meeting, at which the Development Planner makes a presentation on the application while the Clerk has statutory responsibility for recording the public meeting minutes. An attendance record is also kept. The statutory meeting for an official plan amendment is held at the County office, while the meeting for a zoning by-law amendment is held at Town Hall.

Following the adoption/passing of by-laws, the County Clerk (OPA) or Town Clerk (ZBLA) circulates the notice of decision which is circulated within 15 days in accordance with the requirements of the *Planning Act*. If there are no appeals, the process is concluded with an affidavit to file.

Temporary Use By-laws follow the same process while an abbreviated process applies to the renewal of a temporary use by-law or the lifting of the Holding Symbol for a holding by-law.

### **Consents**

The consent process also involves pre-consultation, often with the Development Planner on behalf of the County Land Division Committee. A preliminary site visit may be undertaken or an off-site meeting. The Planner provides information on the requirements for an application, fees and the steps in the review process.

Applications must be filed with CASPO including the prescribed fee and any required studies or other information deemed to be required for a complete application.

The Development Planner then reviews the application for completeness, confirms ownership, whether taxes are paid and receives and receipts application fees. A file is then created with an associated tracking system. A circulation list is then prepared including a map to identify the property location and affected surrounding properties requiring circulation. The application is then circulated to the Town and prescribed and other agencies as deemed necessary, requesting comments.

A Notice of Hearing is drafted at least 14 days before the hearing and a laminated placard and instruction sheet is mailed to the owner or agent for posting on the subject lands. The Notice is mailed out to property owners and agencies and circulated to committee members and other departments. Comments that are received from property owners or agencies are reviewed by the Development Planner and Planning Report (staff report) is prepared for the Secretary of the Land Division Committee. Procedures include a site visit and photos. The meeting agenda is then prepared along with draft

conditions/decision. The Hearing is held by the Land Division Committee (LDC) and is attended by the Development Planner who presents the Planning Report and advises the LDC of any comments received.

The LDC may “grant”, “deny” or “defer” their decision. Once the decision is made, the decision is finalized along with any conditions and is circulated as prescribed by the *Planning Act*. If there are no appeals a final and binding notice is prepared.

The applicant is responsible for honouring and conditions and seeking clearance of those conditions prior to final approval and the issuance of a certificate. Conditions must be met within one year or the application will lapse. Once the Final and Binding notice is sent, the applicant has two years to register the certificate on title.

If an appeal is lodged, the Secretary-Treasurer prepares the package for submission the Ontario Municipal Board.

A development agreement under Section 51 (26) of the *Planning Act* may be required and a standard format is used. The development agreement is the responsibility of the Town to prepare, adopt and register on title. On occasion, a solicitor is consulted for advice by the Town in the preparation of the Agreement.

### ***Subdivisions and Condominiums***

As the planning process intersects with the development process, the focus shifts to the details of development. Applications for subdivisions and condominiums are consequently more complex and invariably involve more stakeholders in the process of the review and approval. The application review typically involves County Planning staff, Engineering and public works, Fire Services and other departments as required. Supporting studies may be required (e.g. traffic impact, servicing etc).

The application process involves two key components: 1) draft (plan) approval, and 2) final approval. The draft (plan) approval involves a public process. The first step is pre-submission consultation with the proponent and like other applications may involve a preliminary site visit and other meetings.

An application may then be filed with the CASPO along with any supporting studies. The Development Planner then reviews the application for completeness (within 30 days). This will require affirmation that all of the appropriate studies have been completed to satisfy County/Town (and agency) concerns. Certain types of studies may require a peer review.



Once the County is satisfied that the application is complete, a letter will be sent to the applicant or alternatively, if not complete, what information or studies may be missing. The circulation/ mailing list is then prepared. A notice will be prepared and circulated according to the requirements of the *Planning Act* to prescribed agencies (via email) and requesting comments with up to four weeks to respond. This circulation may also include other agencies than prescribed. The notice will also be sent to all property owners within 120 m of the subject lands. The notice of the complete application may also be accompanied by a notice of a public meeting. A yellow card is also posted on the property identifying the nature of the application and location, date and time of the public meeting.

The application is then reviewed in detail by various departments and may be the subject of several Engineering and Planning Review meetings. Multiple meetings are triggered by changes and/or corrections to the original plan. Meetings will include an on-site meeting, notably as part of pre-construction. Subject to input from the circulated departments and agencies, the first staff /Planning Report will be prepared. The report will be presented at a statutory public meeting at Town Hall and will include recommendations and the conditions of draft approval.

Following the first meeting, the Development Planner will prepare a second Planning Report which reflects the results of the first public meeting and any additional research conducted. The County will then hold a second public meeting duly advertised to consider the application and to make a decision to “approve”, “deny”, or “defer” the application. If approved, a notice of draft approval (Notice of Decision) will be circulated along with the conditions of draft approval.

The second step in the process is the preparation of a subdivision agreement by the Town of Ingersoll. The agreement typically addresses the conditions of draft approval. Many of the draft conditions will require the review of detailed engineering and other drawings by the Engineering Services, Fire Services etc. The Agreement is conventionally prepared by the Town Engineer or Clerk with occasional input from the Municipality’s Solicitor and is reviewed by the applicant and/or applicant’s solicitor. Once the financial security (letter of credit) and Insurance Certificate are received, the agreement is sent to the Solicitor for registration.

The third phase is final approval by the County. This occurs after the subdivision agreement is registered and other conditions are cleared (i.e. financial, conveyance of lands for road widening, park land etc.). Following the clearance of conditions, the subdivision is registered by the applicant’s agent and copies are distributed to the Town and other agencies.



The subdivision process, although governed by time lines set out in the *Planning Act* is often a more extended process. The above process may include resubmission, phasing of the subdivision, redlining and extension.

### ***Site Plan Control***

Similar to subdivision control, site plan control is a planning tool designed to address the details of development. A key difference is that site plan control applies to individual properties. An application is required and is conventionally accompanied by detailed site drawings and supporting reports which contain information on sewer and water servicing, stormwater management, the layout of parking and loading areas, lighting, landscaping signage etc. The site plan control process is administered by the Planning Services Department with input from Engineering Services and other departments as required. A pre-consultation process enables the Municipality to convey the requirements for an application, to discuss issues and the approval process.

The application is reviewed for completeness and is circulated to affected agencies for comment. Again, Engineering, Fire, Parks and Recreation, and Building Services all play a key role in the review. A report which summarizes comments received from circulation is prepared and becomes the basis for an Agreement.

The Agreement is prepared by the Director of Planning Services while the agreement is registered by the Municipality's Solicitor. Approval of the agreement occurs by by-law. Site plan control does not require public involvement. However, agreements are executed by the Mayor and Clerk.

### ***Minor Variances/Permissions***

The minor variance process is administered by the Town's Committee of Adjustment under Section 45 of the *Planning Act*. As with other applications, a pre-submission consultation process is offered. Applications are submitted to the Secretary-Treasurer of the Committee of Adjustment along with the required fee. A mailing list is prepared and a notice of the public hearing is circulated to property owners within 30 or 60 m of the subject lands along with a land marking card posted on the property. The Development Planner conducts a site visit and prepares a Planning Report prior to the meeting and circulates the report to the Town.

The Committee of Adjustment may opt to approve, deny or modify the application in making a decision based on the four tests prescribed, following which a Notice of decision is signed by all who concur and distributed to the applicant and prescribed parties.

## Other Applications

The Town of Ingersoll is also responsible for several other approvals including the renewal of temporary use by-laws, the lifting of the holding symbol for a holding by-law while the County has responsibility for Part-lot Control and Title Validation. These applications are addressed in a similar fashion to the applications described above.

## 7. Planning Applications

**Table 1** provides a 5 year summary of planning applications processed by the County of Oxford and the Town of Ingersoll respectively. Over this time period there are differences in the number of applications for the various application types. For example, the number of minor variance applications fluctuated from a high of 10 in 2010 to 2 in 2014.

The differential in the number of applications resulted in a corresponding difference in the revenue stream from application fees. Significant differences from year-to-year exacerbate the budgeting process as there will be unpredictable differences between the fixed operational costs for the delivery of planning services and the revenues generated by application fees.

**Table 1 – Planning Applications – 2010-2014, Town of Ingersoll**

| Table 1 - Town of Ingersoll - Planning Applications - 2010-2014 |            |            |          |            |            |                |                  |             |
|---|------------|------------|----------|------------|------------|----------------|------------------|-------------|
| Application Type <sup>1</sup>                                   | OPA        | ZBLA       | Subd     | Site Plan  | Consents   | Minor Variance | Part lot Control | Total       |
| 2010  | 2          | 7          | 0        | 5          | 12         | 10             | 1                | 37          |
| 2011  | 1          | 5          | 0        | 4          | 3          | 2              | 1                | 16          |
| 2012  | 3          | 4          | 3        | 8          | 6          | 3              | 1                | 28          |
| 2013  | 1          | 2          | 1        | 4          | 6          | 2              | 0                | 16          |
| 2014  | 0          | 5          | 1        | 5          | 14         | 2              | 0                | 27          |
| <b>Total</b>  | <b>7</b>   | <b>23</b>  | <b>5</b> | <b>26</b>  | <b>41</b>  | <b>19</b>      | <b>3</b>         | <b>124</b>  |
| <b>Av./year</b>   | <b>1.4</b> | <b>4.6</b> | <b>1</b> | <b>5.2</b> | <b>8.2</b> | <b>3.8</b>     | <b>0.6</b>       | <b>24.8</b> |

NOTE: highlighted columns illustrate County as the approval authority while for the balance, the Town of Ingersoll is the approval authority.

## 8. Time Allocations and Costing

The primary purpose of this study was to determine the **Direct** and **Indirect** costs of processing planning applications. The methodology used was similar to the approach taken in the Building Permit Fee Study for the Town of Ingersoll. Direct costs were determined by allocating the time taken for staff to complete various components of the review process for an application. **Table 2** sets out the time allocations for all types of planning applications. **Table 2** also shows the time for other staff other than Planning Services who have a more direct involvement in the process. **Table 2** sets out a summary of the total costs for all of the staff, Council and other overhead costs (i.e. advertising, maintenance and utilities).

### Description of Table 2 – Appendix 1

#### Column A – Personnel:

Sets out a list of the approval groups and staff positions including Council, County, and Municipal staff positions.

#### Column B – Number of Staff:

Sets out the number of personnel corresponding to the positions in Column A.

#### Column C – Salary and Benefits:

Sets out an hourly rate for all personnel listed in Column A. The hourly rate includes two components:

- 1) Hourly rate of pay which is calculated as the annual rate of pay divided by the number of regularly paid hours (e.g.  $\$50,000 \div 1820$  (35 hour week) = \$27.47.
- 2) Hourly benefits calculated as the total of CPP/EI, OMERS, EHT, WSIB and Health Plan divided by the number of regularly paid hours.
- 3) Items 1 and 2 are added together in Column B to provide a combined hourly rate for salary and benefits for each of the staff positions listed.

*(Note: all figures are derived from the 2015 budget.)*

#### Column D - Overhead Costs:

Hourly overhead costs are calculated as the total overhead costs per department divided by the number of staff hours worked by staff in the department (e.g. Finance:  $\$254,367 \div (4.3 \text{ employees} \times 1820 \text{ hours/employee}) = \$32.50/\text{hour}$  ( $\$254,367 \div 7,826$ ) = \$32.50/hour).

The hourly rates for Council were calculated separately. The calculations are shown as a footnote 1 to **Table 2**.

### **Column E – Total Hourly Rate**

Column E shows the total sum of Columns C and D to derive an hourly rate that reflects salary, benefits and overhead

### **Columns F, H, J, L, N, P, R, T, V, X, Z, AB, AD and AF:**

Records the average number of staff hours required to process various types of applications and services are set out in these columns while the total number of hours for each application is shown in **Row 18**.

### **Columns G, I, K, M, O, Q, S, U, W, Y, AA, AE and AG:**

The corresponding cost calculations are shown for each of the staff, and Council as they relate to the amount of time spent for processing an application. The column header shows the cost equation (e.g. Column K - the total number of hours spent multiplied by Column E, the hourly rate).

Based on the above calculations, the cost for processing an application for a zoning by-law amendment is \$2,458.81 while the corresponding cost for a processing a minor variance application is \$1,215.75 (see **Row 20**). All of these costs may be considered as the costs of processing an application. However, as described earlier in this report under the description of the *Planning Act* the authority to levy fees must be associated with who receives the application or whether the planning document in fact is an application. Where these criteria cannot be met, the municipality must use the *Municipal Act* to recover its costs

While **Row 20** sets out the total costs for each type of application, **Row 21** sets out the fees that are recoverable by the Town. The fees that are highlighted are fees that may be recovered under the *Planning Act* in the Town's role as the approval authority (zoning by-law amendments and minor variances/permissions). The fees which are not highlighted in **Row 21** are fees which may be recovered under the *Municipal Act*.

## **9. Recommended Fee Structure**

**Table 3** sets out the **recommended** fee structure based on this study. The fees recommended include fees which may be levied under the auspices of the *Planning Act* and fees which may be levied under the *Municipal Act*. Fees have been rounded to the nearest \$5.00 to correspond with the intent of the legislation that fees should cover only the "anticipated costs" (without a surcharge).

**We recommend that the fees include a pre-submission consultation fee of \$150.00 for major applications (official plan and zoning by-law**

**amendments, subdivisions, condominiums) and \$100 for all other types of applications. The \$150.00 represents an estimated 2 hours of staff time or \$75.00/hour.**

**There is merit in differentiating between a minor and a major category for official plan amendments given that the level of effort will vary.**

**We recommend that a reduced fee be levied for combined official plan and zoning by-law applications since economics of scale will be realized in the review of such applications. We recommend that the reduced fee be 75% of the combined fee.**

**The recommended fees do not preclude Council choosing a lesser fee or phasing in fee increases to achieve a 100% cost recovery.**

| <b>Table 3 – Recommended Fees</b>  |  |  |
|--|--|--|
| <b>Type of Application or Planning Service</b>   | <b>Recoverable under Section 69 – Planning Act</b> | <b>Recoverable under Section 391 (1) – Municipal Act</b> |
| Official Plan Amendment – Major Amendment  | --   | \$1,475.00   |
| Official Plan Amendment – Minor Amendment  | --   | \$1,260.00   |
| Zoning By-Law Amendment – Basic Amendment, Temporary Use, Interim Control  | \$2,460.00   | --   |
| Zoning By-law Amendment – Remove Holding Symbol, By-law renewal  | \$1,265.00   | --   |
| Concurrent Official Plan and Zoning Amendment – Major Amendment  | --   | \$2,950.00   |
| Concurrent Official Plan and Zoning Amendment – Major Amendment  |  | \$2,790.00   |
| Plan of Subdivision  | --   | \$1,055.00   |
| Condominium  | --   | \$745.00   |
| Subdivision Agreement  | --   | \$740.00   |
| Consent  | --   | \$530.00   |
| Development Agreement  | --   | \$270.00   |
| Minor Variance/Permission  | \$1,215.00   | --   |
| Site Plan Control  | --   | \$760.00   |
| Site Plan Control Agreement  | --   | \$435.00   |
| Part Lot Control By-law, validation of title   | --   | \$350.00   |
| Pre-submission Consultation – Official Plan, Zoning by-law Amendment, Subdivision, Condominium                       | --   | \$150.00   |
| Pre-submission Consultation – Consent, Minor Variance, Development Agreements, Part-lot Control, Validation of Title | --   | \$100.00   |

**APPENDIX 1**

**TABLE 2 – COST CALCULATIONS**

**(2015 Budget)**

| Table 2 - Planning Application Fees Cost Calculations - Town of Ingersoll |                            |  |   |                   |                     |            |                   |                   |   |   |                                 |                                 |                                     |                                   |                                     |                                   |                             |                             |               |               |                                       |                                       |                                    |                                    |                         |                         |                           |                           |                                  |                                  |                           |                           |      |          |
|---|----------------------------|--|---|-------------------|---------------------|------------|-------------------|-------------------|---|---|---------------------------------|---------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|---------------|---------------|---------------------------------------|---------------------------------------|------------------------------------|------------------------------------|-------------------------|-------------------------|---------------------------|---------------------------|----------------------------------|----------------------------------|---------------------------|---------------------------|------|----------|
| Council or Staff Position   | # of Personnel in Position | Hourly Rate of Total Salary and Benefits Costs \$ <sup>1</sup> | Hourly rate for Overhead Costs <sup>2</sup> | Total Hourly Rate | OPA (Major) - # hrs | OPA Costs  | OPA (Minor) # hrs | OPA (Minor) Costs | ZBLA (Basic, Temporary use, Holding, Interim Control) # hrs | ZBLA (Basic, Temporary use, Holding, Interim Control) Costs | ZBLA (Lifting 'h' symbol) # hrs | ZBLA (Lifting 'h' symbol) Costs | SUBDIVISION (Non-Delegated) - # hrs | SUBDIVISION (Non-Delegated) Costs | CONDOMINIUM (Non-Delegated) - # hrs | CONDOMINIUM (Non-Delegated) Costs | SUBDIVISION AGREEMENT # hrs | SUBDIVISION AGREEMENT Costs | CONSENT # hrs | CONSENT Costs | DEVELOPMENT AGREEMENT (51 (26)) # hrs | DEVELOPMENT AGREEMENT (51 (26)) Costs | MINOR VARIANCE OR PERMISSION # hrs | MINOR VARIANCE OR PERMISSION Costs | SITE PLAN CONTROL # hrs | SITE PLAN CONTROL Costs | SITE PLAN AGREEMENT # hrs | SITE PLAN AGREEMENT Costs | PART-LOT CONTROL APPROVALS # hrs | PART-LOT CONTROL APPROVALS Costs | VALIDATION OF TITLE # hrs | VALIDATION OF TITLE Costs |      |          |
| A   | B                          | C  | D   | E = C + D         | F                   | G = E x F  | H                 | I = E x H         | J   | K = E x J   | L                               | M = E x L                       | N                                   | O = E x N                         | P                                   | Q = E x P                         | R                           | S = E x R                   | T             | U = E x T     | V                                     | W = E x V                             | X                                  | Y = E x X                          | Z                       | AA = E x Z              | AB                        | AC = E x AB               | AD                               | AE = E x AD                      | AF                        | AG = E x AF               |      |          |
| 5 Council Members <sup>1</sup>  | 7                          | \$401.14   | \$94.16                                     | \$495.30          | 1.00                | \$495.30   | 1.00              | \$495.30          | 0.50  | \$247.65  | 0.50                            | \$247.65                        | 0.00                                | \$0.00                            | 0.00                                | \$0.00                            | 0.25                        | \$123.83                    | 0.00          | \$0.00        | 0.25                                  | \$123.83                              | 0.50                               | \$247.65                           | 0.00                    | \$0.00                  | 0.25                      | \$123.83                  | 0.25                             | \$123.83                         | 0.25                      | \$123.83                  | 0.25 | \$123.83 |
| 6 CAO or Director   |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 7 Planning  |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 8 County Planner  | 1                          | \$78.29  |   | \$78.29           | 25.00               | \$1,957.25 | 18.50             | \$1,448.37        | 10.50   | \$822.05  | 6.50                            | \$508.89                        | 26.00                               | \$2,035.54                        | 4.00                                | \$313.16                          | 1.00                        | \$78.29                     | 8.00          | \$626.32      | 0.00                                  | \$0.00                                | 7.00                               | \$548.03                           | 3.25                    | \$254.44                | 0.00                      | \$0.00                    | 1.50                             | \$117.44                         | 1.50                      | \$117.44                  | 1.50 | \$117.44 |
| 9 Admin Staff Support   | 1                          | \$33.82  | \$5.48                                      | \$39.30           | 5.25                | \$206.33   | 5.25              | \$206.33          | 4.25  | \$876.88  | 4.25                            | \$167.03                        | 5.25                                | \$206.33                          | 5.25                                | \$206.33                          | 3.50                        | \$137.55                    | 3.75          | \$147.38      | 0.00                                  | \$0.00                                | 2.50                               | \$98.25                            | 2.25                    | \$88.43                 | 1.75                      | \$68.78                   | 1.50                             | \$58.95                          | 1.50                      | \$58.95                   |      |          |
| 10 Building   |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 11 Clerk's Department   |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 12 Clerk  | 1                          | \$69.18  | \$8.24                                      | \$77.42           | 0.25                | \$19.36    | 0.25              | \$19.36           | 0.25  | \$19.36   | 0.25                            | \$19.36                         | 0.25                                | \$19.36                           | 0.25                                | \$19.36                           | 0.25                        | \$19.36                     | 0.25          | \$19.36       | 0.25                                  | \$19.36                               | 0.25                               | \$19.36                            | 0.25                    | \$19.36                 | 0.25                      | \$19.36                   | 0.25                             | \$19.36                          | 0.25                      | \$19.36                   | 0.25 | \$19.36  |
| 13 Finance/Treasury Dept.   |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 14 Treasurer  | 1                          | \$72.73  | \$32.50                                     | \$105.23          | 0.25                | \$26.31    | 0.25              | \$6.58            | 0.25  | \$1.64  | 0.25                            | \$26.31                         | 0.25                                | \$26.31                           | 0.25                                | \$26.31                           | 0.25                        | \$26.31                     | 0.25          | \$26.31       | 0.25                                  | \$26.31                               | 0.25                               | \$26.31                            | 0.25                    | \$26.31                 | 0.25                      | \$26.31                   | 0.25                             | \$26.31                          | 0.25                      | \$26.31                   | 0.25 | \$26.31  |
| 15 Dep Treas/HR   | 1                          | \$55.39  | \$32.50                                     | \$87.89           | 0.25                | \$21.97    | 0.25              | \$21.97           | 0.25  | \$21.97   | 0.25                            | \$21.97                         | 0.25                                | \$21.97                           | 0.25                                | \$21.97                           | 0.25                        | \$21.97                     | 0.25          | \$21.97       | 0.25                                  | \$21.97                               | 0.25                               | \$21.97                            | 0.25                    | \$21.97                 | 0.25                      | \$21.97                   | 0.25                             | \$21.97                          | 0.25                      | \$21.97                   | 0.25 | \$21.97  |
| 16 Engineering  |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 17 Town Engineer  | 1                          | \$72.73  | \$5.48                                      | \$78.21           | 9.00                | \$703.89   | 6.50              | \$508.37          | 6.00  | \$469.26  | 3.50                            | \$273.74                        | 10.00                               | \$782.10                          | 6.00                                | \$469.26                          | 4.25                        | \$332.39                    | 4.00          | \$312.84      | 1.00                                  | \$78.21                               | 3.25                               | \$254.18                           | 4.50                    | \$351.95                | 2.25                      | \$175.97                  | 1.25                             | \$97.76                          | 1.25                      | \$97.76                   |      |          |
| 18 Total No. Hours  |                            |  |   |                   | 41.00               |            | 32.00             |                   | 22.00   |   | 15.50                           |                                 | 42.00                               |                                   | 16.00                               |                                   | 9.75                        |                             | 16.50         |               |                                       |                                       | 14.00                              |                                    | 10.75                   |                         | 5.00                      |                           | 5.25                             |                                  | 5.25                      |                           | 5.25 |          |
| 19 Advertising  |                            |  |   |                   |                     | \$0.00     |                   | \$0.00            |   | \$0.00  |                                 | \$0.00                          |                                     | \$0.00                            |                                     | \$0.00                            |                             | \$0.00                      |               | \$0.00        |                                       | \$0.00                                |                                    | \$0.00                             |                         | \$0.00                  |                           | \$0.00                    |                                  | \$0.00                           |                           | \$0.00                    |      | \$0.00   |
| 20 Total Costs/Application  |                            |  |   |                   |                     | \$3,430.40 |                   | \$2,706.26        |   | \$2,458.81  |                                 | \$1,264.93                      |                                     | \$3,091.60                        |                                     | \$1,056.38                        |                             | \$739.69                    |               | \$1,154.17    |                                       | \$269.67                              |                                    | \$1,215.75                         |                         | \$762.45                |                           | \$436.21                  |                                  | \$465.61                         |                           | \$465.61                  |      |          |
| 21 Total Cost Excluding County  |                            |  |   |                   |                     | \$1,473.15 |                   | \$1,257.89        |   | \$2,458.81  |                                 | \$1,264.93                      |                                     | \$1,056.06                        |                                     | \$743.22                          |                             | \$739.69                    |               | \$527.85      |                                       | \$269.67                              |                                    | \$1,215.75                         |                         | \$762.45                |                           | \$436.21                  |                                  | \$348.17                         |                           | \$348.17                  |      |          |

Notes: 1. Council costs based on annual budget (2015) of \$168,481 ÷ (24 meetings x 2.5 hours per meeting x 7 members) = (\$168,481 ÷ 420) = \$401.14/hour.

2. Major Amendment: an application which is significant in scale or scope which may have an impact or policy implication beyond the subject lands. OPAs related to secondary plans and any amendment application determined to be major by the Development Planner

3. Minor Amendment: an application that is small scale and having minimal or no impact beyond the subject lands. Such applications may include site specific amendments or others determined to be minor by the Development Planner.

4. Times allocated for each type of application are considered to be solely for that application, not a combination with other applications. When considering combined applications, the time allocation is NOT cumulative of the other types of applications processed concurrently.





*April 30, 2015*

# TOWN OF INGERSOLL – ENGINEERING FEE REVIEW – DRAFT REPORT



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## Table of Contents

|   |   |
|---|---|
| 1. Introduction .....                                     | 2 |
| 2. Municipal Act .....                                    | 2 |
| 3. The Framework for a Fee System .....                   | 3 |
| 4. Organizational Structure of Engineering Services ..... | 3 |
| 5. Summary of Engineering Service Delivery .....          | 3 |
| 6. Time Allocations and Costing .....                     | 4 |
| 7. Recommended Fee Structure.....                         | 5 |
| APPENDIX 1 .....  | 6 |

# TOWN OF INGERSOLL PLANNING APPLICATION FEE REPORT

## 1. Introduction

The Town of Ingersoll (population 12,146<sup>1</sup>) has undertaken to introduce engineering fees with respect to recovering costs in the provision or delivery of user-fee related services by the Town's Engineering Department. The purpose of this report is to provide background information, calculations and recommendations on proposed Engineering fees.

## 2. Municipal Act

The *Municipal Act* is commonly used by Ontario municipalities as the enabling authority for enacting 'user fee' by-laws. Section 391 states:

### **“By-laws re: fees and charges**

**391. (1)** Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control”

The *Municipal Act* is the applicable legislation for establishing a fee structure for a variety of services provided by the Engineering Department to the public to ensure compliance with municipal by-laws, protect municipal infrastructure and provide for public safety. Examples include inspections for culverts, changes to drainage, enforcement of subdivision and site plan control agreements, encroachments, erection of canopies and banners, street closings and traffic counts.

While the Town has not traditionally levied fees for some of these types of services, costs are still incurred for these services. In many of the circumstances, the services are related to a development application. Traditionally, Ontario

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<sup>1</sup> Statistics Canada, 2011 Census

municipalities try to avoid costs being absorbed by taxpayers for private sector development interests.

### **3. The Framework for a Fee System**

A key premise to this study is that the fees are based on the 'cost of doing business' in processing an engineering service. The onus on a municipality is to decide what costs are eligible and ineligible. The method used in this report is to calculate both the **indirect** and **direct** costs associated with approvals of engineering works, conducting inspections etc. This includes firstly, the **indirect** costs of Council and other departments who provide support services to the Engineering Department that are integral to the process.; for example, Finance receives fees, prepares budgets, procures supplies and maintains the financial record of the municipality on behalf of all municipal departments; the clerk's department is the custodian of municipal records and is responsible for ensuring that by-laws meet the rigor of the applicable legislation.

The second component is the **direct** costs of engineering and public works staff and their associated overhead to provide the services to the public, and maintain an administrative and records management structure for all applications.

### **4. Organizational Structure of Engineering Services**

The Town of Ingersoll has an Engineering Department comprised of a Town Engineer, one Senior Engineering Technologist, two Engineering Technologists, and one Junior Engineering technologist as well as support staff. There are also 11 public works employees who provide support services to engineering services. The Engineering Department carries out engineering design for a number of municipal infrastructure projects while major projects are contracted to an outside consultant.

### **5. Summary of Engineering Service Delivery**

The following list summarizes much of the scope of services provided by the Engineering Department:

- Review/inspection of lot grading and drainage plans
- Review/inspection of site alterations
- Inspection review services for subdivisions and site plans

- Peer reviews of technical documents
- Issuance of entrance permits, culvert installations and removal, curb cuts
- Issuance of encroachment permits and road occupancy permits
- Approvals for canopies, banners and directional signs
- Approvals for hoarding covered ways and scaffolding
- Regulation of oversized loads
- Approval of street names and changes
- Regulating street closings for events
- Conducting traffic counts, collision data for private sector requests
- Regulating roadway and traffic signal/sign damage reinstatement
- Administrative fees for document copying, information searches, letters of compliance

Services are provided on an as-needed or demand basis and program delivery is organized by engineering or public works management.

## 6. Time Allocations and Costing

The primary purpose of this study was to determine the **Direct** and **Indirect** costs of processing planning applications. The methodology used was similar to the approach taken in the Building Permit Fee Study for the Town of Ingersoll. Direct costs were determined by allocating the time taken for staff to complete various components of engineering service delivery. **Table 1** sets out the time allocations for all types of services currently offered. **Table 1** also shows the time for other staff other than Engineering who has a direct involvement in the process. Essentially such services are limited to the Finance Department who provide financial services such as the receipt of fee revenues, budgeting, and supply procurement. **Table 1** sets out a summary of the total costs for all of the staff including an hourly computed rate for salaries and benefits combined with an hourly rate for overhead costs.

## **Description of Table 1 – Appendix 1**

### **Column A – Personnel:**

Sets out a list of the approval groups and staff positions including Council, County, and Municipal staff positions.

### **Column B, D, F, H, J, L, N, P, R, T, V, X**

Sets out the type of service and the hours required for staff to complete the tasks associated with the service.

### **Column C, E, G, I, K, M, O, Q, S, U, W, Y**

Sets out the costs associated with the tasks. Costs are computed as the hourly salary rate combined with benefits and departmental overhead costs multiplied by the number of hours required to complete the task.

*(Note: all figures are derived from the 2015 budget.)*

**Row 8** provides the Total Direct costs for staff in the Engineering and Public Works for each of the types of services delivered by the Department

**Row 31** sets out the Total Indirect costs to provide support services to the Engineering Department while **Row 32** sets out the Grand Total of Direct and Indirect costs for each of the services.

## **7. Recommended Fee Structure**

**Table 1** sets out the **recommended** fee structure based on this study and shown at **Row 33**. The fees recommended have been rounded to the nearest \$5.00 for administrative convenience.

**We recommend that the following hourly rates apply to other services not listed but which may be provided on an as-needed basis:**

- **Engineer - \$80.00/hour**
- **Senior Engineering Technologist - \$60.00/hour**
- **Administrative Assistant - \$40.00/hour**
- **Public Works Manager - \$70.00**

*(Note: the above rates are based on the computed hourly rates for salary, benefits and overhead rounded to the nearest \$5.00.*

**The recommended fees do not preclude Council choosing a lesser fee or phasing in fee increases to achieve a 100% cost recovery.**

**APPENDIX 1**

**TABLE 1 – COST CALCULATIONS**

**(2015 Budget)**



| Table 1 - Engineering Services - Ingersoll |   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
|--|---|----------------------------------|----------|--------------------------------------|----------|--|-------------|---|-----------|--|-----------|--|----------|--|----------|-------------------------|----------|----------------------------------|----------|-------------------------|-----------|------------------------|-----------|--|----------|-------|
|  | A   | B                                | C        | D                                    | E        | F  | G           | H   | I         | J  | K         | L  | M        | N  | O        | P                       | Q        | R                                | S        | T                       | U         | V                      | W         | X  | Y        |       |
| 1  | <b>Staff Position &amp; Av. # hrs. spent per function (hours)</b> | Lot Grading and Drainage (hours) | Cost     | Erosion and Sediment Control (hours) | Cost     | Inspection Review - Subdivisions (hours) | Cost        | Inspection Review - Site Plan Control (hours) | Cost      | Entrance Permits, culvert installations, Curb cuts, sidewalk replacement (hours) | Cost      | Encroachment Permits and road Occupancy, Hoarding covered ways and scaffolding (hours) | Cost     | Canopies, banners, directional signs (hours) | Cost     | Oversized loads (hours) | Cost     | Street names and changes (hours) | Cost     | Street Closings (hours) | Cost      | Traffic Counts (hours) | Cost      | Administrative fees for record retrieval, photo copying, letters of compliance (hours) | Cost     |       |
| 2  |   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 3  | <b>Engineer</b>   | 0.25                             | 19.55    |                                      |          | 3  | 234.63      | 3   | 234.63    |  |           |  |          |  |          |                         |          | 0.25                             | 19.55    | 0.5                     | 39.11     |                        |           | 0.25   | 19.55    |       |
| 4  | <b>Engineering Technician</b>                                     | 0.5                              | 30.30    |                                      |          | 14                                       | 848.26      | 7   | 424.13    | 0.5  | 30.30     | 0.25   | 15.15    |  |          |                         |          |                                  |          |                         |           | 2                      | 121.18    |  |          |       |
| 5  | <b>Administrative Asst.</b>                                       | 0.25                             | 9.83     |                                      |          |  |             |   |           | 0.5  | 19.65     | 0.5  | 19.65    | 0.5  | 19.65    |                         |          |                                  |          |                         | 0.5       | 19.65                  |           |  | 0.5      | 19.65 |
| 6  | <b>Other (Pubic Works)</b>  |                                  |          |                                      |          |  |             |   |           | 1  | 67.40     | 0.25   | 16.85    | 0.5  | 33.70    |                         |          |                                  |          |                         | 2         | 134.80                 |           |  |          |       |
| 7  | <b>Total # Hours</b>  | 1                                |          | 0                                    |          | 17                                       |             | 10  |           | 2  |           | 1  |          | 1  |          | 0                       |          | 0.25                             |          | 3                       |           | 2                      |           | 0.75   |          |       |
| 8  | <b>Total - Direct Costs</b>                                       |                                  | 59.67    |                                      | 0.00     |  | 1082.89     |   | 658.76    |  | 117.35    |  | 51.65    |  | 53.35    |                         | 0.00     |                                  | 19.55    |                         | 193.56    |                        | 121.18    |  | 39.20    |       |
| 9  | <b>Support Services - Indirect Costs</b>                          |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 10   | <b>Council</b>  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 11   | <b>Department</b>   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         | 0.4       |                        |           |  |          |       |
| 12   | CAO   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 13   | <b>Clerks Department</b>  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 14   | Clerk   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 15   | Deputy Clerk  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 16   | <b>Finance</b>  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 17   | Finance Officer   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 18   | Deputy Treasurer/HR   | 0.25                             | 21.97    | 0.25                                 | 21.97    | 0.25                                     | 21.97       | 0.25  | 21.97     | 0.25   | 21.97     | 0.25   | 21.97    | 0.25   | 21.97    | 0.25                    | 21.97    | 0.25                             | 21.97    | 0.25                    | 21.97     | 0.25                   | 21.97     | 0.25   | 21.97    |       |
| 19   | <b>IT Systems</b>   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 20   | IT Systems Manager  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 21   | IT/Systems Officer  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 22   | <b>Building</b>   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 24   | CBO   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 25   | <b>Fire Department</b>  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 26   | Fire Chief  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 27   | Deputy Fire Chief   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 28   | Fire Inspector  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 29   | <b>Planning Department</b>  |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  |          |       |
| 30   | Planner   |                                  |          |                                      |          |  |             |   |           |  |           |  |          |  |          |                         |          |                                  |          |                         |           |                        |           |  | 0.00     |       |
| 31   | <b>Total - Indirect Costs</b>                                     |                                  | \$ 21.97 |                                      | \$ 21.97 |  | \$ 21.97    |   | \$ 21.97  |  | \$ 21.97  |  | \$ 21.97 |  | \$ 21.97 |                         | \$ 21.97 |                                  | \$ 21.97 |                         | \$ 21.97  |                        | \$ 21.97  |  | \$ 21.97 |       |
| 32   | <b>Grand Total Costs</b>  |                                  | \$ 81.65 |                                      | \$ 21.97 |  | \$ 1,104.86 |   | \$ 680.73 |  | \$ 139.32 |  | \$ 73.62 |  | \$ 75.32 |                         | \$ 21.97 |                                  | \$ 41.53 |                         | \$ 215.53 |                        | \$ 143.15 |  | \$ 61.18 |       |
| 33   | <b>Recommended Fees</b>   |                                  | \$80.00  |                                      | \$25.00  |  | 1,105.00    |   | \$680.00  |  | \$140.00  |  | \$75.00  |  | \$75.00  |                         | \$25.00  |                                  | \$40.00  |                         | \$215.00  |                        | \$145.00  |  | \$60.00  |       |



**To: Mayor and Members of Ingersoll Council**

**From: Stephen Couture, MCIP RPP  
Development Planner, Community and Strategic Planning**

## **Applications for Draft Plan of Subdivision and Zone Change SB 14-02-6 & ZN 6-14-03 – Sifton Properties Limited**

### **REPORT HIGHLIGHTS**

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- The combined zone change and draft plan of subdivision applications propose the development of 131 lots for single detached dwellings, 3 multi-family blocks, 2 commercial blocks and 1 park block, together with 3 walkway blocks and 1 service corridor block, all served by 4 new streets. The draft plan comprises phase 2 of the Harrisview subdivision and it covers an area of approximately 22.7 hectares (56.0 acres) located in southeastern Ingersoll.
- The applications are considered to be consistent with Provincial Policy Statement with regard to development within a settlement area and with regard to development impacts affecting natural heritage features and areas. The applications conform with the Town of Ingersoll land use policies and other county development policies contained in the Official Plan as well as for areas designated for “Environmental Protection.”
- Agency circulation indicated, among other standard issues related to development of a draft plan of subdivision, concerns with respect to phasing, traffic impacts, future road intersection improvements, privacy fencing, and park land dedication. A series of conditions are recommended to address various agency issues and performance standards for the development.
- An Environmental Impact Study report concerning the woodland feature located within Block 140 has been reviewed by the Upper Thames River Conservation Authority. A condition requiring the owner to address the recommendations for mitigating impacts of the development on the woodland feature is recommended for Council’s consideration.
- The requested zoning is considered appropriate for this second phase of the development. Appropriate zoning for the new development is recommended for approval and can be adopted by the Town after County Council considers the draft plan application.

### **DISCUSSION**

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#### **Background**

OWNER/APPLICANT: Sifton Properties Limited  
Suite 410 - 195 Dufferin Ave., London ON N6A 1K7

LOCATION:

The subject lands are described as Part of Lot 19, Concession 1, West Oxford, and Blocks 58 and 63, Plan 41M-281, in the Town of Ingersoll. The lands are located on the north side of Clarke Road East, west of Harris Street, in the south-eastern area of Ingersoll.

COUNTY OF OXFORD OFFICIAL PLAN:

|                |   |   |
|----------------|---|---|
| Schedule "I-1" | Town of Ingersoll Land Use Plan               | Residential, Service Commercial<br>Open Space and<br>Environmental Protection |
| Schedule "I-2" | Town of Ingersoll<br>Residential Density Plan | Low Density Residential and<br>Medium Density Residential                     |

TOWN OF INGERSOLL ZONING BY-LAW 04-4160:

Existing Zoning: Residential Type 1 Zone (R1), Special Residential Type 3 Zone (R3-16), Holding Special Residential Type 3 Zone [R3-24(H)], Special Highway Commercial Zone (HC-10), Highway Commercial Zone (HC), Special Development Zone (D-1), and Development Zone (D)

Requested Zoning: Special Residential Type 2 Zone (R2-xx), Residential Type 3 Zone (R3) and Open Space Zone (OS)

PROPOSAL:

Town Council previously considered the draft plan and zone change applications at its meeting of November 10, 2014. Council deferred further consideration at that time to allow the applicant to address the concerns noted in Planning Report No. 2014-269 relating to the designated Environmental Protection area (woodland feature) within the development site and to allow the applicant to provide an updated Environmental Impact Study to assess the impacts of the development and recommend appropriate mitigation measures for this woodland feature.

The purpose of the application for the Draft Plan of Subdivision is to obtain approval for Phase 2 of the Harrisview subdivision development. The revised subdivision proposal involves the creation of 131 lots for single detached dwellings, 3 multi-family blocks, 2 service commercial blocks and 1 park block, all served by 4 new streets and 3 new walkway blocks. The development site comprises an area of approximately 22.7 hectares (56.0 acres), portions of which are vacant and other portions which are currently in agricultural production, with direct access to an existing internal street network established in Phase 1 and to Oxford Road 119 (Harris Street) and to Clark Road East.

The purpose of the application for Zone Change is to establish appropriate residential and open space zoning for the lots and blocks in the draft plan. The existing Official Plan land use designations and zoning for the southern portion of the subdivision were previously approved by the Ontario Municipal Board via its decision dated February 15, 2012. No changes are proposed to the existing land use designations applied to the whole site or to the existing zoning for the southerly commercial blocks and the multi-family block adjacent to Clark Road East.

Surrounding lands comprise a mix of residential, institutional, commercial, industrial and agricultural land uses. The lands to the immediate south of the subject site contain an agricultural-industrial use (All Treat Commodities Inc at 214 Clark Road East) and vacant future development lands currently in agricultural production. Lands adjacent to the east side of the agricultural-industrial use, abutting Highway 401 and County Road 119 (Harris Street) were designated and zoned for future commercial uses via an Ontario Municipal Board decision in 2006, but remain undeveloped and presently are in agricultural production. The Town-owned lands south-west of the subject site comprise a larger property designated for future industrial development and remain subject to the Town's proposals for a draft plan of subdivision (32T-07007) and related zone change applications (ZN6-06-9 and ZN6-06-10). Land uses to the west of the subject site include 2 elementary schools and numerous single detached residential lots that developed many years ago. The lands to the immediate north comprise Phase 1 (54 lots) of the Harrisview subdivision development, which has been under construction since late 2012. The Phase 1 development also included a large stormwater management facility designed to accommodate the multi-phased Harrisview subdivision. Lands to the immediate east comprise highway/service commercial and residential uses that developed many years ago with direct frontage onto Harris St. (Oxford Road 119).

To assist in the review of the development proposal the following additional background reports and studies were prepared by the developer and submitted for review:

1. Planning Rationale Report - Harrisview Phase 2 (prepared by Sifton Properties Limited, dated April 9, 2014);
2. Functional Servicing Report (prepared by IBI Group, dated March 3, 2014); and,
3. Traffic Impact Study (prepared by Paradigm Transportation Solutions Limited, dated March 2014 and revised September 2014).
4. Environmental Impact Study for Phase 2 Development (prepared by BioLogic Inc., dated February 24, 2015)

Plate 1 - Location and Existing Zoning, indicates the location of the subject property and the zoning in the immediate area. The area subject to re-zoning is illustrated with the cross-hatch pattern. The area of the draft plan of subdivision is outlined and it includes a remnant block located north-east of the Phase 1 lands that contains existing municipal services for the subdivision.

Plate 2 - 2010 Air Photo (with parcels overlay), provides an aerial view of the subject lands and surrounding area as of April 2010.

Plate 3 - Proposed Draft Plan of Subdivision, illustrates the proposed lots, multi-family blocks and commercial blocks, the proposed park block and the internal street and walkway network for the subject lands.

Plate 4 - Proposed Zoning for Harrisview Subdivision Phase 2, shows the portions of the subdivision plan subject to the request for changes to the existing zoning that would accommodate the proposed development.

**BACKGROUND:**

Phase 1 of the Harrisview subdivision was registered in September 2012 as Plan 41M-281 and comprised 54 single detached lots, 2 stormwater management blocks, and 1 walkway block all served by 3 new local streets. Phase 2 encompasses the remaining lands under ownership of the developer.

To facilitate the development of services for Phase 1, in 2009 the Town conveyed to the developer approximately 0.8 hectare (1.97 acre) of land for the required stormwater management facility, with the understanding that conveyance by the developer to the Town of an equal amount of land would occur in Phase 2 using a portion of the woodlot. As well, the parkland dedication requirement for the Phase 1 development remains unresolved and, pursuant to the registered Phase 1 Development Agreement, the parkland dedication issue shall be addressed in conjunction with consideration of Phase 2.

As noted previously, the developer has proposed no changes to the OMB-approved land use designations nor any changes to the related OMB-approved zoning that were adopted by the County and Town for the southern part of this site (via O.P. Amendment No. 152)

## COMMENTS

### PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions “shall be consistent with” all policy statements issued under the Act.

The policies of Section 1.1.1 require municipalities to manage and direct land uses to achieve efficient and resilient development over the long term, by addressing a range of policies that, among other matters, promote efficient and sustainable development and land use patterns with a mix of appropriate uses that enable logical settlement area growth, while avoiding environmental or public health and safety concerns. The policies of Section 1.1.3 require designated settlement areas to be the focus of growth and development in order to minimize negative impacts to the environment and support active transportation, among other matters. As well, such land use patterns are intended to accommodate a range of opportunities for intensification and redevelopment. Accordingly, new development in designated growth areas should occur adjacent to the existing built-up areas and shall have a compact form that includes a mix of uses and densities that allow for efficient use of the land, infrastructure and public service facilities.

The housing policies of Section 1.4 direct planning authorities to provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements and all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

The policies of Section 1.5 (PUBLIC SPACES, RECREATION, PARKS, TRAILS AND OPEN SPACE) promote healthy, active communities by planning and providing for public streets, spaces and facilities that are safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity, as well as for providing a full range and equitable distribution of publicly-available built and natural settings for recreation.

The policies of Section 1.6 (INFRASTRUCTURE AND PUBLIC SERVICE FACILITIES) stipulate that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas and planning for these services is to accommodate expected growth or development in a manner that promotes their efficient and optimal use. As well, best practices for stormwater management, including stormwater attenuation, re-use and low impact development design, are to be promoted.

The policies of Section 2.1 (NATURAL HERITAGE) require natural features and areas to be protected for the long term. Development and site alteration shall not be permitted within or on lands adjacent to areas of significant woodlands or other natural heritage features unless the ecological functions of these features and areas have been evaluated and it has been demonstrated that there will be no *negative impacts* on the natural features or on their ecological functions. The 2014 PPS defines “negative impacts” in regard to woodland natural heritage features and areas as being the “degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities.”

OFFICIAL PLAN:

The subject lands are designated as areas of ‘Low Density Residential’, ‘Medium Density Residential’, ‘Service Commercial’, ‘Open Space’ and ‘Environmental Protection’ according to the Land Use Plan for the Town of Ingersoll, as contained in the County of Oxford Official Plan.

The policies of Section 3.2.4 require the long-term protection, conservation and enhancement of designated Environmental Protection Areas, prohibit incompatible uses and ensure that development permitted within or adjacent to such areas adhere to environmental planning principles. Where necessary, an Environmental Impact Study (E.I.S.), prepared in accordance with Section 3.2.6, is required to assess the sensitivity of the area and its functions and ensure that possible development or site alteration will not detrimentally impact the area. With regard to significant woodlands, the policies of Section 3.2.4.2.5 characterize such areas on the basis of size, other significant features, ecological functions, composition, age or site quality, and woodland economic and social values.

The policies of Section 3.2.6 (ENVIRONMENTAL IMPACT STUDIES) require that development proposed within 50 m (164 ft) of a designated locally significant natural heritage feature shall be subject to an E.I.S and reviewed by a third party at the developer’s expense in order to provide the County and/or Area Municipality with an objective opinion regarding the study and its recommendations. However, the requirement for an E.I.S. may be waived in certain circumstances, for example if the Conservation Authority with jurisdiction has indicated no concern which warrants the preparation of an E.I.S.

The policies of Section 9.2.3 apply to all residential areas in the Town of Ingersoll and include a range of objectives that address land supply, mix of housing units and forms of tenure, the needs of persons requiring special care, orderly development and efficient land use, compatibility of uses, heritage, neighbourhood servicing uses and the related supportive amenities, as well as residential intensification.

For the Town of Ingersoll, areas designated for Low Density Residential development are subject to the policies of Section 9.2.4. These areas are intended to provide a variety of low-rise, low-density housing forms such as single detached, semi-detached, duplex and converted dwellings,

quadraplexes, townhouse and low density cluster development. It is the intent of the Official Plan that there will be a mixing and integration of different forms of housing to achieve an overall low density of use. The maximum net residential density for an individual development in the Low Density Residential District is 30 units per hectare (12 units per acre), with no building exceeding three (3) storeys in height at grade. For areas of new Low Density Residential development, the minimum net residential density shall be 15 units per hectare (6 units per acre).

The policies of Section 9.2.4.4.1 (SOUTH INGERSOLL SECONDARY PLAN RESIDENTIAL LANDS) also apply to this development site. The relevant policies encourage the creation of distinct neighbourhood identities while minimizing the use of cul-de-sacs in favour of a grid pattern for local streets, and require attention be given to ensure the resulting residential design encourages consistent street edges with windows, doorways and activities in easy view of pedestrians and that corner lots incorporate architectural detailing to recognize both street frontages, as well as, a housing style design that discourages protruding garages from dominating the streetscape.

For areas designated for Medium Density Residential development, the policies of Section 9.2.5 apply. Such areas are intended to contain a mix of housing forms such as townhouses, cluster development, converted dwellings and low-rise apartments, in order to achieve a maximum density of 62 units per hectare (25 units per acre) with no building exceeding 4 storeys in height at grade. Within areas of new Medium Density Residential development the minimum net residential density shall be 31 units per hectare (13 units per acre). Additionally, the site design objectives and criteria of Section 9.2.7 apply to multiple unit development to ensure that matters such as building orientation, privacy and barrier-free access, locations of parking areas and driveways, movement of pedestrians, on-site landscaping and drainage, on-site recreational opportunities, private facilities, and other matters relating to safety and comfort of the residents are properly addressed to achieve an overall positive development..

The policies of Section 9.3.3 (SERVICE COMMERCIAL AREAS) apply to the proposed blocks for commercial development on the southern portion of the development site. Such areas are intended to develop for a wide range of uses that offer service to the travelling public, business and industry because of requirements for large lot areas, access or exposure requirements or due to compatibility conflicts with residential development. Such areas are not intended to accommodate commercial uses that are typically characteristic of the designated 'Central Area' of the Town and will not directly compete with this area. Additionally, the special development policies of Section 9.3.3.4.5 apply to this development site, as approved by the Ontario Municipal Board in 2012. These special policies limit the maximum gross leasable commercial floor area to 13,006 sq.m. (140,000 sq.ft.) and also limit the size of individual classes of commercial floor space. Other specific uses are prohibited from developing on this site.

The policies of Section 9.5.2.3 (PARKLAND ACQUISITION) provide guidance to the Town Council in the acquisition of parkland, which can occur via all methods available including dedication, purchase, donation or bequest and expropriation. For draft plans of subdivision, as a condition of approval, 2% of the land proposed for commercial or industrial development and 5% of the land proposed for residential development is to be conveyed to the Town for park purposes. When considering subdivision development, the Town may require cash-in-lieu of all or part of the required parkland dedication in certain circumstances. It is noted that lands containing features such as ravines, flood lands, woodlots and other vegetation or variations in topography may be accepted as a portion of the required parkland contribution, but lands which are constrained for development will not necessarily be accepted for parkland or leisure purposes.



ZONING BY-LAW:

The subject lands are zoned Residential Type 1 Zone (R1), Special Residential Type 3 Zone (R3-16), Holding Special Residential Type 3 Zone [R3-24(H)], Special Highway Commercial Zone (HC-10), Highway Commercial Zone (HC), Special Development Zone (D-1), and Development Zone (D). These zones were adopted in conjunction with an earlier version of the subdivision and via a decision of the Ontario Municipal Board in February 2012.

The Development Zone (D) recognizes existing uses on existing lot sizes. A change in zoning is required to allow new land uses and forms of development.

The Residential Type 1 Zone (R1) permits single detached dwellings on lots with a minimum area of 450 sq.m. (4,844 sq.ft.), a minimum lot depth of 30.0m (98.4 ft) and a minimum lot frontage of 15.0 m (49.2 ft). Corner lots zoned R1 require a minimum lot area of 540 sq.m. (5,812 sq.ft.) and a minimum lot frontage of 18.0 m (59.1 ft), together with minimum 6.0m (19.8 ft.) front and exterior side yards.

The Residential Type 2 Zone (R2) permits single detached dwellings with a minimum lot area of 345 sq.m. (3,714 sq.ft.), a minimum lot frontage of 11.5m (37.7 ft) and a standard minimum lot depth of 30m (98.4 ft). Semi-detached and duplex dwellings require a minimum lot frontage of 18.0m (59.1 ft) and minimum lot area of 540 sq.m. (5,813 sq.ft.). Corner lots zoned R2 that develop for single detached dwellings require a minimum area of 450 sq.m. (4844 sq.ft.), a minimum lot frontage of 15.0m (49.2 ft), together with 6.0m (19.8 ft) front and exterior side yards. The R2-14 zone includes special provisions that allow for a 4.5m (14.8 ft) front yard depth, a 4.5m (14.8 ft) exterior side yard depth and a maximum 45% lot coverage.

The Residential Type 3 Zone (R3) permits development of multiple-unit dwellings, apartment dwellings and street fronting townhouse dwellings, as well as, converted dwellings and other special needs residences. Multiple unit housing (eg., townhouse or apartment) development requires, among other zone provisions, a minimum lot area per dwelling unit of 150 sq.m. (1,615 sq.ft.), together with a limit of 3-storeys and a minimum of 40 sq.m. (431 sq.ft) per dwelling unit of private amenity area. The OMB-approved "R3-24(H)" zone includes holding provisions that require the developer to secure approval of a noise study and secure the Town's approval for Site Plan Control, prior to allowing multi-family residential development within proposed Block 138 on the draft plan.

The Open Space Zone (OS) is typically applied to lands developed for passive parkland or conservation and flood control uses. These areas require a minimum lot area of 2,000 sq.m. (21,528 sq.ft.).

AGENCY REVIEW:

The development proposal was circulated to various agencies considered to have an interest in the proposal.

The Upper Thames River Conservation Authority provided comments with respect to environmental planning policies (see attachment). In addition to standard conditions addressing erosion and sediment controls and site grading, they recommended a series of conditions be imposed on the draft plan of subdivision relative to the recommendations contained in the consultant's Environmental Impact Study report. They also supported continued use of "homeowner's information packages" to be included with the developer's offers of purchase and sale for the lots backing onto the woodland feature, being that a similar condition also was imposed on the first phase of development as a means of educating those lot purchasers about the woodland feature and the impact mitigation measures intended to be implemented in conjunction with this development.

In regard to the applicant's Traffic Impact Study, prepared in support of the developer's proposal for private full-turn driveway accesses from the large commercial block (#137) to Harris Street and Clark Road East, the County Public Works Department and Town Engineering Department undertook a combined review of the original and revised studies. The municipal staff review concluded that initially only "Right-in-Right-out" driveway access will be permitted to develop in conjunction with new commercial uses in Block 137. However, upon full build out of Block 137 and when the development of the nearby commercial site on the south side of Clark Road East receives approval, the Town would consider allowing full turn accesses with signalized controls, for these private commercial driveways. In regard to the proposed private "east" commercial driveway to Harris St (Oxford Road 119), the County Public Works Department determined only a "Right-in-Right-out" private driveway access will be permitted at this location and details of the access design will be determined during the Site Plan review stage of development. Town and County staff also determined the developer will be required to contribute to the costs associated with all future road improvements, including but not limited to traffic signals at the intersections of Harris Street/Clark Road East, Clark Road East/Hollingshead Road and the commercial driveway from Block 137 to Clark Road East. Conditions appropriate to address the requirements for road and intersection improvements are recommended for Council's consideration.

The County Public Works Department indicated the need for a 0.3m (1.0 ft) road reserve along the Harris Street frontage of the large commercial Block 137 for the purposes of ensuring proper design of a future private commercial driveway access. Public Works also noted the need for a Water Service Plan with a loop to Clark Road, as a component of the Functional Servicing Report. The department also noted the need for updates to the consultants' reports, to reflect the most recent version of the draft plan and to reflect comments of staff. Finally, Public Works indicated that confirmation of servicing capacity available in the Ingersoll water and sanitary systems will be required prior to final approval of the subdivision by the County.

The Town Engineer provided a list of concerns, conditions and other matters that are to be addressed (see attached correspondence dated April 13, 2015). The conditions recommended for Council's consideration address standard subdivision development issues as related to site grading, erosion and sediment control during construction, road widths, sidewalks, walkways and street lighting, among other matters. Additionally, the Town Engineer noted the developer will be required to address the following concerns:

- the developer shall prepare a status report and provide a maintenance allowance for the existing Stormwater Management Facility constructed in Phase 1;
- any phasing of the development, in stages of construction or registration, shall be approved by the Town to ensure that not more than 26 new lots develop (with homes) before a second permanent street to Clark Road East is constructed;
- the developer shall contribute 50% of the costs for the future signalization of Clark Road East and Hollingshead Road;
- the consultant's recommendation in the E.I.S. report to fill in the drainage ditch in the woodland feature requires supporting engineering analysis related to potential impacts such filling activity will have on the drainage in the subdivision and the woodland feature (in Block 140); and,
- the consultant's recommendation in the E.I.S. report to plant Butternut trees within the designated Stormwater Management Facility is not acceptable.

The Thames Valley District School Board requested the following condition be imposed:

*The Owner shall inform all Purchases of residential lots by including a condition in all Purchase and Sale and/or Lease Agreements stating that the construction of additional public school accommodation is dependent upon funding approval from the Ontario*

*Ministry of Education, therefore the subject community may be designated as a "Holding Zone" by the TVDSB and pupils may be assigned to existing schools as deemed necessary by the Board.*

The London District Catholic School Board requested temporary fencing be established during construction of the commercial and multi-family blocks, in the interests of safety, and that permanent chain link fencing be established following construction, along the common property line of Blocks 138, 139 and 140 with the St. Jude Catholic School near Clark Rd East.

Canada Post provided comments indicating Community Mail Boxes (CMBs) will service the subdivision, as well as a list of five (5) site-specific requirements for this new development.

Union Gas, Erie Thames Powerlines and Bell Canada all indicated no concerns and requested standard conditions be imposed to require the developer provide the necessary easements for the utilities within the subdivision.

The County Department of Public Health and Emergency Services and the Oxford County OPP each indicated no concerns or objections.

#### PUBLIC CONSULTATION:

Public notice of the development applications was provided on three separate occasions: April 18, 2014, October 21, 2014, and April 21, 2015. As of the date of this report, one neighbouring resident has contacted staff to request clarification on some details of the development, but did not object to the proposal. As well, a representative of the owner of the nearby agricultural-industrial facility located at 214 Clark Road East has provided comments with respect to their concerns about noise impacts from their facility that may affect the future residential land uses within the new subdivision.

### **Planning Analysis**

The subject lands are designated for low and medium density residential use as well as service commercial development according to the Official Plan. A portion of the subject lands, being the woodlot situated between the two (2) elementary schools along the west side of the proposed draft plan, is designated as an "Environmental Protection" area. Phase 1 of the Harrisview subdivision started construction in 2012 and, in addition to the stormwater management facility, comprised 54 new single detached lots. Since late 2012, numerous new homes have been built and occupied. Phase 2 of the development proposes 131 single detached lots, 3 multi-family blocks, 2 commercial blocks and a large park block, all served by new local streets and walkways.

Development within areas designated for low density use are expected to comprise a variety of low-rise, low density housing forms including single and semi-detached dwellings, street fronting townhouses, low density cluster development and low-rise apartments. Within Low Density Residential areas, it is intended that there will be a mix of housing types and integration of various forms of housing to achieve an overall low density of use. A review of the draft plan proposal indicates the net residential density of 21.2 units per hectare (8.6 units per acre) will be achieved for the low density residential area, a density which is within the allowable range for new development within the Low Density Residential designation. Combined, the 3 multi-family blocks designated as Medium Density Residential areas could accommodate a range and style of townhouse and/or apartment dwellings, with a maximum unit yield of not more than 100 units; which would be in keeping with the Official Plan policies for new development with Medium Density Residential areas.

Therefore, the proposed draft plan and related zoning applications generally conform to the relevant residential development policies for the Town of Ingersoll.

The proposed commercial components (Blocks 137 and 139) currently are zoned for a wide range of service commercial uses. No changes are proposed to the existing zoning for these commercial blocks as appropriate zoning previously was approved by the Ontario Municipal Board in 2012. Access to these commercial blocks can be achieved via the proposed southerly extension of Hollingshead Road, through to Clark Rd East, or alternately via the adjoining arterial roads, subject to appropriate concerns regarding design and safety being addressed at the time of Site Plan review once site-specific commercial plans are submitted to the Town.

In anticipation of addressing these concerns, and at the request of the County and Town, a Traffic Impact Study was submitted. Review of the study by Town and County engineering staff has determined that, initially, only "Right-in-Right-out" private commercial driveway accesses at these locations can be accommodated due to expected impacts on the future performance of these municipal roads as the southern area of Ingersoll continues to build out. The Town has indicated that they would consider a signalised full-turn private driveway entrance along the Clark Road East frontage to commercial Block 137, at a later date and in conjunction with the build-out of the commercially zoned lands opposite this development site, located on the south side of Clark Road. Additionally, the staff review determined that the developer will be required to contribute financially to the future signalisation of the arterial road intersections and the related turning lane improvements for the future private commercial driveways. To address all of these comments and concerns, appropriate conditions are recommended for Council's consideration.

A large natural heritage feature (woodland) is located within Block 140, covering 4.7 ha (11.6 ac). This woodland feature also extends on to the two adjoining elementary school properties and it covers a total area of approximately 7.0 ha (17.3 ac). It has been designated as a locally significant natural area feature in the Official Plan and further identified within the Town's Zoning By-law as being subject to the "Environmental Protection 2 Overlay (EP2)", which serves to implement, in part, the Official Plan policies for designated natural heritage features. In this respect, the natural heritage feature is considered to be protected. The development proposal for lands adjacent to such a feature must be subject to an Environmental Impact Study, or granted a waiver from the E.I.S. requirements in consultation with the Conservation Authority with jurisdiction. An E.I.S. was prepared, following Town Council's consideration of the development proposal in late 2014, and the study has been reviewed by the Upper Thames River Conservation Authority.

Comments provided by the UTRCA are attached. The Authority noted the E.I.S. report requires updating to address mitigation measures for the Wood Thrush, as this bird species was added in June 2014 as a Special Concern species, under the Endangered Species Act, 2007. They indicated the Phase 1 development established a lot and road configuration that matches with the Phase 2 lot/road configuration and previously approved construction activities already had created impacts within the recommended buffer setback area to the woodland features worthy of protecting. To address these concerns, the UTRCA has recommended the County consider imposing five (5) conditions on the draft plan of subdivision. In summary, the Authority recommended conditions be imposed to ensure the E.I.S. report addresses the Wood Thrush and includes clearly stated recommendations; that a Homeowners' Information Package be prepared and provided to prospective purchasers of lots that about the woodland area; that the developer prepare a naturalization plan for the woodland area; and that final plans for erosion and sediment controls be provided by the developer, subject to acceptance by the Town and UTRCA. The Authority's suggested draft plan conditions are considered appropriate for Phase 2 of the development and appropriate conditions of draft plan approval are recommended for Council's consideration.

All of Block 140 (woodland feature) is intended to be dedicated as parkland to the Town. However, based on the Planning Act provisions relating to parkland dedications, not all of Block 140 is required to be dedicated for public purposes. The Town and developer have undertaken negotiations with respect to the conveyance of any portion of the woodland feature that would not be subject to the Planning Act provisions for parkland dedication. A condition appropriate to address this parkland dedication issue is recommended for Council's consideration.

Comments and concerns from the remaining agencies can be addressed via draft plan conditions that can be imposed on the development.

The applicant has requested appropriate residential and open space zones be applied to the development site. Planning staff's review of the requested zones has determined the Special Residential Type 2 Zone (R2-14), which is already applied to portions of the Phase 1 lands, and the Residential Type 3 Zone (R3) are both appropriate for the residential lots and blocks on the draft plan. As well, since the woodland feature on Block 140 will become a "passive" parkland area, the Open Space Zone (OS) is considered appropriate for this portion of the draft plan. It is noted, as well, that the multi-family residential block (#138) is zoned Holding Special Residential Type 3 [R3-24(H)], which requires the developer to prepare a noise study and secure site plan approval from the Town in advance of developing this multi-family block, in order to address noise impact issues relative to the agricultural-industrial facility located nearby. No change to this "(H)R3-24" zoning is required to facilitate the development.

Finally, it is noted that the Town's conveyance of lands for stormwater management purposes in Phase 1 for the stormwater management facility was intended to accommodate all future phases of development and the Town and developer had agreed in principle to an equal conveyance of lands back to the Town. This matter of conveyance remains unresolved and can be addressed via a condition of approval.

### Summary

Based on a thorough planning review and the agency comments received to date the development is considered to be consistent with the relevant 2014 PPS policies for new development within designated settlement areas and with respect to natural heritage features and areas. The proposed development also maintains the intent and purpose of and conforms with the relevant Official Plan policies for development within designated residential, commercial and environmental protection areas in the Town of Ingersoll. Appropriate zoning for the development is recommended for Town Council's consideration and can be adopted after the County Council considers the draft plan at its public meeting of May 27, 2015. Finally, the draft plan and related zone change applications can be considered to meet the provisions of the Planning Act with regard to new development and, in the opinion of Planning staff, can be supported subject to the imposition of appropriate conditions that require the applicant to address the concerns and comments of the reviewing agencies prior to final approval by the County.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Town of Ingersoll approve in principle the application by Sifton Properties Limited, to rezone portions of the subject site from the "Residential Type 1 Zone (R1)", the "Special Residential Type 3 Zone (R3-16)", the "Special Development Zone (D-1)" and the "Development Zone (D)" to a "Special Residential Type 2 Zone (R2-14)", the "Residential Type 3 Zone (R3)" and the "Open Space Zone (OS)."**

It is recommended that the Council of the Town of Ingersoll advise the County of Oxford that the Town support the application by Sifton Properties Limited, to create a draft plan of residential subdivision (File No.: SB14-02-6) as applied to lands consisting of Part of Lot 19, Concession (West Oxford) and Blocks 59 and 63, on Plan 41M-281 in the Town of Ingersoll, subject to the following conditions of draft plan approval:

1. This approval applies to the draft plan of subdivision, submitted by Sifton Properties Limited (File SB14-02-6) and prepared by Archibald, Gray and McKay Ltd. (dated March 23, 2015), as shown on Plate 3 of Report No. 2015-99, comprising land described as Part Lot 19, Concession 1 (West Oxford) and Blocks 59 and 63, on Plan 41M-281, in the Town of Ingersoll, and showing 131 single detached lots, 3 multi-family blocks, 2 commercial blocks, 2 road reserve blocks, and 1 park block, all served by 4 new streets, 1 servicing corridor block and 3 walkway blocks, subject to the following modifications:
  - a) A 0.3m (1-foot) road reserve block be established along the eastern limit of Block 137, adjacent to the west boulevard of Oxford Road 119 (Harris Street).
2. The owner agrees in writing to satisfy all requirements, financial and otherwise, of the Town of Ingersoll and the County of Oxford regarding the construction of roads, installation of services and drainage facilities, and other matters pertaining to the development of the subdivision on the subject property.
3. The owner agrees in writing to satisfy all the requirements of the Erie Thames Powerlines Corporation regarding the installation of the electrical distribution system and any other matters pertaining to the development of the subdivision.
4. The development shall be phased to the satisfaction of the Town of Ingersoll and the County of Oxford.
5. Prior to the approval of the final plan by the County of Oxford, all lots and blocks shall conform to the zoning requirements of the Town of Ingersoll Zoning By-Law. Certification of lot areas, lot frontages, and lot depths shall be obtained from an Ontario Land Surveyor retained by the developer.
6. Prior to the approval of the final plan by the County of Oxford, or for any phase of development, the owner shall secure confirmation from the County Public Works Department that sufficient capacity exists in the municipal water and sewage systems to service the plan of subdivision.
7. The subdivision agreement shall make provision for the assumption and operation by the County of Oxford of the water distribution system and sewage collection system within the draft plan, subject to the approval of the County of Oxford Public Works Department.
8. All 0.3m metre (1-foot) reserves shall be dedicated to the appropriate authority, free of all costs and encumbrances.
9. All walkway and service corridor blocks shall be dedicated to the Town of Ingersoll, free of any costs or encumbrances, and constructed to the specifications of the Town Engineer.

10. **Prior to the approval of the final plan by the County of Oxford, such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.**
11. **The road allowances included in the draft plan shall be dedicated as public highways.**
12. **The streets included in the draft plan shall be named to the satisfaction of the Town.**
13. **That sidewalks be established along one side of all new local streets (Streets “A” and “C”) and along both sides of the collector roads (Chamberlain Avenue and Hollingshead Road), to the specifications of the Town of Ingersoll.**
14. **That parkland dedication be provided in accordance with the provisions of the Planning Act. The parkland dedication shall include the parkland dedication requirements from Phase 1, as noted in the terms of the Development Agreement for Phase 1 (41M-281). Any additional dedication or acquisition of the woodland feature in excess of the Planning Act provisions for parkland shall be subject to mutual agreement between the Town and the owner.**
15. **The subdivision agreement shall be registered by the Town of Ingersoll against the lands to which it applies. The agreement will include provisions to address the following matters:**
  - i. The owner shall submit a soils report, as prepared by a qualified geotechnical Engineer and to the satisfaction of the Town of Ingersoll, regarding the proper installation of sewers and watermains, the roads and construction of dwellings.*
  - ii. The owner shall provide to the Town of Ingersoll a maintenance allowance for the stormwater management facility constructed in Phase 1.*
  - iii. Prior to construction of any part of this subdivision, the owner shall prepare a report regarding the status of the stormwater management facility constructed in Phase 1 (41M-281) that also services this development site and the owner shall undertake all required maintenance thereof, at no cost to the Town of Ingersoll.*
  - iv. Only right-in-right-out access/egress will be permitted from Block 137 to Harris Street (Oxford Road 119) for private commercial driveway access purposes and details of the design shall be established to the specifications of the County Director of Public Works, in conjunction with the review of any associated Site Plan Control application(s) for Block 137.*
  - v. Only right-in-right-out access/egress will be permitted from Block 137 to Clark Road East for private commercial driveway access purposes and details of the design shall be established to the specifications of the Town Engineer, in conjunction with the review of any associated Site Plan Control application(s) for Block 137. The Town will consider full-turn access/egress to Block 137 only in conjunction with the Site Plan development approvals for the commercial lands located at the south-west corner of Clark Road East and Harris Street (being Part Lot 19, Concession 2 West Oxford and PIN 00147-0301), subject to said full-turn private commercial driveway requiring appropriate traffic control signalisation, with the costs thereof to be shared equally by the benefitting private commercial landowners.*
  - vi. The owner shall be required to contribute to the County the future costs of establishing full traffic control signalization at the intersection of Harris Street (Oxford Road 119) and Clark Road East, with the amount of the contribution to be determined at a later date.*
  - vii. The owner shall contribute to the Town 50% of the cost of the future traffic control signalization at Clark Road East and Hollingshead Road, the costs of which are to be determined when servicing drawings are prepared for the intersection.*

- viii. *The collector roads Chamberlain Avenue and Hollingshead Road shall be designated as "Share the Road" bicycle lanes under the Town's Cycling Master Plan and be appropriately posted with signage.*
  - ix. *The owner acknowledges that should the development of this subdivision plan occur in phases or stages a maximum of 26 building permits for new homes shall be issued by the Town prior to the completion of Hollingshead Road through to Clark Road East in order to accommodate a second permanent public road access into the subdivision.*
  - x. *The owner shall prepare a woodlands management (naturalization) plan for the designated Environmental Protection Area contained within the draft plan, to the specifications and approval of the Town of Ingersoll and the Upper Thames River Conservation Authority.*
  - xi. *The owner agrees to provide purchasers of Lots 113 to 131, inclusive, with a Homeowner's (environmental) Information Package pertaining to living adjacent to an Environmental Protection Area (woodland feature), to the satisfaction of the Town of Ingersoll and the Upper Thames River Conservation Authority.*
  - xii. *The owner shall establish a connecting link and/or trail between Hollingshead Road and St. Jude's Separate School, to the specifications of the Town of Ingersoll.*
  - xiii. *The owner shall convey to the Town sufficient land to compensate the Town for the land conveyance, being Part 1 on plan 41R-8409, as made by the Town to the owner in 2009 for the purposes of the development of the stormwater management facility in Phase 1.*
  - xiv. *Prior to any construction activity on the subject site, the owner shall erect a temporary 1.8m (6-ft) modular construction fence along the north and east boundaries St. Jude's Catholic Elementary School and Blocks 138, 139 and 140. The owner shall make the necessary arrangements with the purchasers of Blocks 138, 139 and 140 to erect a permanent 1.2 m (4-ft) high chain link fence along the common property line of these blocks with St. Jude's Catholic Elementary School.*
  - xv. *The owner shall make the necessary arrangements with all lot and block purchasers to erect fencing, with no gate accesses to adjoining properties, of the following types and height and in the following locations:*
    - a) *privacy fencing, a minimum of 1.8 m (6 ft) in height, along the south boundaries of Lots 88 to 101, along the east boundaries of Lots 101 to 111, inclusive, and along the south and east boundaries of Block 136;*
    - b) *chain link fencing, a minimum of 1.8m (6 ft) in height, along the west boundaries of Lots 113 to 131, inclusive; and,*
    - c) *chain link fencing, a minimum of 1.8m (6 ft) in height, along the west boundaries of Blocks 138 and 139.*
- 16. That the owner shall complete to the satisfaction of the Upper Thames River Conservation Authority and the Town of Ingersoll the required modifications per the UTRCA's letter dated April 21, 2015, and implement all the appropriate recommendations of the Environmental Impact Study (report phases 1 & 2), prepared by BioLogic Incorporated (dated April 2008, and updated February 24, 2015), in order to address the requirements of the Oxford County Official Plan policies affecting the designated Environmental Protection Area that is contained within the draft plan of subdivision, at no cost to the Town of Ingersoll. The Town of Ingersoll does not support the consultant's recommendation to plant Butternut trees around the Town's stormwater management facility. The Town also requires the owner to provide supporting engineering analysis related to the proposal to fill in the existing drainage ditch located near the eastern edge of the Block 140 (woodland feature), as related to the impacts of such activity on the drainage in the subdivision and in the woodland feature.**



17. The subdivision agreement shall contain provisions that, prior to grading and issuance of building permits, a final storm water management plan as well as detailed sediment and erosion control plans, and servicing and grading plans showing the measures identified in the stormwater management and sediment and erosion control plans each be reviewed and approved by the Town of Ingersoll and the Upper Thames River Conservation Authority. The final stormwater management plan shall also include an engineering analysis of the recommendation in the February 24, 2015 Biologic E.I.S. report, with regard to the filling of the drainage ditch located along the eastern edge of the woodland feature located in Block 140, and any impacts of this activity on the drainage in both the subdivision and the woodlot. Further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports, to the satisfaction of the Town Engineer.
18. Prior to the approval of the final plan by the County of Oxford, the owner shall agree in writing to satisfy the technical and other requirements of Canada Post Corporation with respect to implementing Canada Post's standards for advising prospective purchasers of the method of mail delivery, for the location of temporary Community Mail Box locations during construction and, for the provision of public information regarding the proposed locations of permanent Community Mail Box locations and providing suitable accesses thereto.
19. Prior to the approval of the final plan by the County of Oxford, the owner shall inform all Purchasers of residential lots by including a condition in all Purchase and Sale and/or Lease Agreements stating that the construction of additional public school accommodation is dependent upon funding approval from the Ontario Ministry of Education, therefore the subject community may be designated as a "Holding Zone" by the Thames Valley District School Board and pupils may be assigned to existing schools as deemed necessary by the Board.
20. Prior to the approval of the final plan by the County of Oxford, the owner shall agree in writing to satisfy the requirements of Union Gas that the owner/developer provide Union Gas Limited with the necessary easements and/or agreements required for the provision of gas services, in a form satisfactory to Union Gas Limited.
21. Prior to the approval of the final plan by the County of Oxford, the owner shall provide clearance to the County from the Town of Ingersoll that Conditions Number 1 to 5, inclusive, and 8 to 17, inclusive, have been met to their satisfaction. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
22. Prior to the approval of the final plan by the County of Oxford, the owner shall secure clearance from the County of Oxford Public Works Department that Conditions 2, 4, 6, 7, 8, 10 and 15(vi) have been met to their satisfaction. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
23. Prior to the approval of the final plan by the County of Oxford, the owner shall secure clearance from the Erie Thames Powerlines Corporation that Condition 3 has been met to their satisfaction. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

24. Prior to the approval of the final plan by the County of Oxford,, the County of Oxford shall be advised that Conditions 15(x) and (xi), 16 and 17 have been satisfied as per the requirements of the Upper Thames River Conservation Authority. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
25. Prior to the approval of the final plan by the County of Oxford, the owner shall provide clearance to the County from Canada Post Corporation that Condition Number 18 has been met to their satisfaction. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
26. Prior to the approval of the final plan by the County of Oxford, the owner shall provide to the County clearance from the Thames Valley District School Board that Condition Number 19 has been met to their satisfaction. The clearance letter shall include a brief statement detailing how these conditions have been satisfied.
27. Prior to the approval of the final plan by the County of Oxford, the owner shall provide to the County clearance from the Union Gas Limited that Condition Number 20 has been met to their satisfaction. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
28. This plan of subdivision shall be registered within three (3) years of the granting of draft approval, after which time this draft approval shall lapse unless an extension is authorized by the County of Oxford.

## **SIGNATURES**

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|---------------------------------|-------------------|---|
| <b>Authored by:</b>             | “Stephen Couture” | Stephen Couture, MCIP, RPP<br>Development Planner |
| <b>Approved for submission:</b> | “Gordon Hough”    | Gordon K. Hough, MCIP, RPP<br>Director            |

SC/

May 6, 2015

*"Inspiring a Healthy Environment"*

April 21, 2015

The Corporation of the County of Oxford  
Community & Strategic Planning  
P.O. Box 1614, 21 Reeve Street  
Woodstock, Ontario N4S 7Y3

**Attention: Stephen Couture (via e-mail [planning@county.oxford.on.ca](mailto:planning@county.oxford.on.ca))**

Dear Mr. Couture,

**Re: Technical Review EIS - Applications for Draft Plan of Subdivision and Zone Change;  
SB14-02-6 and ZN 6-14-03 (REVISED March 27, 2015),  
Owners; Sifton Properties Limited, Harrisview Phase 2  
Lot 19, Concession 1, north side of Clarke Road lying between Harris Street and Caffin Street.  
Town of Ingersoll, ON**

The Upper Thames River Conservation Authority (UTRCA) has reviewed the following submission to support the above noted applications;

- *Environmental Impact Study (EIS) for Phase 2 Development, Lot 19, Concession 1, Ingersoll, Ontario, prepared by BioLogic, dated February 24, 2015.*

In addition, our office requested input from the Ministry of Natural Resources and Forestry (MNR) regarding compliance with the Endangered Species Act (ESA) and consistency with Section 2.1.7 and 2.1.5 d) of the Provincial Policy Statement (2014). Our comments have been summarized below.

**ENDANGERED SPECIES ACT:**

***Butternut (Endangered - END):***

- i. For the Category 2 (Retainable) Butternut located along the edge of the woodlot, the proponent must follow the Rules in Regulation within O.Reg. 242/08 s. 23.7 (Butternut) that includes the requirement to Register the activity;
- ii. Information on how to Register can be found here: <http://www.ontario.ca/environment-and-energy/butternut-trees-your-property>

**SIGNIFICANT WILDLIFE HABITAT:**

***Eastern Wood-pewee (Special Concern - SC):***

- i. Special Concern species do not receive species or habitat protection under the ESA;
- ii. EIS does identify the woodlot as Significant Wildlife Habitat for this species;
- iii. EIS has indicated the woodlot will "remain a mixed deciduous woodland with edge habitat...so habitat will be maintained...";
- iv. Single family lots adjacent to the woodland will have rear yard fencing installed, and provide homeowners with education materials to explain negative impacts of encroachment;

**Wood Thrush (Special Concern - SC):**

- i. The Faunal Report indicates the presence of Wood Thrush, which was added to the SARO List in June 2014, this species should be added to the mitigation for Significant Wildlife Habitat.

**ENVIRONMENTAL IMPACT STUDY:**

Normally, the recommendation of the UTRCA to identify the limits of the Significant Natural Heritage features; which include; Significant woodlands, Significant Wildlife habitat and apply a suitable buffer to ensure no negative impact to the feature or its function result from the proposed development. In this case, the UTRCA recognises that the Phase 1 development was previously approved, where an existing road connection and construction activities have taken place within the buffer area. We are generally satisfied with the Mitigation proposed (starting on page 5 of the EIS, 2015).

**RECOMMENDATION:**

We offer the following Conditions of Draft Plan Approval;

- That a final EIS be prepared which includes specific mitigation for the Wood Thrush. In addition, the EIS should provide a clear Recommendations Section, which is consistent with the Impact and Mitigation proposed, listing the actions needed to be undertaken. As well, Figures 4A, 6, 7, & 7a will need to be updated to reflect the Revised Draft Plan of Subdivision, Plan No. 9-L-4393, prepared by AGM, dated March 23, 2015. The lot numbers mentioned throughout the report will also need to be revised to reflect the changes in lot numbering adjacent to the woodlot.
- That a Homeowner's Information Package, consistent with the mitigations recommendations contained in the EIS, be prepared to the satisfaction of the Town of Ingersoll and the UTRCA;
- A Naturalization Plan, consistent with the mitigations recommendations contained in the EIS, be prepared to the satisfaction of the Town of Ingersoll and the UTRCA;
- A Sedimentation and Erosion Control Plan be prepared to the satisfaction of the Town of Ingersoll and the UTRCA; and
- A Final Stormwater Management Report be prepared to the satisfaction of the Town of Ingersoll and the UTRCA.

In addition, the EIS states that “*Trail access to the woodland is proposed and it is expected there will be a forest trail within the woodland which is expected to be owned, operated and maintained by the municipality*”. UTRCA offers the following for the information of the Town of Ingersoll;

**Woodlot Management**

We can advise that the UTRCA currently manages our own lands and are contracted to manage the City of London Environmentally Significant Areas. The UTRCA's management objectives for our lands are to protect the natural features, to ensure public safety, to encourage partnership and education, and to promote and enforce proper use.

Staff regularly visits the ESAs (and UTRCA owned properties) to carry out duties such as:

- creating trails to minimize impacts to the natural features,
- identifying and dealing with encroachment by property owners into the ESAs,
- identifying, documenting and removing hazard trees to ensure safe use of the trails,
- repairing and replacing bridges, staircases and boardwalks,
- installing signs and trail markers and removing garbage, and
- restricting unofficial access points to protect sensitive vegetation, and

We are uncertain what the management objectives are for the Woodlot. If the Town is proposing to undertake the same duties as outlined above as part of a management plan there may be potential to include a trail into the woodland feature. We would suggest that the EIS recommendations should also support the trail location and use. If the Town is interested in having the UTRCA undertake the management of the woodlot, further discussion about the terms of an agreement and fees for the service can be directed to Lands & Facilities Coordinator, Alex Shivas at [shivasa@thamesriver.on.ca](mailto:shivasa@thamesriver.on.ca).

Questions regarding the above noted comments can be directed to the undersigned at extension 253 or via e-mail [annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca).

Yours truly,  
UPPER THAMES RIVER CONSERVATION AUTHORITY



Tracy Annett, MCIP, RPP  
Land Use Planner  
TA/TT/ta

- c.c. Applicant, Sifton Developments Ltd., Maureen Zunti (via e-mail [maureen.zunti@sifton.com](mailto:maureen.zunti@sifton.com))  
Agent, BioLogic, Dave Hayman (via e-mail [dhayman@biologic.ca](mailto:dhayman@biologic.ca))  
MNRF, Andrea Fleischhauer (via e-mail [Andrea.Fleischhauer@ontario.ca](mailto:Andrea.Fleischhauer@ontario.ca))  
Town of Ingersoll, Bill Tigert (via e-mail [wtigert@ingersoll.ca](mailto:wtigert@ingersoll.ca))  
UTRCA, Alex Shivas, Lands & facilities Coordinator, via e-mail [shivasa@thamesriver.on.ca](mailto:shivasa@thamesriver.on.ca))  
UTRCA, Tara Tchir, Ecologist (via e-mail [tchirt@thamesriver.on.ca](mailto:tchirt@thamesriver.on.ca))

# TOWN OF INGERSOLL

130 Oxford Street,  
Ingersoll, Ontario  
N5C 2V5



Phone: (519) 485-0120  
Fax: (519) 485-3543  
[www.ingersoll.ca](http://www.ingersoll.ca)

April 15, 2015

TO: Stephen Couture, MCIP RPP  
Development Planner, County of Oxford

FROM: Sandra Lawson, PEng  
Town Engineer

RE: SB14-02-6 Harrisview Phase II – Sifton Properties March 2015 Draft Plan

I have reviewed the fourth submission of the draft plan and having the following comments:

1. As part of Phase I, the Owner was required to provide a Stormwater Management Plan and carry out any necessary works in accordance with the approved plans and reports. That plan prepared by IBI Group dated December 2008 stated that annual inspections were required of the facility and that it was anticipated that several cleanings of the pond would be necessary during construction. Prior to construction of Phase II a report on the status of the pond will be required and any necessary maintenance.
2. The developer will be required to provide a maintenance allowance for the stormwater management facility to the Town of Ingersoll.
3. The Owner shall submit a lot grading, soil conservation, and erosion control plan, prepared by a qualified engineer, to the satisfaction of the Town of Ingersoll.
4. Parkland will be provided in accordance with the Planning Act and Town policies for parkland acquisition in the Official Plan.
5. The applicant will provide a tree management plan for the woodlot on Block 135.
6. The applicant will be required to provide a connecting link/ trail connecting Hollingshead Road with St. Jude's Catholic School.
7. The applicant has provided two pathways (Block 132 & 133) to the woodlot (Block 140) from Hollingshead. These pathways will need to be conveyed to the Town.
8. The pathways as noted above, the owner is required to install and maintain, at his expense until assumption, a chainlink fence of 1.83 m (6 ft) along each side of the pathway. The

pathways to have a concrete sidewalk of minimum 3 m (9.84 ft) in width. The end of the pathway (Block 132) needs to have a streetlight.

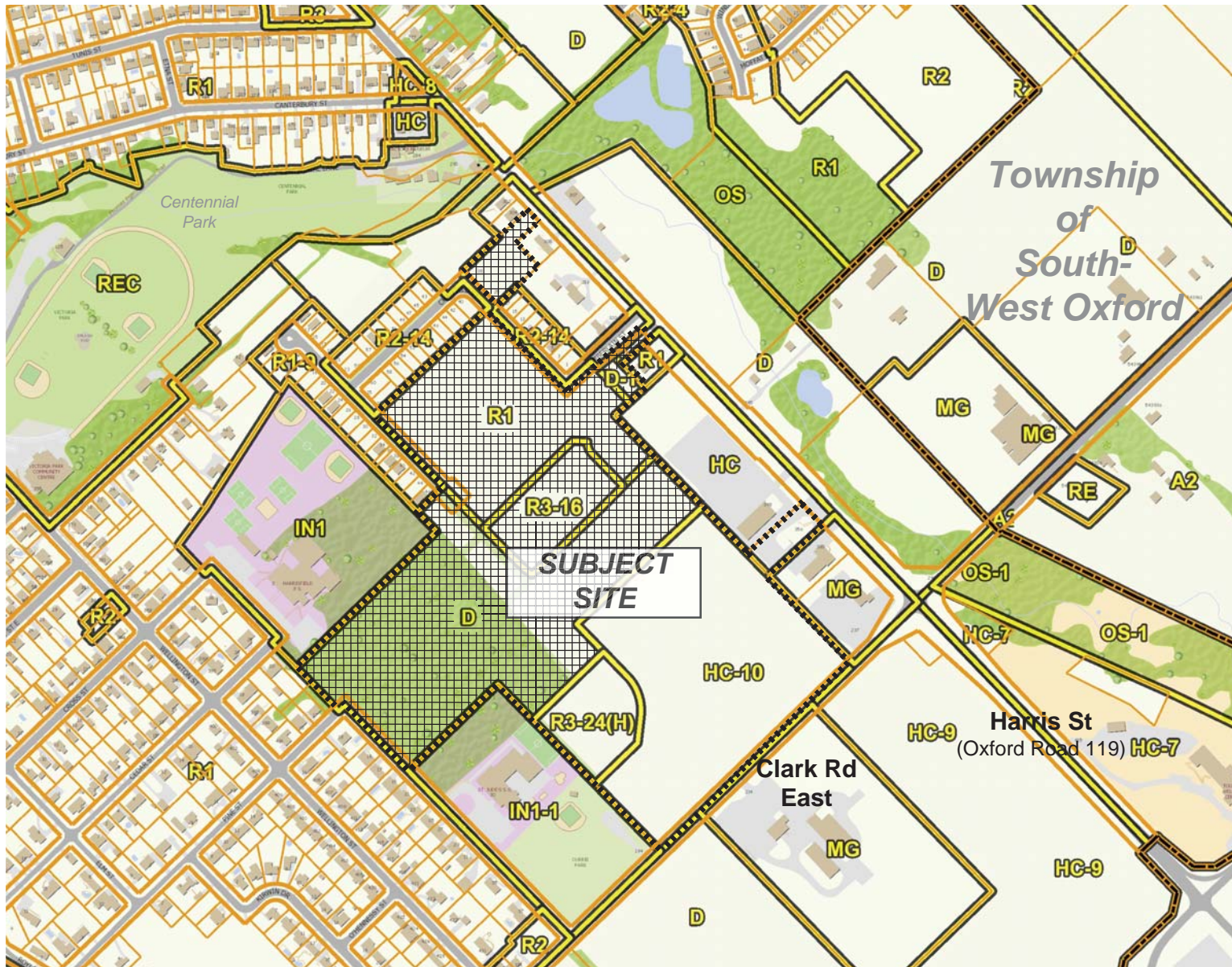
9. The service corridor (Block 135), the owner is required to install and maintain, at his expense until assumption, a chainlink fence of 1.83 m (6ft) along each side of the service corridor. The service corridor to have a concrete sidewalk of minimum 3m (9.84 ft) in width.
10. The pathway (Block134), the owner is required to install and maintain, at his expense until assumption, a chainlink fence of 1.83m (6 ft) along each side of the pathway. The pathway to have a concrete sidewalk of minimum 3m (9.84 ft) in width.
11. The subdivision agreement shall require the owner to install and maintain, at his expense until assumption, a chainlink fence along the rear of Lots 113 to 131 (except across pathways), Lots 88 to 101 (inclusive), the boundary between Blocks 138 & 139 and St. Jude's Catholic School and the south and east boundary of Block 136, with no access (gates) except for the pathway blocks.
12. The design of the proposed streets and accesses shall conform to the Town of Ingersoll's Engineering Standards. The road allowances included in the draft plan shall be dedicated as public highway.
13. All 0.3 m (1 ft) reserves shall be conveyed to the Town of Ingersoll free of all costs and encumbrances. The 0.3 m (1 ft) reserves be identified as along the south side of Block 137, Block 139 and Hollingshead Road along Clark Road and Block 137 (Part 1, Plan 41R-9099) along Harris Street.
14. Street Lighting will conform to the Town's Street Lighting Policy and all lights will be LED.
15. Site grading is very important and it would be advantageous for the development to be able to contain storm water run-off within the site and to convey that water to its storm sewer system and the stormwater management pond.
16. The Grading Plan to be submitted during final design will require top of foundation and top of footing elevations for all houses. Drainage arrows for the individual lots and swales. The swales should include the percent slope of the swale.
17. The development will require a minimum 1.5 metre wide sidewalk along one side of streets A and C and both sides of Chamberlain Avenue and Hollingshead Road (collector roadways).
18. The developer will be required to enter into a Subdivision Agreement with the Town of Ingersoll and the County of Oxford.
19. The subdivision agreement shall include that the owner agrees to provide purchasers of Lots 113 to 131 (inclusive) with an environmental information package pertaining to living adjacent to a woodlot to the satisfaction of the Town of Ingersoll.

20. The subdivision agreement shall include the standard clauses in all purchase and sale agreements regarding environmental warnings ex. Dust, odour, emissions and noise related to agricultural practices.
21. The subdivision agreement shall contain a provision that a soils report will be prepared by a qualified geotechnical engineer to the satisfaction of the Town of Ingersoll regarding the proper installation of sewers and watermain as well as reviewing the road base and asphalt thicknesses, and will also have regard to the soil conditions for the construction of dwellings.
22. The streets included in the draft plan shall be named to the satisfaction of the Town of Ingersoll.
23. Any phasing of the development shall require the approval of the Town of Ingersoll to ensure the number of lots developed do not exceed 26, as a second built roadway to the Town's standards (second access) to Clark Road is required for further development can proceed.
24. The developer will be required to contribute 50% to the future signals at Clark Road and Street "E". The costs to be determined when servicing drawings are prepared for the intersection.
25. Block 136, 137, 138 and 139 are subject to Site Plan Control. Design of the driveway access to the roadways will be decided at a later date.
26. Collector roads Chamberlain Avenue and Hollingshead Road shall be designated as "share the road" bicycle lanes and connect to the Town's Cycling Master Plan and signed as such.
27. The developer shall implement all recommendations of the Environmental Impact Study (EIS)(BioLogic Inc. February 24, 2015) at no cost to the Town except for the following:
  - The consultant's recommendation of the replacement planting of at least 10 Butternut seedlings around the SWM facility owned by the Town is not acceptable to the Town.
  - The consultant's recommendation that the drainage ditch at the east edge of the woodlot needs to be filled in, needs to have supporting engineering analysis related to impacts the filling in of the ditch will have on the drainage in both the subdivision and the woodlot.
28. The disposition of the woodlot (Block 140) is still under discussion and will be dealt with under separate cover.



**PLATE 1: Location and Existing Zoning**

**SB14-02-6 & ZN6-14-03; Part Lot 19, Conc. 1 (West Oxford) - Sifton Properties Limited**



**Legend**


Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Zoning

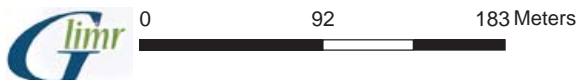
**HC-10** - Zoning Symbol

 Areas Subject to Re-Zoning

 Boundary of Proposed Draft Plan of Subdivision

**NOTE:**

The Ontario Municipal Board's decision of February 15, 2012, approved the zones within the proposed Draft Plan labeled "HC-10" & "R3-24(H)." No zone changes are proposed for these 2 areas within the Draft Plan.

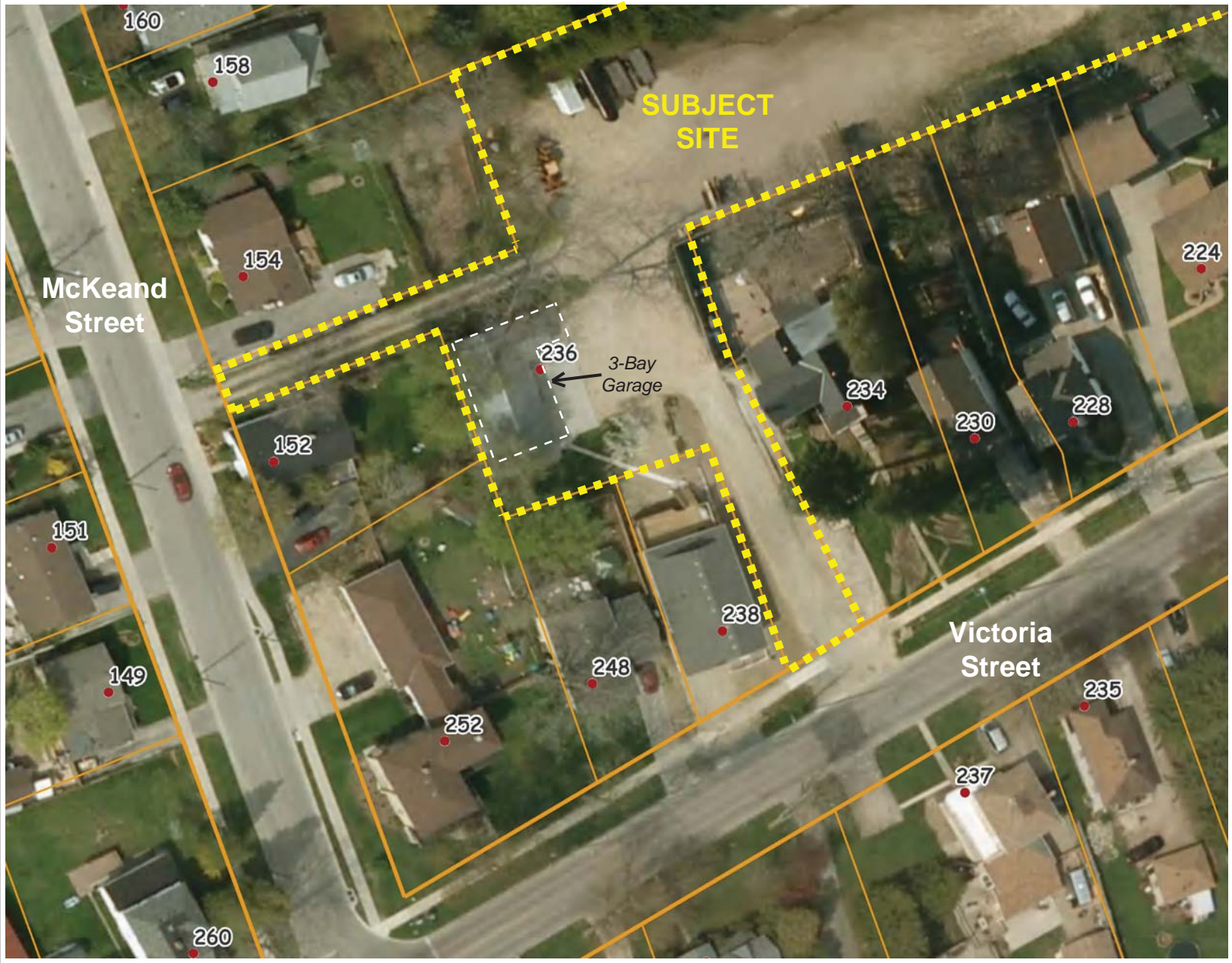


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

April 14, 2014



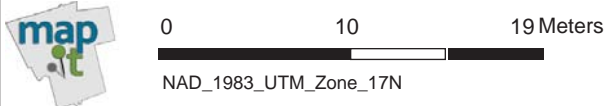
# PLATE 2: 2010 Air Photo (showing western area of property)



**Legend**

- Civic Address
- Parcel Lines
  - Property Boundary
  - - - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary

**Notes**



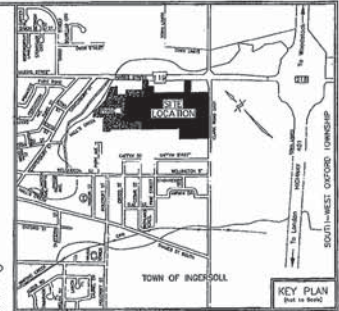
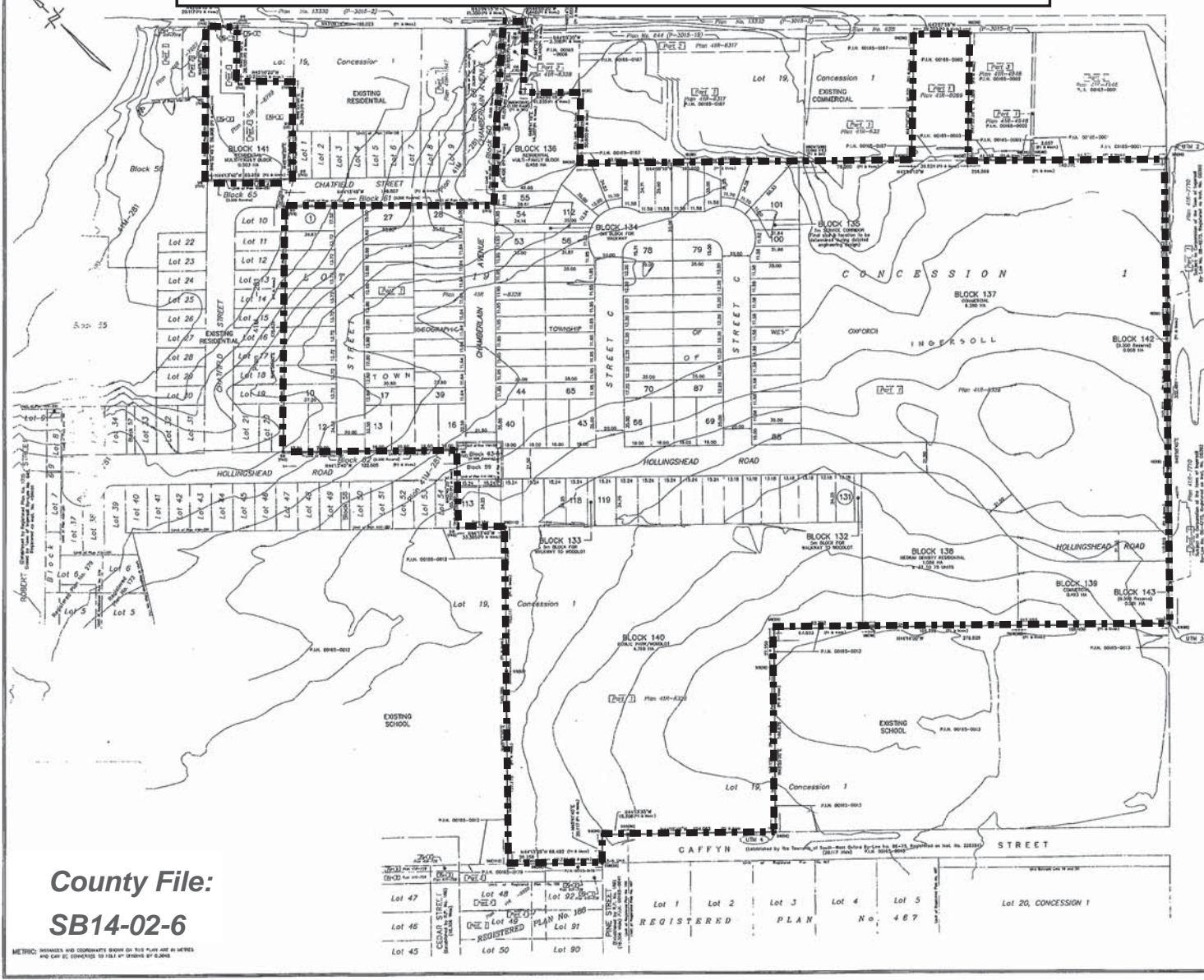
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 4, 2014





# PLATE 3: Proposed Draft Plan of Subdivision



**DRAFT PLAN OF SUBDIVISION**  
 (Geographic Township of Peel District)  
 PART OF  
 BLOCKS 59 and 63, PLAN 41M-281  
 IN THE  
 TOWN OF INGERSOLL  
 COUNTY OF OXFORD

SCALE 1:1000 (METRIC)  
 DATE 11/11/2015

2015 ARCHIBALD, GRAY & MCKAY LTD.  
 ONTARIO LAND SURVEYORS

**INFORMATION REQUIRED UNDER SECTION 54(17) OF THE PLANNING ACT**

1 - AS SHOWN ON DRAFT PLAN 2 - AS SHOWN ON DRAFT AND KEY PLAN 3 - AS SHOWN ON DRAFT AND KEY PLAN 4 - AS SHOWN ON DRAFT AND KEY PLAN 5 - AS SHOWN ON DRAFT AND KEY PLAN 6 - AS SHOWN ON DRAFT AND KEY PLAN 7 - AS SHOWN ON DRAFT AND KEY PLAN 8 - AS SHOWN ON DRAFT AND KEY PLAN 9 - AS SHOWN ON DRAFT AND KEY PLAN 10 - AS SHOWN ON DRAFT AND KEY PLAN 11 - AS SHOWN ON DRAFT AND KEY PLAN 12 - AS SHOWN ON DRAFT AND KEY PLAN 13 - AS SHOWN ON DRAFT AND KEY PLAN 14 - AS SHOWN ON DRAFT AND KEY PLAN 15 - AS SHOWN ON DRAFT AND KEY PLAN 16 - AS SHOWN ON DRAFT AND KEY PLAN 17 - AS SHOWN ON DRAFT AND KEY PLAN 18 - AS SHOWN ON DRAFT AND KEY PLAN 19 - AS SHOWN ON DRAFT AND KEY PLAN 20 - AS SHOWN ON DRAFT AND KEY PLAN 21 - AS SHOWN ON DRAFT AND KEY PLAN 22 - AS SHOWN ON DRAFT AND KEY PLAN 23 - AS SHOWN ON DRAFT AND KEY PLAN 24 - AS SHOWN ON DRAFT AND KEY PLAN 25 - AS SHOWN ON DRAFT AND KEY PLAN 26 - AS SHOWN ON DRAFT AND KEY PLAN 27 - AS SHOWN ON DRAFT AND KEY PLAN 28 - AS SHOWN ON DRAFT AND KEY PLAN 29 - AS SHOWN ON DRAFT AND KEY PLAN 30 - AS SHOWN ON DRAFT AND KEY PLAN 31 - AS SHOWN ON DRAFT AND KEY PLAN 32 - AS SHOWN ON DRAFT AND KEY PLAN 33 - AS SHOWN ON DRAFT AND KEY PLAN 34 - AS SHOWN ON DRAFT AND KEY PLAN 35 - AS SHOWN ON DRAFT AND KEY PLAN 36 - AS SHOWN ON DRAFT AND KEY PLAN 37 - AS SHOWN ON DRAFT AND KEY PLAN 38 - AS SHOWN ON DRAFT AND KEY PLAN 39 - AS SHOWN ON DRAFT AND KEY PLAN 40 - AS SHOWN ON DRAFT AND KEY PLAN 41 - AS SHOWN ON DRAFT AND KEY PLAN 42 - AS SHOWN ON DRAFT AND KEY PLAN 43 - AS SHOWN ON DRAFT AND KEY PLAN 44 - AS SHOWN ON DRAFT AND KEY PLAN 45 - AS SHOWN ON DRAFT AND KEY PLAN 46 - AS SHOWN ON DRAFT AND KEY PLAN 47 - AS SHOWN ON DRAFT AND KEY PLAN 48 - AS SHOWN ON DRAFT AND KEY PLAN 49 - AS SHOWN ON DRAFT AND KEY PLAN 50 - AS SHOWN ON DRAFT AND KEY PLAN 51 - AS SHOWN ON DRAFT AND KEY PLAN 52 - AS SHOWN ON DRAFT AND KEY PLAN 53 - AS SHOWN ON DRAFT AND KEY PLAN 54 - AS SHOWN ON DRAFT AND KEY PLAN 55 - AS SHOWN ON DRAFT AND KEY PLAN 56 - AS SHOWN ON DRAFT AND KEY PLAN 57 - AS SHOWN ON DRAFT AND KEY PLAN 58 - AS SHOWN ON DRAFT AND KEY PLAN 59 - AS SHOWN ON DRAFT AND KEY PLAN 60 - AS SHOWN ON DRAFT AND KEY PLAN 61 - AS SHOWN ON DRAFT AND KEY PLAN 62 - AS SHOWN ON DRAFT AND KEY PLAN 63 - AS SHOWN ON DRAFT AND KEY PLAN 64 - AS SHOWN ON DRAFT AND KEY PLAN 65 - AS SHOWN ON DRAFT AND KEY PLAN 66 - AS SHOWN ON DRAFT AND KEY PLAN 67 - AS SHOWN ON DRAFT AND KEY PLAN 68 - AS SHOWN ON DRAFT AND KEY PLAN 69 - AS SHOWN ON DRAFT AND KEY PLAN 70 - AS SHOWN ON DRAFT AND KEY PLAN 71 - AS SHOWN ON DRAFT AND KEY PLAN 72 - AS SHOWN ON DRAFT AND KEY PLAN 73 - AS SHOWN ON DRAFT AND KEY PLAN 74 - AS SHOWN ON DRAFT AND KEY PLAN 75 - AS SHOWN ON DRAFT AND KEY PLAN 76 - AS SHOWN ON DRAFT AND KEY PLAN 77 - AS SHOWN ON DRAFT AND KEY PLAN 78 - AS SHOWN ON DRAFT AND KEY PLAN 79 - AS SHOWN ON DRAFT AND KEY PLAN 80 - AS SHOWN ON DRAFT AND KEY PLAN 81 - AS SHOWN ON DRAFT AND KEY PLAN 82 - AS SHOWN ON DRAFT AND KEY PLAN 83 - AS SHOWN ON DRAFT AND KEY PLAN 84 - AS SHOWN ON DRAFT AND KEY PLAN 85 - AS SHOWN ON DRAFT AND KEY PLAN 86 - AS SHOWN ON DRAFT AND KEY PLAN 87 - AS SHOWN ON DRAFT AND KEY PLAN 88 - AS SHOWN ON DRAFT AND KEY PLAN 89 - AS SHOWN ON DRAFT AND KEY PLAN 90 - AS SHOWN ON DRAFT AND KEY PLAN 91 - AS SHOWN ON DRAFT AND KEY PLAN 92 - AS SHOWN ON DRAFT AND KEY PLAN 93 - AS SHOWN ON DRAFT AND KEY PLAN 94 - AS SHOWN ON DRAFT AND KEY PLAN 95 - AS SHOWN ON DRAFT AND KEY PLAN 96 - AS SHOWN ON DRAFT AND KEY PLAN 97 - AS SHOWN ON DRAFT AND KEY PLAN 98 - AS SHOWN ON DRAFT AND KEY PLAN 99 - AS SHOWN ON DRAFT AND KEY PLAN 100 - AS SHOWN ON DRAFT AND KEY PLAN

**SCHEDULE OF LAND USE (IN HECTARES)**

| BLOCK     | LAND USE    | AREA (HA) |
|-----------|-------------|-----------|
| BLOCK 130 | VACANT      | 0.07      |
| BLOCK 131 | VACANT      | 0.07      |
| BLOCK 132 | VACANT      | 0.07      |
| BLOCK 133 | RESIDENTIAL | 0.07      |
| BLOCK 134 | RESIDENTIAL | 0.07      |
| BLOCK 135 | RESIDENTIAL | 0.07      |
| BLOCK 136 | RESIDENTIAL | 0.07      |
| BLOCK 137 | RESIDENTIAL | 0.07      |
| BLOCK 138 | RESIDENTIAL | 0.07      |
| BLOCK 139 | RESIDENTIAL | 0.07      |
| BLOCK 140 | RESIDENTIAL | 0.07      |
| BLOCK 141 | RESIDENTIAL | 0.07      |
| BLOCK 142 | RESIDENTIAL | 0.07      |
| BLOCK 143 | RESIDENTIAL | 0.07      |
| BLOCK 144 | RESIDENTIAL | 0.07      |
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| BLOCK 199 | RESIDENTIAL | 0.07      |
| BLOCK 200 | RESIDENTIAL | 0.07      |

**OWNER'S AUTHORIZATION**

I HEREBY AUTHORIZE AND TO REVEAL AND GRANT THE DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF OXFORD.

*[Signature]*  
 ARCHIBALD, GRAY & MCKAY LTD.  
 11/11/2015

*[Signature]*  
 ARCHIBALD, GRAY & MCKAY LTD.  
 11/11/2015

"WE HAVE THE AUTHORITY TO SIGN THE COMPASS"

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED, AS SHOWN ON THIS PLAN, ARE TRUE AND CORRECTLY MEASURED AND LINES ARE ACCURATELY AND CORRECTLY SHOWN.

*[Signature]*  
 ARCHIBALD, GRAY & MCKAY LTD.  
 11/11/2015

*[Signature]*  
 ARCHIBALD, GRAY & MCKAY LTD.  
 11/11/2015

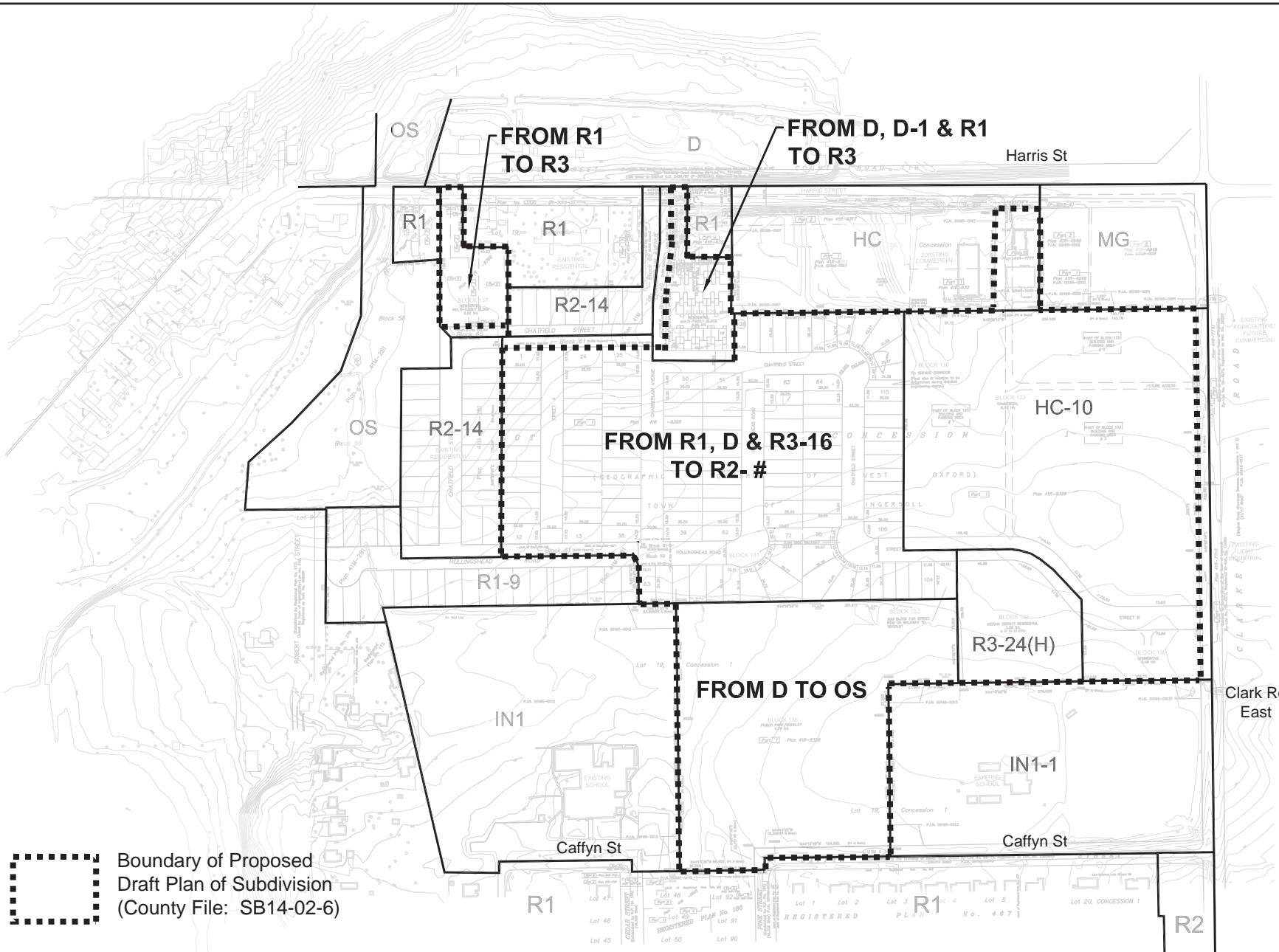
SUBJECT TO THE CONDITIONS, IF ANY, SET FORTH IN OUR LETTER DATED \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015. THIS DRAFT PLAN IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

County File:  
**SB14-02-6**

METRIC: DIMENSIONS AND COORDINATE VALUES ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**AGM ARCHIBALD, GRAY & MCKAY LTD.**  
 1000 EASTERN AVENUE, SUITE 200, OXFORD, ONTARIO, CANADA N4Y 2K5  
 PHONE: (519) 837-1111 FAX: (519) 837-1112  
 WWW.AGM-SURVEYORS.COM

PLAN • SURVEY • ENGINEER  
 ARCHIBALD, GRAY & MCKAY LTD. 11/11/2015  
 COUNTY OF OXFORD, ONTARIO  
 11/11/2015



Boundary of Proposed  
Draft Plan of Subdivision  
(County File: SB14-02-6)



**IBI Group**  
203 - 350 Oxford Street West  
London ON N6H 1T3 Canada  
tel 519 472 7328  
fax 519 472 9354

**PLATE 4: Proposed Zoning for  
Harrisview Subdivision - Phase 2**

SCALE: 1:5000

DATE: APRIL 2014

PROJECT NO.  
20830





**View of site from Chamberlain Avenue, looking west from Chatfield Street.**



**View of southern section of subject site - looking to Clark Road East**





**View of eastern section of subject site - looking to Harris Street (Oxford Road 119)**



**View of northern sections, including Phase 1 and north part of Phase 2.**





**214 Clark Rd East (All Treat Commodities facility)**



**View from SW corner of site along Clark Rd E, to Harris St**



**Unfenced area between Commercial Block 138 (photo right) and St. Jude's Catholic School / Currie Park play area (photo left)**





**Subdivision marketing sign posted along Clark Rd East frontage.**



**Walkway to Harrisfield Public School,  
located in Phase 1 between #34 and #38 Hollingshead Rd**





# **Town of Ingersoll**

**Building, Planning and Engineering Fees**

# Legislative Framework for Building Permit Fees

- 7(2) Total Fees must not exceed the anticipated reasonable costs to administer and enforce the Act
- 7(4) Annual Report on Fees and costs Required
- 7(5) Report must be available to the public
- 7(6) Public Notice and meeting required for a proposed change in fees



# Building Permit Fees

## GENERAL INTENT OF THE LEGISLATION

- Ensure accountability and transparency
- Provide User-pay approach
- Require public disclosure

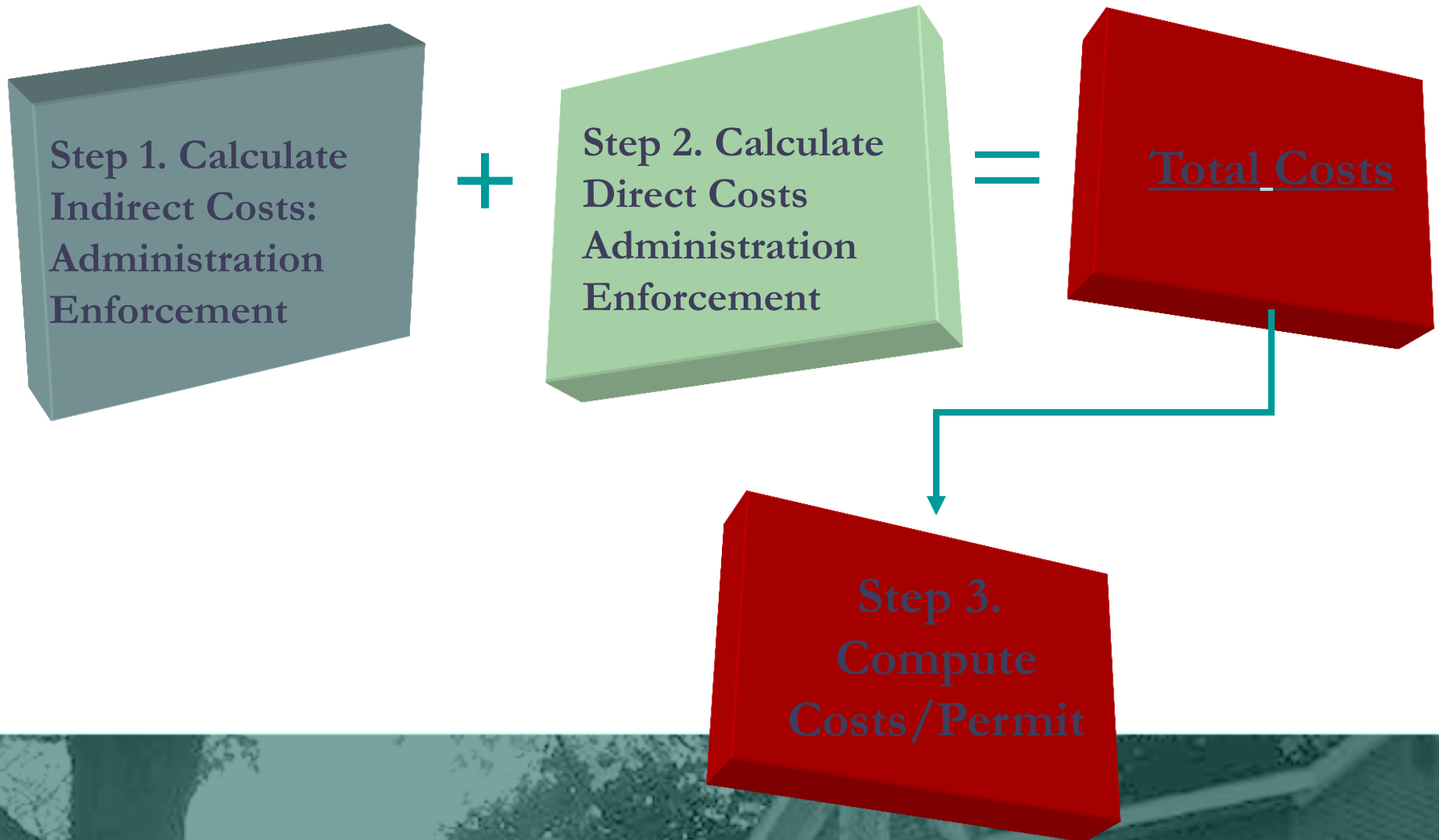


# Methodology

- Review Building Permit Activity (2004-2014)
- Conduct time allocation assessment for staff
- Calculate **Direct** and **Indirect** costs for affected departments
- Calculate building permit fees based on full cost recovery



# DESIGNING A FEE STRUCTURE



# DESCRIPTION OF INDIRECT COSTS

- Operating and capital costs of all building permit-related services provided by other municipal departments to the building department.
- Includes everything that is part of the “cost of doing business” to support the building administration and enforcement function.

# Sample Indirect Fee Cost Calculation

- Finance Officer: %tage of time spent on building-related duties x #hrs (year) x salary/benefits + overhead
- Salary/Benefits = 1.0% x 1820 hrs (18.2 hrs) x S+B = \$1,323.69
- Overhead = \$254,367 ÷ 7,826 hours x 18.2 hours = \$591.55

Total indirect costs – Finance Officer = (\$1,323.69 + \$591.55) = \$1,915.24

# Total Indirect Costs





# Total Direct Costs

|                      |                     |
|----------------------|---------------------|
| • Building Dept. S&B | \$172,690.00        |
| • Overhead           | \$ 13,891.00        |
| • Legal              | <u>\$ 5,000.00</u>  |
| <b>Total</b>         | <b>\$191,581.00</b> |



# Total Eligible Recoverable Costs

|                      |                     |
|----------------------|---------------------|
| Total Indirect Costs | \$53,395.00         |
| Total Direct Costs   | <u>\$191,581.00</u> |
| <b>Total Costs</b>   | <b>\$244,976</b>    |



# Building Permit Fee Calculations

- Classification into major and minor permits
- Cross subsidy of minor permits
- Fees rounded and adjusted to include a Reserve Fund of 25%



# Building Permit Fee Calculations

- Permit Activity = 6 yr. average (2008-2014)
- Total Annual Average = 203



# Building Permit Fee Calculations

- Building Permit Fees (single detached dwelling):

|   |                    |
|---|--------------------|
| ➤ Direct Costs Enforcement:                     | \$ 892.18          |
| ➤ Direct Costs Administration:                  | \$ 67.43           |
| ➤ Indirect Costs Administration:                | \$ 259.20          |
| ➤ Indirect Costs Enforcement:                   | <u>\$ 24.27</u>    |
| <b>Total Cost</b>                               | <b>\$1,243.08</b>  |
| Adjustment for Cross-subsidy                    | + \$ 800.00        |
| Adjustment for Cross Stabilization Reserve Fund | + \$ 531.20        |
| <b>Recommended Permit Fee</b>                   | <b>\$ 2,574.28</b> |

**Table 5 - Proposed Building Permit Fee Schedule - Ingersoll**

|    | A   | B                     | C   | D  | E   | F                              | G   | H  |
|----|---|-----------------------|---|--|---|--------------------------------|---|--|
| 1  | Class of Permit                               | Base Fee from Table 4 | Adjustment for Cross Subsidy <sup>1</sup> | Add 25% for Reserve Fund to fees in Column C | Pro-rated costs for larger scale projects <sup>2</sup>      | Number of Permits from Table 4 | Projected Revenue with 26% for Reserve Fund (= D x F) | Projected Revenue with adjustment for Cross subsidy only (= C x F) |
| 2  | Group C, Low Density Residential              | \$ 1,243.08           | \$ 2,043.08                               | \$ 2,574.28                                  | D + \$0.62/ ft. <sup>2</sup> > than 2,000/ ft. <sup>2</sup> | 37                             | \$ 95,248.54  | \$ 75,594.08   |
| 3  | Group C, Medium, High Density Residential     | \$ 2,660.66           | \$ 3,460.66                               | \$ 4,360.44                                  |   | 3                              | \$ 11,420.19  | \$ 9,063.64  |
| 4  | Group C, Major Alterations                    | \$ 1,094.82           | \$ 1,894.82                               | \$ 2,387.48                                  |   | 6                              | \$ 14,324.86  | \$ 11,368.94   |
| 5  | Group C, Minor: pool, deck, minor alterations | \$ 730.66             | \$ 125.00                                 | \$ 157.50                                    |   | 102                            | \$ 16,065.42  | \$ 12,750.33   |
| 6  | Groups A, B, D, E, Commercial                 | \$ 2,215.88           | \$ 3,015.88                               | \$ 3,800.01                                  | D + \$0.76/ ft. <sup>2</sup> > than 2,500 ft. <sup>2</sup>  | 1                              | \$ 3,800.01   | \$ 3,015.88  |
| 7  | Group F, Industrial                           | \$ 1,622.84           | \$ 2,422.84                               | \$ 3,052.78                                  |   | 1                              | \$ 2,543.99   | \$ 2,019.04  |
| 8  | Groups A, B, D, E & F Major Alterations       | \$ 1,919.36           | \$ 2,719.36                               | \$ 3,426.40                                  |   | 10                             | \$ 33,285.01  | \$ 26,416.67   |
| 9  | Non-Residential Demolitions                   | \$ 715.06             | \$ 1,515.06                               | \$ 1,908.98                                  |   | 2                              | \$ 3,545.25   | \$ 2,813.69  |
| 10 | Groups A, B, D, E & F Minor Alterations       | \$ 1,011.58           | \$ 1,811.58                               | \$ 2,282.59                                  |   | 25                             | \$ 56,412.70  | \$ 44,771.99   |
| 11 | Other Permits: renew, moving building, sign   | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 17                             | \$ 2,745.07   | \$ 2,178.63  |
| 12 | Solid Fuel Appliances                         | \$ 350.90             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 13 | Farm Buildings                                | \$ 780.08             | \$ 1,580.08                               | \$ 1,990.90                                  |   | 0                              | \$ -  | \$ -   |
| 14 | Designated Structures                         | \$ 665.64             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 15 | Solid Fuel Burning Appliances                 | \$ 532.98             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 16 | Change of Use                                 | \$ 1,079.22           | \$ 857.73                                 | \$ 1,080.74                                  |   | 0                              | \$ -  | \$ -   |
| 18 | Standalone Plumbing - Residential             | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 19 | Standalone Plumbing - Non-res                 | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 20 | Standalone HVAC                               | \$ 582.40             | \$ 125.00                                 | \$ 157.50                                    |   | 0                              | \$ -  | \$ -   |
| 21 | <b>Total</b>                                  |                       |   |  |   | <b>203</b>                     | \$ 239,391.04   | \$ 189,992.89  |

| <b>Class of Permit</b>                      | <b>Current Fees</b> | <b>Proposed Fees</b> |
|---|---------------------|----------------------|
| Residential (2,000 ft. <sup>2</sup> )       | \$965.00            | \$2,575              |
| Shed, Deck, Pool,<br>Minor Alterations      | \$65.00             | \$157.00             |
| New Commercial<br>(2,500 ft. <sup>2</sup> ) | \$940.00            | \$3,800              |
| New Industrial (2,500<br>ft. <sup>2</sup> ) | \$940.00            | \$3,055              |

# Recommendations

1. Create a fee structure that provides for a Cost Stabilization Reserve Fund (25% surcharge)
2. Adopt Recommended Fee Structure
3. Provided for an annual adjustment base on Consumer Price index
4. Convene a public meeting





**Town of Ingersoll**

**Planning Application Fees**

# Legislative Framework

- Planning Act (Section 69): permits municipalities to recover the anticipated costs
- Municipal Act (Section 391): permits municipalities to levy fees for municipal services



# Limitations

- Planning Application fees may only be charged for applications under the Planning Act and by approval authority
- Limits Ingersoll to fees for Zoning By-law Amendments and Minor Variances
- All other planning-application related fees must be levied under Municipal Act (i.e. fees for reviews as a commenting agency and for development agreements such as site plan and subdivision agreements)

# Methodology

- Similar to Building Permit Fees
- Calculate direct and indirect costs for planning services and support services
- Includes costs of salaries, benefits and overhead for all employees involved in process.
- Full cost recovery model



# Sample Calculations

## Planner – Zoning By-law Amendment

- Salary/benefits/overhead ÷ 1,820 or  
 $\$142,500 \div 1,820 = \$78.29/\text{hr} \times 10.5 \text{ hours}$   
 $= \$822.05$

## Town Council

- Salary/benefits = \$168,481 + Overhead  
 $\$39,550 \div 420 \text{ hours} = \$401.14 + \$94.16$   
 $\times 0.5 \text{ hours} = \$247.65$

# Zoning By-law Amendment

|                 |                   |
|-----------------|-------------------|
| • Planner       | \$822.05          |
| • Council       | \$247.65          |
| • Admin Support | \$876.88          |
| • Clerk         | \$ 19.36          |
| • Treasurer     | \$ 26.31          |
| • Dep/Treas./HR | \$ 21.97          |
| • Engineer      | <u>\$273.74</u>   |
| <b>Total</b>    | <b>\$1,264.93</b> |

**Table 3 – Recommended Fees**

| <b>Type of Application or Planning Service</b>   | <b>Recoverable under Section 69 – Planning Act</b> | <b>Recoverable under Section 391 (1) – Municipal Act</b> |
|--|--|--|
| Official Plan Amendment – Major Amendment  | --   | \$1,475.00   |
| Official Plan Amendment – Minor Amendment  | --   | \$1,260.00   |
| Zoning By-Law Amendment – Basic Amendment, Temporary Use, Interim Control  | \$2,460.00   | --   |
| Zoning By-law Amendment – Remove Holding Symbol, By-law renewal  | \$1,265.00   | --   |
| Concurrent Official Plan and Zoning Amendment – Major Amendment  | --   | \$2,950.00   |
| Concurrent Official Plan and Zoning Amendment – Major Amendment  |  | \$2,790.00   |
| Plan of Subdivision  | --   | \$1,055.00   |
| Condominium  | --   | \$745.00   |
| Subdivision Agreement  | --   | \$740.00   |
| Consent  | --   | \$530.00   |
| Development Agreement  | --   | \$270.00   |
| Minor Variance/Permission  | \$1,215.00   | --   |
| Site Plan Control  | --   | \$760.00   |
| Site Plan Control Agreement  | --   | \$435.00   |
| Part Lot Control By-law, validation of title   | --   | \$350.00   |
| Pre-submission Consultation – Official Plan, Zoning by-law Amendment, Subdivision, Condominium                       | --   | \$150.00   |
| Pre-submission Consultation – Consent, Minor Variance, Development Agreements, Part-lot Control, Validation of Title | --   | \$100.00   |

# Recommended Fees

- Recommend Fee structure per enabling authority of the *Planning Act* and the *Municipal Act*







# Town of Ingersoll

## Engineering Fees

# Legislative Framework

## Municipal Act (Section 391)

- Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,
- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control

# Scope of Engineering Services

- Review/inspection of lot grading and drainage plans
- Review/inspection of site alterations
- Inspection review services for subdivisions and site plans
- Peer reviews of technical documents
- Issuance of entrance permits, culvert installations and removal, curb cuts
- Issuance of encroachment permits and road occupancy permits
- Approvals for canopies, banners and directional signs
- Approvals for hoarding covered ways and scaffolding
- Regulation of oversized loads
- Approval of street names and changes
- Regulating street closings for events
- Conducting traffic counts, collision data for private sector requests
- Regulating roadway and traffic signal/sign damage reinstatement
- Administrative fees for document copying, information searches, letters of compliance



# Methodology

- Similar to Building Permit Fees
- Calculate direct and indirect costs for planning services and support services
- Includes costs of salaries, benefits and overhead for all employees involved in process.
- Full cost-recovery model



# Sample Calculation

| A   | B                                | C        |
|---|----------------------------------|----------|
| <b>Staff Position &amp; Av. # hrs. spent per function (hours)</b> | Lot Grading and Drainage (hours) | Cost     |
| <b>Engineer</b>   | 0.25                             | 19.55    |
| <b>Senior Engineering Technologist</b>                            | 0.5                              | 30.30    |
| <b>Administrative Asst.</b>                                       | 0.25                             | 9.83     |
| <b>Other (Pubic Works)</b>  |                                  |          |
| <b>Total # Hours</b>  | 1                                |          |
| <b>Total - Direct Costs</b>                                       |                                  | 59.67    |
| <b>Support Services - Indirect Costs</b>                          |                                  |          |
| <b>Council</b>  |                                  |          |
| <b>Department</b>   |                                  |          |
| CAO   |                                  |          |
| <b>Clerks Department</b>  |                                  |          |
| Clerk   |                                  |          |
| Deputy Clerk  |                                  |          |
| <b>Finance</b>  |                                  |          |
| Finance Officer   |                                  |          |
| Deputy Treasurer/HR   | 0.25                             | 21.97    |
| <b>IT Systems</b>   |                                  |          |
| IT Systems Manager  |                                  |          |
| IT/Systems Officer  |                                  |          |
| <b>Building</b>   |                                  |          |
| CBO   |                                  |          |
| <b>Fire Department</b>  |                                  |          |
| Fire Chief  |                                  |          |
| Deputy Fire Chief   |                                  |          |
| Fire Inspector  |                                  |          |
| <b>Planning Department</b>  |                                  |          |
| Planner   |                                  |          |
| <b>Total - Indirect Costs</b>                                     |                                  | \$ 21.97 |
| <b>Grand Total Costs</b>  |                                  | \$ 81.65 |
| <b>Recommended Fees</b>   |                                  | \$80.00  |

Type of Service

Time Allocation

Cost including salary, benefits and overhead

Indirect Costs

Total Costs

# Recommended Fees

- Lot grading/drainage \$ 80
- Subdivision Inspection \$1,105
- Site Plan Inspection \$ 680
- Entrance permits/culverts/curb cuts \$ 140
- Encroachment permits/hoarding \$ 75
- Canopies/banners/signs \$ 75
- Street Names and Changes \$ 40
- Street Closings \$ 215
- Traffic Counts \$ 145
- Admin Fees: compliance letters \$ 60

# **Recommended Fees – Other Services Charge-out Rates**

- **Town Engineer - \$80.00/hour**
- **Senior Engineering Technologist - \$60.00/hour**
- **Administrative Assistant - \$40.00/hour**
- **Public Works Manager - \$70.00**

# Recommendations

- Adoption of Fee Schedule under *Municipal Act* including fees for charge out rates.







Office of the Council  
320 Chippewa Road  
Muncey, ON N0L 1Y0  
Tel: 519-289-5555 Fax: 519-289-2230

# CHIPPEWAS OF THE THAMES FIRST NATION



Administration Office  
320 Chippewa Road  
Muncey, ON N0L 1Y0  
Tel: 519-289-5555 Fax: 519-289-2230

April 13<sup>th</sup>, 2015

Glen Murray, Minister  
Environment and Climate Change  
Public Information Centre  
2nd Floor, Macdonald Block  
M2-22 – 900 Bay Street  
Toronto ON M7A 1N3

Dear Mr. Murray:

**RE: SOUTHWESTERN LANDFILL – REQUEST FOR CANCELLATION**

---

As a rights-bearing First Nation in southern Ontario, we are taking this opportunity to express our disapproval of the proposed landfill at the Carmeuse Lime (Canada) Beachville Operations located at 374681 37th Line (Oxford County Road 6), Zorra Township in Oxford County. Therefore, we request a cancellation to the Terms of Reference for the proposed Landfill site.

While we have had some engagement with the Proponent regarding our concerns about the landfill, aboriginal consultation requirements have not been met by the Crown.

As the Province of Ontario is aware, we recently signed the Big Bear Creek land claim Settlement Agreement and have provisions in our land claim settlement agreement that identifies 5,120 acres as a lands that the federal government has agreed to add back to the reserve; and the siting of this landfill is within the site selection area for our land claim settlement lands.

Concerns were expressed with the project proponent and it was stated to the proponent that the proposed landfill site fall within our land claim settlement area. Secondly, that future operation of the landfill may impact our aboriginal and treaty rights, given that it is situated on the Thames River, which is our ancestral fishery area. Third, we also mentioned to the proponent that the Chippewas of the Thames First Nation rely on water that is sourced from the Thames River and we have grave concerns about this type of development and its siting in southern Ontario, and the lack of benefits to First Nations in the area given its cumulative effects.

Our aboriginal and treaty rights have been recognized by the courts and the federal Crown. Aboriginal consultation has not been met in this instance, and a number of others, because delegated project proponents do not have the expertise nor mandate to deal with these issues raised, including implementation issues of land claim settlement agreements, and the upholding of s. 35 rights.

Moreover, in our reading of the recent *Keewatin* decision, we feel that the courts have clearly placed the onus of all natural resources issues in the realm of provincial jurisdiction and therefore Ontario must now address and be a partner in the implementation issues of First Nation treaty and land claim settlement agreements in order to uphold s. 35 of the *Constitution Act*.

Further, we also feel that our Big Bear Creek land claim Settlement Agreement, and the land provisions in particular, has provided definitive documentation and recognition to our prior use and occupation of land for a broad geographic area; and so we are now looking to decisions by the Supreme Court whereby some First Nations must be consulted at the strategic or land use planning level. Chippewas of the Thames falls within this category because of its modern land claim agreement and treaties.

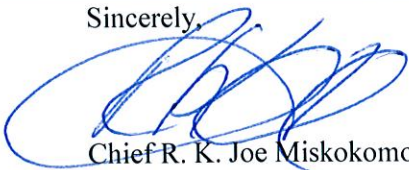
Provincial policy issues regarding waste management, in particular waste originating from the area known as the Golden Horseshoe, is a significant land use planning and decision process that requires something more than project notification and proponent engagement with First Nations in the receiving area. Broader policy approaches by the Crown are needed with First Nations, as we find the Golden Horseshoe leaving its ecological footprint in our land claim settlement agreement area for a second time as a potential user of this new landfill, as we are currently host to the Green Lane Landfill.

We are critical of the provincial approach to these issues because there are larger land use planning decisions and impacts associated with these projects, and we should not have to continue with assertions with each individual proponent for landfill initiatives that are for the same purpose. We feel that it is the Province that must become more informed on our land claim and treaty agreements and that we should not be limited to engaging with individual proponents about our concerns.

In keeping with the *Honour of the Crown*, we are requesting you in your capacity as Minister to place a moratorium on this particular landfill and any others located in our traditional territory. Along with the moratorium we are also looking for a better decision making framework for waste management projects with an appropriate level of dialogue with First Nations in order to engage on these issues at the strategic or land use planning level, and not on a project-by-project basis.

To discuss this matter further, please do not hesitate to contact me at (519) 289-5555.

Sincerely,



Chief R. K. Joe Miskokomon  
Chippewas of the Thames First Nation

C: Premier, Ontario, Kathleen Wynne  
Minister of Aboriginal Affairs, Ontario, David Zimmer  
London District Chiefs Council  
Grand Chief, Union of Ontario Indians, Patrick Madahbee  
Ontario Regional Vice Chief, Chiefs of Ontario, Stan Beardy  
Margaret Lupton, Mayor Zorra Township [mlupton@zorra.on.ca](mailto:mlupton@zorra.on.ca)  
Don MacLeod, Chief Administrative Officer, Zorra Township [dmacleod@zorra.on.ca](mailto:dmacleod@zorra.on.ca)  
David Mayberry, Mayor Southwest Oxford Township and Warden County of Oxford [mayor@swox.org](mailto:mayor@swox.org)  
Mary Ellen Greb, Chief Administrative Officer, Southwest Oxford Township  
Peter Crockett, Chief Administrative Officer, County of Oxford [pcrockett@oxfordcounty.ca](mailto:pcrockett@oxfordcounty.ca)  
Ted Comiskey, Mayor, Town of Ingersoll [mayor@ingersoll.ca](mailto:mayor@ingersoll.ca)





May 6<sup>th</sup>, 2015

Dear Mayor and Members of Town Council,

On behalf of the Run Ingersoll Committee, I am writing to inform you of our upcoming event, the Run Ingersoll: Sprint into Summer running event. Run Ingersoll is a community running event that is family-focused, while attracting competitive runners. Our goal is to encourage people of all ages and abilities to become more active and aware of a healthier lifestyle. Run Ingersoll, formerly Ingersoll Harvest Run, will take place **on Sunday, June 14<sup>th</sup>**. The first event is the Ingersoll Pharmasave 1K Family Fun Run and it will take place in Victoria Park at 9:00am. The Erie Thames Power 5K and the Tremblett's Independent 10K will start at 9:20am and will follow the attached routes. All funds raised from this event are in support of the Fusion Youth Centre.

A route safety plan has been approved by the OPP and the route details are attached in Appendix A. We will have 20+ volunteer marshals along the route, plus members of the OPP to assist with traffic. We don't require any roads to be closed, traffic will be stopped to allow runners bypass on the roads shown on Appendix A. The route is shown on the map, along with where we plan to have OPP and marshals along the route (subject to change).

The route has been approved by Ingersoll Public Works Department and Oxford OPP have confirmed their availability to marshal traffic flow during event.

We are requesting Council's permission to allow the Run Ingersoll Committee to host their 1<sup>st</sup> annual Run Ingersoll Event (formally Harvest Run which ran for 8 years) on Sunday, June 14, 2015 from 9am-11am and further that council authorize the Run Ingersoll Committee to utilize various streets in the Town of Ingersoll for the Run Ingersoll event (Run Ingersoll routes Appendix A)

Sincerely Yours,

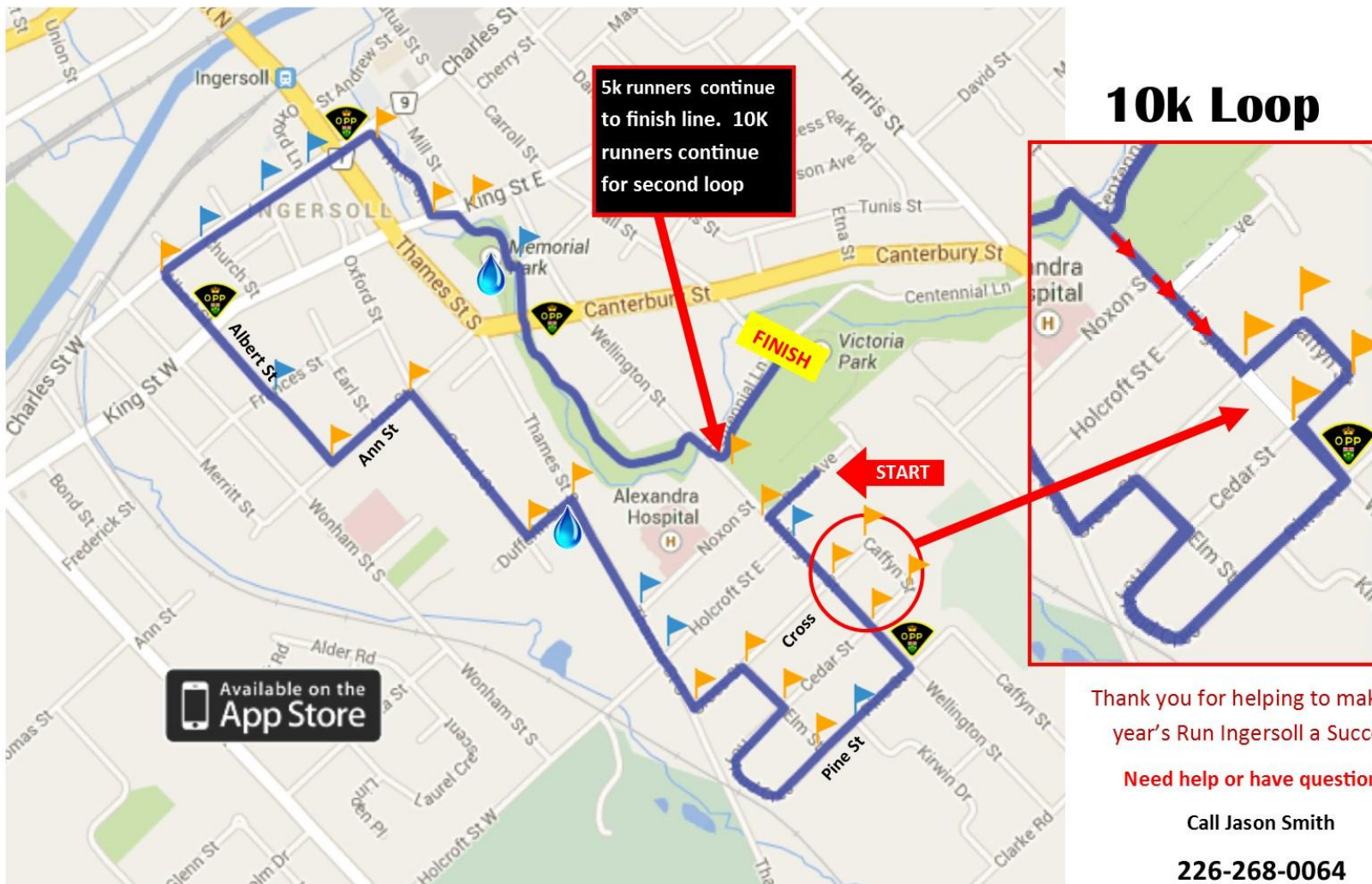
A handwritten signature in blue ink, appearing to read 'Jason Smith', with a long, sweeping underline.

Run Ingersoll Volunteer Committee  
Jason Smith  
[jsmith@ingersoll.ca](mailto:jsmith@ingersoll.ca)

Appendix A



**Run Ingersoll Route– June 14, 2015**  
**Marshal's Map**



Thank you for helping to make this year's Run Ingersoll a Success!

**Need help or have questions?**

Call Jason Smith

**226-268-0064**

April 7, 2015

Town of Ingersoll  
130 Oxford Street  
2<sup>nd</sup> Floor  
Ingersoll, On N5C 2V5

*Re: Conflict of Interest as it relates to the Town of Ingersoll's Procurement of Goods and Services Policy.*

Dear Mayor and Members of Council,

I write this letter in hopes to inform Council of the potential conflict of interest that I have with G&L Printing and Promotional Services and Spot Marketing Group (divisions of CLG Strategic Think Inc.), a company that my wife Michelle and I have built here in Ingersoll. As an employee of the Town of Ingersoll I feel that I have a responsibility to ensure Council and Senior Administration are made aware of any direct, indirect or perceived conflicts I may personally have with the Town of Ingersoll's Procurement of Goods and Services Policy. Although over the years I have always been clear with senior administration about this conflict, I believe that informing Council is necessary.

In September of 2005 Michelle and I started our own Print and Promotional Company in Woodstock, later moving it to Ingersoll in 2006. Our business has continued to grow and mature over the years with local, regional and national customers. Recently we have incorporated as CLG Strategic Think Inc., with two operating divisions. Michelle as the primary operator for the business deals with the day-to-day operations and management of the company. Although I don't work fulltime in the company, I am a shareholder and primarily assist Michelle with business development and account management on my own time afterhours and on weekends.

Michelle on occasion will quote on printing, marketing and promotional projects that the Town of Ingersoll has requested or advertised, thus representing the conflict I have with the Town's Procurement Policy. As a shareholder in CLG Strategic Think Inc., which operates two divisions, G&L Printing and Promotional Services and Spot Marketing Group, I have a direct conflict, as I would have potential gain from any successfully awarded contract or quote.

With this letter I am requesting that Council consider passing a resolution, which would either allow or not allow permission for G&L Printing and Promotional Services and Spot Marketing Group to bid on Town projects. If permission is granted I would suggest, that as we have in the past, I would be removed as an employee of the Town of Ingersoll from all levels of discussions, and all decision making responsibilities as it relates to any bid or quote being submitted. I would also suggest that as it relates to my area of responsibility as Manager of the Fusion Youth Centre that G&L Printing and Promotional Services and Spot Marketing Group would never bid or quote on anything related to the Fusion Youth Centre's budget. This has been the practice in the past.

As you know, in small towns many people have to wear many different hats and thus conflicts of interest arises often. I believe it is important to deal with conflicts of interest head on and in a transparent manner. I thoroughly enjoy brining my entrepreneurial experience to my work with the Town of Ingersoll, and value my role with the Municipality. I firmly believe in ethical business practices and ensuring that any direct, indirect or perceived conflicts of Interests are made known. Regardless of the outcome of this letter, I respect the decision of Council and appreciate the time you have taken to consider this letter.

Sincerely,



Jason Smith

PlayRight Playgrounds Ingersoll  
45 Charles Street W  
Ingersoll, ON  
N5C 2L5

Town of Ingersoll  
130 Oxford Street  
Ingersoll, ON  
N5C 2V5

Attention: Ann Wright

RE: Victoria Park Project

As requested by staff, we are writing today to request permission from council to facilitate the installation of playground equipment in Victoria Park during the summer of 2015 in cooperation with the Ingersoll Parks & Recreation department.

The project will be completed in three stages:

- 1) Excavation of the playground site. These services will be provided by Amico as a donation, and will include site locates. These are tentatively scheduled for late June
- 2) Installation of core playground components. These services will be completed by ABC Recreation.
- 3) PlayRight Playgrounds Ingersoll with both ABC Recreation and the Parks And Recreation department will host a community build similar to the event held at Kensington Park in 2013. This is tentatively scheduled for July 3, 4, 5. A grand opening event will be hosted later in the summer.

It is our expectations that this project will follow the same process that occurred with the Kensington and Garnett Elliott builds, working in coordination with the Parks and Recreation department. This includes any transfer of ownership actions and transfer of funds from PlayRight to the Town of Ingersoll.

If there are any questions please do not hesitate to contact me directly at [dave@playrightplaygrounds.com](mailto:dave@playrightplaygrounds.com) or 226-228-4199.

Please provide a copy of the endorsed resolution from council to the address above, so that we can confirm production and develop the project schedule with our partner organizations.

Thank-you

Dave Cripps  
Executive Director PlayRight Playgrounds Ingersoll



**Corporation of the Town of Ingersoll  
By-Law 15-4802**

---

**A By-law to provide for the levy and collection of special charges in respect  
of the Business Improvement Area for the year 2015.**

**WHEREAS** subsection 208(1) of the Municipal Act S.O. 2001 c. 25 as amended, provides that the council of a municipality shall in each year levy a special charge upon rate-able property in a Business Improvement Area which has been designated under subsection 204(1); by levy upon rate-able property in the improvement area that is in a prescribed business property class; or by levy upon rate-able property in the improvement area that is in a prescribed property class and that, in council's opinion derives benefit from the improvement area.

**NOW THEREFORE** the Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1) That for the purpose of the Board of Management of the Ingersoll Business Improvement Area, there be levied and collected the sum of \$77,780 as per Schedule "A" attached on all rate-able Commercial, Shopping Centre and Industrial properties within the area defined by By-law No. 87-3314. The above levy is comprised of a fixed, special non-refundable fee of \$100 per annum per property plus a taxation levy.
- 2) That Schedule "A" attached hereto forms part of this by-law.

**READ** a first and second time in Open Council this 11<sup>th</sup> day of May, 2015.

**READ** a third time in Open Council and passed this 11<sup>th</sup> day of May, 2015.

---

**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**

"SCHEDULE A"

Town of Ingersoll  
 Business Improvement Area  
 2014 Budget and Tax Rates

|                              | 2014<br>Budget    |
|------------------------------|-------------------|
| <i>Administration</i>        |                   |
| LUNCH WAGON PERMITS          | -100.00           |
| MUNICIPAL TAX LEVY           | -77,780.00        |
| MUNICIPAL SUPPLEMENTARY LEVY | -1,000.00         |
| INTEREST EARNED              | -300.00           |
| OFFICE SUPPLIES              | 300.00            |
| TELEPHONE                    | 250.00            |
| POSTAGE                      | 800.00            |
| PHOTOCOPIER                  | 400.00            |
| SUBSCRIP AND PUBLICATIONS    | 125.00            |
| NEW EQUIPMENT                | 150.00            |
| INSURANCE                    | 600.00            |
| MEMBERSHIP FEES              | 300.00            |
| MEETINGS & CONFERENCES       | 2,500.00          |
| STAFF TRAINING               | 300.00            |
| AUDIT FEES                   | 2,200.00          |
| TAX REFUNDS/ABATEMENTS       | 5,000.00          |
| PROMOTION & MEALS            | 1,895.00          |
| EQUIPMENT REPAIRS & MAINT    | 75.00             |
| TRSF TO OWN FUNDS - GEN FUND | 3,000.00          |
| CONTRIBUTION TO RESERVE BIA  | 2,135.00          |
|                              | <u>-59,150.00</u> |

| Property Class     | 2014 Tax Rate |
|--------------------|---------------|
| CommercialCT       | 0.00193401    |
| Commercial CU      | 0.00135381    |
| Commercial CX      | 0.00135381    |
| New Commercial XT  | 0.00193401    |
| Shopping Centre ST | 0.00193401    |
| Shopping Centre SU | 0.00135381    |
| Industrial IT      | 0.00267455    |
| IndustrialiiU      | 0.0017384     |

|                               |                  |
|-------------------------------|------------------|
| <i>Promotion</i>              |                  |
| MISCELLANEOUS - RECOVERIES    | -500.00          |
| RIB FEST PROCEEDS             | -23,300.00       |
| TRSFs FROM OWN FUNDS-RESERVES | -15,000.00       |
| OFFICE SUPPLIES               | 100.00           |
| NEW EQUIPMENT                 | 150.00           |
| ENTERTAINMENT                 | 500.00           |
| RIBFEST EXPENSES              | 27,500.00        |
| MIDNIGHT MADNESS              | 7,000.00         |
| AUGUST DT SIDEWALK DAYS       | 4,000.00         |
| STUDIES & SURVEYS             | 16,500.00        |
| ADVERTISING - RADIO           | 5,500.00         |
| ADVERTISING                   | 5,000.00         |
| GRAPHICS & PRINTING           | 3,000.00         |
| GRANTS TO VOLUNTARY ORG       | 4,000.00         |
| HONOURS & AWARDS              | 500.00           |
| CHRISTMAS PARADE              | 2,500.00         |
| MISCELLANEOUS EXPENSE         | 600.00           |
|                               | <u>38,050.00</u> |

|                            |                  |
|----------------------------|------------------|
| <i>Beautification</i>      |                  |
| MISCELLANEOUS REVENUE      | -600.00          |
| STREET DECORATIONS         | 10,000.00        |
| EQUIPMENT REPAIRS & MAINT  | 1,000.00         |
| FACADE FORGIVABLE LOAN     | 2,500.00         |
| TRSF TO OWN FUNDS-GEN FUND | 8,200.00         |
|                            | <u>21,100.00</u> |
|                            | <u>0.00</u>      |





**Corporation of the Town of Ingersoll  
By-Law 15-4803**

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**A by-law to govern the proceedings of the Council of the Corporation of the Town of Ingersoll and the appointed Committee thereof and repeal By-law No. 11-4645**

**WHEREAS** Section 238 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

**WHEREAS** Council of the Corporation of the Town of Ingersoll is desirous of changing Procedural By-law No. 11-4645 to reflect the changes in the composition of Council, the Committees of Council and to establish revised rules of order and procedures governing Council, its members and the calling of meetings;

**AND WHEREAS** Section 130 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to the health, safety and well-being of the inhabitants of the municipality;

**NOW THEREFORE** the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the proceedings of the Council and its Committees, the conduct of the members and the calling of meetings shall be governed by the provisions and regulations contained in this By-law and as attached as Schedule 'A'.
2. Schedule 'A' attached hereto shall form part of this By-law. This By-law may be cited and referred to as "The Procedure By-law".
3. That By-law No. 11-4645, as amended, is hereby repealed.
4. That this By-law shall come into force and be effective on the date of the third and final reading thereof.

**READ** a first and second time in Open Council this 11<sup>th</sup> day of May, 2015.

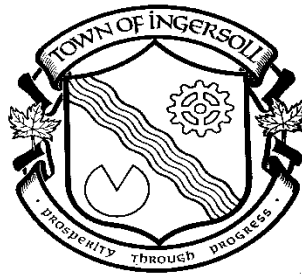
**READ** a third time and finally passed in Open Council this 11<sup>th</sup> day of May, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**The Procedure By-Law**  
**By-Law No. 15-4803**

**TABLE OF CONTENTS**

**Title Page ..... 1**

**Table of Contents ..... 2**

**1.0 Definitions ..... 4**

**2.0 General Provisions ..... 7**

**3.0 Meetings ..... 7**

    3.1 Place ..... 7

    3.2 Inaugural or First Council Meeting ..... 8

    3.3 Regular Council Meetings ..... 8

    3.4 Special Council Meetings ..... 8

**4.0 Calling a Meeting to Order ..... 9**

**5.0 Duties of the Presiding Officer ..... 10**

    5.1 Roles and Responsibilities ..... 10

    5.2 Deputy Mayor or Acting Mayor ..... 12

**6.0 Notice ..... 12**

**7.0 Council Meeting Agenda ..... 12**

    7.1 Order of Business ..... 12

    7.2 Disclosure of Pecuniary Interest ..... 14

    7.3 Monthly and Special Staff Reports ..... 14

**8.0 Minutes ..... 14**

**9.0 Correspondence and Petitions ..... 15**

**10.0 Delegations and Presentations ..... 15**

    10.1 Delegations ..... 15

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

|  |           |
|--|-----------|
| 10.2 Presentations.....                      | 17        |
| <b>11.0 Committee of the Whole.....</b>      | <b>17</b> |
| <b>12.0 Committees .....</b>                 | <b>17</b> |
| <b>13.0 Rules of Conduct of Members.....</b> | <b>19</b> |
| <b>14.0 Rules of Conduct of Staff.....</b>   | <b>20</b> |
| <b>15.0 Rules of Debate in Council.....</b>  | <b>21</b> |
| <b>16.0 Motions and Amendments.....</b>      | <b>23</b> |
| 16.1 Notice of Motions .....                 | 23        |
| 16.2 Motions to be Seconded.....             | 23        |
| 16.3 Stating the Question.....               | 23        |
| 16.4 Motion Ultra Vires.....                 | 24        |
| 16.5 Question on the Floor.....              | 24        |
| 16.6 Previous Question.....                  | 24        |
| 16.7 Amendments .....                        | 24        |
| 16.8 Privileged Motion.....                  | 25        |
| 16.9 Motion to Adjourn .....                 | 25        |
| 16.10 Reconsideration .....                  | 26        |
| <b>17.0 Voting on Motions.....</b>           | <b>26</b> |
| <b>18.0 By-laws .....</b>                    | <b>27</b> |
| <b>19.0 Closed Meeting .....</b>             | <b>28</b> |
| <b>20.0 Adjournment .....</b>                | <b>29</b> |
| <b>21.0 Use of Mobile Devices.....</b>       | <b>29</b> |

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

**22.0 Press Releases .....29**

**23.0 Taping and/or Recording of Meetings.....29**

**24.0 Public Meetings under the *Planning Act* .....30**

**25.0 Repeal or amendment of this By-law .....30**

**26.0 Miscellaneous .....30**

## 1.0 Definitions

- 1.1 **'Act'** means the *Municipal Act, 2001 S.O. 2001 c. 25*, as amended from time to time.
- 1.2 **'Ad Hoc Committee'** means a committee established by Council for a specified purpose.
- 1.3 **'Advisory Committee'** means a committee established by Council with an on-going mandate or purpose.
- 1.4 **'Chair'** means the position of the person appointed to preside, or presiding at, a meeting, whether that person is the regular presiding officer or not.
- 1.5 **'Clerk'** means the position of the person appointed, by By-law pursuant to Section 228 of the Act, as the Clerk of the Corporation of the Town of Ingersoll.
- 1.6 **'Closed Meeting'** means a meeting of the Council or Committee that is not open to the public, pursuant to Section 239 of the Municipal Act, 2001 (the Act).
- 1.7 **'Committee'** means any advisory, ad-hoc or other committee, subcommittee or Special Committee of Council of which all members shall be appointed by by-law.
- 1.8 **'Committee of the Whole'** means all members present sitting in Council. The purpose of this committee is to enable the Council to give detailed consideration to a matter under conditions of freedom approximating that of a committee. When sitting as Committee of the Whole, the results of votes taken are not final decisions of the Council, but have the status of recommendations which the Council is given the opportunity to consider further and which it votes on finally under its regular rules.
- 1.9 **'Council'** means the elected members of the Town when they sit in deliberative assembly.
- 1.10 **'Defer', 'Deferred' or 'Deferral'**, when used in connection with matter or item before the Council or a committee, means that the said matter or item is to be dealt with at the next or specified meeting of the same body.
- 1.11 **'Deputy Mayor'** means the member of Council elected to act in the place of the head of Council (Mayor) when the head of Council is absent or refuses

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council.

- 1.12 **'Local Board'** includes any person performing any public function prescribed by regulation but does not include a police services board.
- 1.13 **'Mayor'** means the Mayor or, in absence of the Mayor, the Deputy Mayor, or Acting Mayor and may be referred to as the Head of Council.
- 1.14 **'Meeting'** means an event wherein business is transacted for any regular, special, committee or sub-committee of the Council or local board, as the case may be.
- 1.15 **'Member'** means a member of Council or a committee.
- 1.16 **'Motion'** means a proposal by a member to resolve and effect a decision.
- 1.17 **'Motion for Division of the Assembly'** means a motion made after the Chair has stated the *Question*, requiring a vote, either about to be taken on a *Question*, or any other motion under consideration, or a vote previously taken and the results announced by the Chair, to be taken again by rising of each member present, and does not include a vote by show of hands.
- 1.18 **'Open Meeting'** means all meetings of Council or committee excluding "Closed Meetings" as defined in this section.
- 1.19 **'Personal Privilege'** means a motion to *Raise a Question of Privilege*, of an urgent nature that affects a right of privilege of the council, Committee or of an individual member.
- 1.20 **'Point of Order'** means a statement made by a member during a meeting, drawing to the attention of the Chair a breach of the rules of procedure.
- 1.21 **'Presiding Officer'** means the Mayor or Chair while presiding at a meeting or such other person as may be authorized to do so in his/her absence.
- 1.22 **'Privileged Motion'** means a motion that does not relate to pending business, but that does relate to special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. a Privileged Motion involves one of the five following motions, listed in ascending order of precedence: *Call for the Orders of the Day, Raise a Question of Privilege, Recess, Adjourn, and Fix the Time to Which to Adjourn.*

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 1.23 **'Question'** means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and 'on the floor' can a motion be debated and put to a question of the members for proper resolution (*Question On the Floor*).
- 1.24 **'Quorum'** means a majority of the members of a municipal council or committee.
- 1.25 **'Refer', 'Referred' or 'Referral'**, when used in connection with a matter or item before the Council or committee, means that the said matter or item is referred to the body or person named in the motion specified for further consideration or action, prior to reporting back to Council or committee.
- 1.26 **'Resolution'** means a decision of Council on any motion or committee recommendation.
- 1.27 **'Rules of Procedure'** means the rules and regulations provided in this by-law and, where necessary, *Robert's Rules of Order (Newly Revised)*.
- 1.28 **'Recorded Vote'** means that if a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote. Section 246 (2) specifically notes that a failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 1.29 **'Substantive Motion'** means any original main motion that introduces a substantive question as a new subject for the consideration of the Council, except one of the following:
- i) to refer;
  - ii) to amend
  - iii) to lay on the table
  - iv) to postpone indefinitely or to another day certain; or,
  - v) to adjourn.
- 1.30 **'Statutory Committee'** means a committee required by legislation to be established by Council with an on-going mandate or purpose.
- 1.31 **'Town'** means the Corporation of the Town of Ingersoll



## **2.0 General Provisions**

### **Rules of Procedure**

- 2.1 The short title of this By-law is the 'Procedure By-law'.
- 2.2 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees appointed by Council.
- 2.3 In respect to questions or concerns regarding these rules and regulations, the decision of the Chair presiding shall be final, subject to only an appeal to the Council. In the case of a conflict concerning the application of these rules, 'Robert's Rules of Order (Newly Revised)' may be consulted as an interpretative aid.
- 2.4 All meetings of the Council of the Town of Ingersoll and all meetings of the Committees of Council shall be open for attendance by the public, except in the case of a Closed Session, as noted in Section 19.1.
- 2.5 This by-law shall not apply to boards and statutory committees that are incorporated and have their own by-laws or procedural by-law.
- 2.6 Except where it is provided otherwise, any one or more of these rules may be temporarily suspended on a two-thirds (2/3) majority vote of the members of Council, except where such suspension may be contrary to the *Municipal Act, 2001*.

## **3.0 Meetings**

### **3.1 Place**

- 3.1.1 The meetings of the Council of the Town of Ingersoll shall be held at the Council Chambers, the Town Centre, 130 Oxford St. in Ingersoll or at such other place as Council may approve except as otherwise provided by this by-law.
- 3.1.2 The Clerk may provide for a meeting to be held at such other place where the Council Chambers may not be able to accommodate the number of anticipated participants.
- 3.1.3 When a Closed Meeting matter is listed on a Council Agenda, Council may open a meeting in the JC Herbert Room for the purpose of convening into a Closed Meeting or may reconvene for a Closed Meeting when the Closed Meeting is listed on the agenda.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

3.1.4 A Council education and training session, held in accordance with the *Municipal Act*, 2001, may be held at other facilities in the Town.

3.1.5 In the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality pursuant to Section 236 (1) of the *Act*.

### **3.2 Inaugural or First Council Meeting**

3.2.1 The Inaugural or First Meeting of the Council of the Corporation of the Town of Ingersoll, being the meeting after a regular election held pursuant to Sections 3, 4 and 5 of the *Municipal Elections Act*, S. O. 1996 c. 32, as amended, shall be held on the first Monday of December at 7:00 o'clock in the evening. The Inaugural Meeting will be only for the Declarations of Office and Oaths of Allegiance.

### **3.3 Regular Council Meetings**

3.3.1 After the Inaugural meeting, the regular meetings of Council shall be held on the second Monday of each month at 6:00 p.m. local time, unless otherwise approved through a resolution of the Council or at the direction of the Mayor and upon two-thirds (2/3) majority support through a phone or e-mail polling of Council.

3.3.2 Notwithstanding any other provisions of this by-law the scheduling of Council meetings may be altered by Council or the Clerk when deemed necessary to provide for public participation with respect to a specific issue of public interest.

3.3.3 Council shall approve at or before the Regular Meeting in November of each year, the schedule of Council meetings for the following calendar year.

### **3.4 Special Council Meetings**

3.4.1 In addition to Regular Meetings, Special Meetings of the Council shall be held upon a petition of Council or upon direction of the Mayor at any time. The purpose of the special meeting can be to inquire or report on any matter considered of interest to the Council.

3.4.2 Upon receipt of a written petition of the majority of the members of Council or direction of the Mayor, the Clerk shall summon a Special Meeting for the purpose and at the time set out in the petition. Notice shall be given through the Clerk and the notice shall set out the date, time, place and the item(s) to be considered at the Special Meeting.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 3.4.3 A minimum of forty-eight (48) hours' notice must be given prior to the holding of a Special Meeting.
- 3.4.4 Notwithstanding any other provisions this by-law, a Special Council Meeting called to deal with an emergency or a matter that impacts on the welfare, health and well-being of the residents or of staff, the notice of provision may be waived by the Mayor.
- 3.4.5 No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

### **4.0 Calling a Meeting to Order**

- 4.1 As soon after the hour fixed for the holding of the meeting of Council or Committee as a quorum is present, the Mayor or Chair shall call the meeting to order.
- 4.2 If no quorum is present ten (10) minutes after the time appointed for a meeting of the Council or Committee, the Clerk or Chair shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting.
- 4.3 If a member is unable to attend a meeting, they are to inform the Clerk or Chair as to the nature of the absence in order that it is recorded as personal business, other municipal business or illness.
- 4.4 In the event that the Mayor or Chair does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council or committee, the Acting Mayor or Vice-Chair shall preside until the arrival of the Mayor or Chair, and while presiding, shall have all the powers of the Mayor or Chair.
- 4.5 In the case the Mayor or Deputy Mayor is unable to attend the meeting, the members will, by resolution duly motioned and seconded, appoint a Chair. While so presiding, the Chair shall have all the powers of the head of Council.
- 4.6 Should the Mayor or Deputy Mayor, as the case may be, arrive after the meeting has been called to order, the presiding officer shall relinquish the position of the Chair to the Mayor or Deputy Mayor, as the case may be, immediately after the current item of business on the Council Orders of the Day is considered or otherwise disposed.
- 4.7 The seat of a member of Council shall be declared vacant if the member is absent from a meeting of Council for three (3) consecutive months without

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

being authorized so to do by a resolution of council pursuant to Section 259 (1) of the *Act*.

- 4.8 Except where unavoidable due to circumstances of extreme emergency, no member shall absent himself/herself from any regular meeting of Council without having provided reasonable notice of such absence to the Head of Council or the Clerk prior to the commencement of the meeting from which the member shall be absent.

### **5.0 Duties of the Presiding Officer**

#### **5.1 Roles and Responsibilities**

- 5.1.1 It shall be the duty of the Mayor or other duly appointed presiding officer at a meeting to:

- a) open the meeting by taking the chair and calling the members to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive, in the proper manner, all motions presented by the members of Council and to submit these motions as questions for proper debate;
- d) put to a vote all questions which are duly moved and seconded, when necessary or motions that arise in the course of proceedings and to announce the results;
- e) decline to put to a vote motions which infringe upon the Rules of Procedure;
- f) restrain the members, within the Rules of Procedure, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) call by name any member persisting in breach of the Rules of Procedure, thereby ordering the member to vacate the member place;
- i) do all matters to permit the meetings to proceed in an orderly and efficient manner;
- j) authenticate by his or her signature, when necessary, all by-laws and Minutes of Council;

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- o) inform the member of the Council, when necessary or when referred to for the purpose, on any point of order;
  - p) represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
  - q) ensure that the decisions of the Council are in conformity with the laws and by-laws governing the activities of the Council;
  - r) receive all messages of goodwill and other similar communications and announce them;
  - s) adjourn the meeting without question in the case of grave disorder arising during the meeting, or suspend the sitting of Council, until a time to be named by the Mayor, and,
  - t) adjourn the meeting when the business of Council is concluded.
- 5.1.2 The Mayor may, without leaving the Chair, speak to any question under consideration and prior to the question being disposed of by Council.
- 5.1.3 When the Mayor is called upon to decide a point of order or procedure, the Mayor shall state the rule or authority applicable to the case, and make a ruling, if necessary in consultation with the Clerk; and, if an objection is made to the ruling by at least two members, the Mayor shall submit said ruling to a vote of council, without debate, in the following words:
- “SHALL THE RULING OF THE CHAIR BE SUSTAINED?”
- and the decision of the Council shall be final.
- 5.1.4 When two or more members concurrently request to speak on an issue, the Mayor shall name the member who is first to be heard and the other member(s) shall have the privilege of speaking thereafter in the order named by the Mayor.
- 5.1.5 The Mayor, except when disqualified to vote by reason of pecuniary interest or any other Statute of the Province, may vote on consideration of a motion for Division of the Assembly, and may vote with the other members on all questions.
- 5.1.6 When the Mayor sees fit to exercise the right to vote on any question before the Council, the Mayor may explain the vote.

## **5.2 Deputy Mayor or Acting Mayor**

- 5.2.1 When the Mayor is unable to carry out his duties through illness or otherwise, when the Mayor is absent from the office in the course of their duties or on vacation or an approved leave or refuses to act or his office is vacant, the Deputy Mayor or Acting Mayor shall have all of the powers and duties of the Mayor and shall chair all meetings, but can only be exercised, pursuant to the Act or any other Statute of the Province.
- 5.2.2 The duties of the Deputy Mayor may include other duties as defined by Council.

## **6.0 Public Notice**

- 6.1 The Clerk shall provide the public with notice of the Council meeting schedule by annually posting a calendar of the meetings on the Town of Ingersoll website. Any amendments to or cancellations of the meeting dates shall be posted as required.
- 6.2 The meeting agenda shall constitute notice of each meeting. The agenda shall include the time, location of the meeting and all relevant material on a matter to be considered by Council.
- 6.3 Notice shall be provided as per the Public Notice By-law and policy.
- 6.4 Posting of the Regular Council Meeting agenda will occur, unless due to unforeseen circumstances, at the latest by 5 p.m. on the Friday prior to the Council meeting and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.
- 6.5 Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting. and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.

## **7.0 Council Meeting Agenda**

### **7.1 Order of Business**

- 7.1.1 The order of business for the regular meetings of Council shall be as follows:

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

1. Call to Order
2. Disclosures of Pecuniary Interest
3. Adoption of Meeting Minutes
  - (a) Regular Council
  - (b) Special Council
  - (c) Committees of Council
  - (d) Other
4. Correspondence – Note and File
5. Consideration of Accounts
6. Consideration of Staff Monthly Reports
7. Consideration of Staff Special Reports
8. Consideration of Correspondence & Resolutions
9. Public Meetings
10. Consideration of Petitions, Delegations & Presentations
11. Consideration of By-laws
12. Notice of Motions
13. Upcoming Council Meeting
14. Closed Meeting
15. Consideration of Matters Arising from Closed Session
16. Adjournment

- 7.1.1 An agenda for a Special Meeting, Council workshop or committee meeting is not required to include all agenda headings listed above.
- 7.1.2 Business shall be considered in the order set forth on the agenda, unless otherwise determined by Council or the committee.
- 7.1.3 A change in the order of items listed on the agenda for the consideration of the regular business items may be permitted on a majority approval of the members.
- 7.1.4 The items on the agenda not dealt with before the meeting is adjourned shall be noted and repeated on the next agenda. This includes items of business not tabled due to lack of time.
- 7.1.5 Any person, member of Council, or member of staff, at any time prior to the preparation of the agenda, may file in writing with the Clerk, an item for inclusion on the Council agenda. Agenda preparation takes place on the Wednesday preceding a Regular Meeting of Council.
- 7.1.6 Not less than forty-eight (48) hours, including weekends and holidays, before the time appointed for the holding of a Regular Meeting of Council, the Clerk shall deliver to each member an agenda and all related materials.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

7.1.7 An agenda for a Special Council Meeting shall be provided prior to at the Special Meeting. If materials are available, it will be the intent of the Clerk to deliver, an agenda and all related materials for a Special Council Meeting, forty-eight (48) hours prior to the time of the Special Council Meeting.

7.1.8 It shall be the duty of the Clerk to ensure that the minutes of the last Regular Meeting and any and all special and committee meetings held more than seven (7) days prior to a Regular Meeting are included on the next Regular Meeting agenda for approval.

### **7.2 Disclosure of Pecuniary Interest**

7.2.1 Any member having a pecuniary interest shall disclose the interest and the general nature thereof prior to any consideration of the matter at the Meeting in accordance with the *Conflict of Interest Act*.

### **7.3 Monthly and Special Staff Reports**

7.3.1 Staff Reports shall be considered by the Council sitting in Committee by resolution.

7.3.2 Staff Reports shall be reviewed by Council and appropriate questions directed to the staff person through the Presiding Officer or Chair.

7.3.3 Staff Reports shall be accepted in Open Council by resolution.

## **8.0 Minutes**

8.1 The Clerk shall prepare minutes for all Council, Committee of the Whole and Closed Meetings and shall receive minutes from all other committees.

8.2 The minutes of a meeting shall record, without note or comment, all resolutions, decisions and other proceedings of the council which shall include the place, date and time of the meeting.

8.3 Such minutes as referred to in 8.1 may be received or received and adopted by Council without having been read at the meeting considering the question of their adoption.

8.4 The Clerk may audio record, to supplement the handwritten notes of the Clerk, the open meeting proceedings of Council or a Council workshop by audio tape, digital recording or other means of recording.



## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 8.5 The audio taped or digital recording of proceedings are not intended to, and do not, replace the written minutes of the proceedings of Council as adopted by resolution by Council.
- 8.6 Any recording of the proceedings will be destroyed upon adoption of the written minutes of the proceedings of Council.
- 8.7 When the minutes have been adopted by Council they shall be signed by the Mayor and the Clerk. All minutes shall be bound in suitable volumes and indexed and filed in accordance with the Record Retention By-law.

### **9.0 Correspondence and Petitions**

- 9.1 All petitions shall be on a form supplied by the Town and/or submitted in accordance with the Town's policy on petitions.
- 9.2 All correspondence or every petition to be presented to the Council shall be legibly written or printed, dated and contain a brief description of the subject matter and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- 9.3 If, in the opinion of the Mayor or presiding officer, the correspondence or petition contains any obscene or improper matter or language, the Mayor or presiding officer shall decide whether it should be included in the agenda for a Council meeting.
- 9.4 To be placed on the upcoming Regular Meeting agenda, any correspondence or petition must be submitted to the Clerk no later than 4:00 p.m. on the Wednesday of the week preceding the Regular Council Meeting.
- 9.5 Upon the decision of the Mayor or presiding officer, subject to the provisions of this by-law, the Clerk shall provide a copy of the correspondence or petition to Council, but may be required to read part or all thereof by any member during the meeting.

### **10.0 Delegations and Presentations**

#### **10.1 Delegations**

- 10.1.1 Persons desiring to appear before Council as a delegation or to present a petition or make a presentation shall submit a request, in writing, to the Clerk no later than 4:00 p.m. on the Wednesday preceding the day of the Council meeting, stating the person's complete name, address, telephone number, reasons for their appearance and if applicable, the name, address,

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

and telephone number of any person, corporation or organization which they are representing. Persons addressing Council shall confine their remarks to the stated business.

10.1.2 If a staff report is required to provide further information as a result of a delegation, the matter shall be referred to the appropriate department to report back to Council at the next appropriate meeting.

10.1.3 Any person or persons, not being members of Council, desiring to address the Council, shall be permitted to do so on a motion to that effect being carried by a majority vote of the members present.

10.1.4 A delegation shall be permitted to speak for a maximum of ten (10) minutes and possibly another ten (10) minutes for any questions of clarification.

10.1.5 Notwithstanding 10.1.4, a delegation consisting of two or more persons, shall be permitted to have two speakers only with each speaker being limited to speaking for a maximum of ten (10) minutes and ten (10) minutes for any questions of clarification.

10.1.6 Persons who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, request to be heard and apply in writing to the Clerk may be heard upon majority approval of Council at the time of discussion, if it is considered either (a) urgent business; or, (b) matters listed on the agenda.

10.1.7 The priority in which delegations are heard shall be in accordance with the following:

- a) Known and listed delegations;
- b) Delegations who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, apply in writing to the Clerk by 12:00 p.m. the date of the meeting, to be heard on a particular matter, if the matter is scheduled agenda business or if the matter is as defined under urgent business; and,
- c) Delegations that are heard in accordance with the application of the section regarding the suspension of the rules.

10.1.8 No person(s) shall be permitted to have delegation status to speak to the same subject more than one time unless otherwise requested by Council.

## **10.2 Presentations**

10.2.1 Members of staff, consultants or agencies may be asked to present an oral or written briefing report at the appropriate time during the meeting dealing with a specific item of business. Such information is not classified as a delegation.

10.2.2 Notwithstanding 10.1.4, the Clerk may schedule presentations by staff, staff retained consultants and other government bodies or agencies for the purpose of presenting information to Council which exceed the maximum time limit of ten (10) minutes.

## **11.0 Committee of the Whole**

11.1 Council may, by motion, move into Committee of the Whole, at any time.

11.2 The rules governing the procedure of Council and the conduct of members, shall be observed in Committee of the Whole, so far as they are applicable except that:

(a) Motions may be moved orally;

(b) Motions do not require a seconder;

(c) More discussion may be allowed, as determined by the committee;

(d) Committee of the Whole proceedings shall be ratified by Council prior to action being taken as a result of the proceedings.

11.3 Chairs of the Committee of the Whole, as listed on Regular Meeting agendas, are alternated through the members of Council on a monthly basis.

11.4 A member may by motion to move into the Committee of the Whole to consider Staff Reports.

11.5 The proceedings of the Committee of the Whole shall not be entered into the minutes.

11.6 A motion to "rise and report" shall be decided without debate.

## **12.0 Committees**

12.1 A committee may be established by Council at any time as is deemed necessary for consideration of matters within its jurisdiction.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 12.2 The Mayor shall be an ex-officio member of all committees and shall be entitled to all the rights of membership in a committee.
- 12.3 Membership on a sub-committee shall be from among the members of the committee to which the sub-committee shall report.
- 12.4 Membership on a committee may be extended to non-members from Council.
- 12.5 The Clerk or an employee of the corporation as recognized as a staff liaison shall provide support to a committee.
- 12.6 No committee shall meet while Council is in session.

### **12.7 *Advisory and Ad Hoc Committees***

- 12.7.1 Advisory and Ad Hoc Committees of Council shall be governed by the rules of this by-law as they are applicable.
- 12.7.2 Advisory and Ad Hoc Committees shall be appointed by by-law and such appointment shall be for the term of Council.
- 12.7.3 Advisory and Ad Hoc Committees shall consist of a number of members as set out in their Terms of Reference.
- 12.7.4 Ad Hoc Committees may be appointed for some special purpose, on a motion of a member, duly seconded and carried by the majority of the Council.
- 12.7.5 When an Ad Hoc Committee has completed its mandate with a final report to Council, it dissolves automatically.
- 12.7.6 Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chairperson of such Committee from among the members.
- 12.7.8 A majority of all members of a Committee shall constitute a quorum.
- 12.7.9 Members of Council may attend meetings of any Advisory or Ad Hoc Committees to which they are not appointed members. They shall not be allowed to vote nor take part in discussion or debate, except by the permission of the majority of the members of the committee.

12.7.10 No order or authority to do any matter or thing shall be recognized as emanating from any Committee, unless it is in writing to the Council and approved by Council resolution.

### **13.0 Rules of Conduct of Members and Other Attendees**

13.1 A member or other attendees shall not:

1. Speak disrespectfully of the Reigning Sovereign, of any member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any member of the Senate, of any member of the House of Commons of Canada, or any member of the Legislative Assembly of the Province of Ontario;
2. Speak on any subject other than the subject under debate;
3. Criticize any decision of the Council or Committee, except for the purpose of moving in accordance with the provision of the applicable section requesting reconsideration of that question;
4. Disturb the Council or Committee by any disorderly deportment or conduct;
5. Use profane or offensive words or insulting expressions;
6. Disobey the rules of the Council or Committee or a decision of the Chair or the Council or Committee on points of order or on the interpretation of the Rules of Procedures;
7. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

13.2 A member shall:

1. Obtain the permission of the Chair to speak, prior to speaking to a question or motion;
2. Have the right to speak first in debate, if he or she is the author of the Question on the Floor or other motion under consideration;
3. When intending to introduce a motion, do so immediately, but may preface the motion with a few words of explanation, of which such words must not become a speech;

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

4. When more than one member addresses the Chair at the same time, allow the Chair to name the member entitled to speak first, but may make a motion to change the priority of the speakers;
5. When they are called to order by the Chair, immediately cease speaking unless allowed to explain;
6. Obey the ruling of the Chair, subject to appeal to the Council or Committee in accordance with Section 5.1.3.

13.3 If the Chair desires to leave the position of the presiding officer before adjournment and fail to call some member to the position of the presiding officer, the Council or Committee may appoint a member to preside over the meeting until the business of the meeting is finished.

### **14.0 Rules of Conduct of Staff**

14.1 All staff will act in accordance with the Staff Code of Conduct.

#### **14.2 Clerk**

14.2.1 The Clerk shall, in addition to those duties prescribed by law, or by any by-law or resolution of the Council, perform the following duties:

- a) Supply all information relative to his/her office as the Council may require;
- b) Conform with all directions of the Council consistent with the by-laws of the Town and perform those duties prescribed elsewhere in this by-law;
- c) Notify the members of a committee of any meeting of the committee, when notified by the Head of Council or the Chair of a Committee, a minimum of forty-eight (48) hours in advance of the meeting;
- d) Attend or have a designate attend all meetings of Council and to record the minutes, orders, and requests of all such meetings as required by the Act; and,
- e) Provide, at the request of the chair, points of clarification arising from the interpretation of this by-law.

### **14.3 Staff Members**

- 14.3.1 Each staff member shall act in accordance with all statutory duties and shall act in a professional and respectful manner when addressing Council.

### **15.0 Rules of the Debate in Council**

- 15.1 Every member previous to speaking to any question or motion, shall address the Chair.
- 15.2 Every member present at a meeting of the Council when a question is put to vote (*Putting the Question*), shall vote thereon unless prohibited by any Statute of the Province, in which case the Clerk shall so record in the minutes.
- 15.3 If any member present at a meeting of the Council when a question is put to a vote and a recorded vote is taken, does not vote, he or she shall be deemed as voting in the negative except where he or she is prohibited from voting by any Statute of the Province, pursuant to Section 246(2) of the *Act*.
- 15.4 If a member disagrees with the announcement of the Chair that a question is carried or lost the member may, but only immediately after the declaration of the result by the Chair, object to the Chair's declaration and request a recorded vote to be taken or make a motion for *Division of the Assembly*.
- 15.5 When a recorded vote is requested, either before or after the vote but before proceeding with the next item of business, the Clerk shall call the names of each member starting with the name of the member so requesting, then proceed to the member sitting on the immediate right of the requesting Council Member then continue to move clockwise until each member of Council has voted and the Clerk shall record the name and vote of every member on any matter or question.
- 15.6 When the Chair calls for the vote on a question, each member shall occupy his or her seat and shall remain in his or her seat and shall remain in his or her place until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.
- 15.7 When a member is speaking no other member shall pass between the speaker and the Chair, or interrupt the speaker except to raise a point of order.

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 15.8 Any member may require the *Question on the Floor* motion under discussion to be read at any time during the debate but no so as to interrupt a member while speaking.
- 15.9 No member shall speak more than once to the same question without leave of the Council, except that a reply shall be allowed to be made only by a member who has presented the motion to the Council, but not by any member who has moved an amendment or a procedural motion.
- 15.10 No member shall speak to the same question, or in reply, for longer than four (4) minutes, without the leave of Council.
- 15.11 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Chair.
- 15.12 Notwithstanding the applicable section, when a member has been recognized as the next speaker, then immediately before speaking, such member may ask a question of or through the Chair on the *Question on the Floor* or matter under discussion but only for the purpose of obtaining information, following which the member may speak.
- 15.13 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provide by these Rules of Procedure:
1. a point of order;
  2. a privileged question;
  3. presentation of a petition;
  4. to adjourn;
  5. to lay on the table;
  6. to put the *Question on the Floor* to a vote.
- 15.14 The following matters and motions with respect thereto may be introduced without notice and without leave, but such motions shall be in writing signed by the mover and seconder, except as otherwise provided by these Rules of Procedure:
1. to amend;
  2. to suspend the Rules of Procedure;
  3. to postpone indefinitely;
  4. to postpone to a certain time;
  5. to go into the Committee of the Whole.



## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 15.15 During the proceedings of the Council or in the Committee of the Whole, the matter or motion shall be decided by the Chair who may, if necessary, consult with the Clerk, subject to an appeal to the Council upon a point or order, in accordance with Section 5.1.3.

### **16.0 Motions and Amendments**

#### **16.1 Notice(s) of Motion**

- 16.1.1 Notice of all new motions, except motions listed in Sections 15.13 and 15.14, shall be given in writing and duly signed at a meeting of Council or Committee, but shall not be debated until the next regular meeting of Council or Committee unless if such motion is delivered to the Clerk at least six (6) full business days preceding the date of the meeting at which such motion is to be introduced; and such motion shall be printed in full in the Agenda for that meeting of the Council or Committee and each succeeding meeting until the motion is considered or otherwise disposed.
- 16.1.2 When a member's *Notice of Motion* has been called from the Chair for two (2) successive meetings and not duly considered or otherwise disposed, it shall be dropped from the Agenda unless the Council or Committee otherwise decides.
- 16.1.3 If, at the third meeting, such notice of motion is put to a question by the Chair and not considered or otherwise disposed, it shall be deemed to have been withdrawn.
- 16.1.4 Any motion may be introduced without notice if the Council, without debate, dispenses with the notice requirements of Section 16.1.1, on the affirmative vote of at least two-thirds of the members present and voting.

#### **16.2 Motion to be Seconded**

- 16.2.1 A motion must be formally seconded before the Chair *States the Question* and can put the *Question* to a vote, or before the Clerk can record the motion and its result in the minutes.

#### **16.3 Stating the Question**

- 16.3.1 When a motion is presented in Council in writing, it shall be read aloud by the Chair.
- 16.3.2 When a motion is presented in Council orally, it shall be stated by the Chair and recorded by the Clerk before debate can occur.

#### **16.4 Motion Ultra Vires**

16.4.1 A motion in respect of a matter which is beyond the jurisdiction of the Council or Committee shall not be in order.

#### **16.5 Question on the Floor**

16.5.1. After a motion is stated by the Chair it shall be deemed to be in the possession of the Council or Committee but the motion may, with the permission of the Council, be withdrawn by the mover and seconder at any time before the Question is put or any amendment(s) made thereto.

16.5.2 A *Question on the Floor* for a decision must duly be considered or otherwise disposed before any other motion can be received, except other matters as listed in the applicable section.

16.5.3 A motion to refer a *Question on the Floor* to Committee of the Whole, a Committee of Council or an Advisory Body shall preclude all amendments of the main question until the motion to refer is duly considered or otherwise disposed.

#### **16.6 Previous Question**

16.6.1 A motion for the *Previous Question* is the motion used to bring the Council to an immediate vote on one or more pending *Questions*. It has the effect of closing debate and preventing any further amendment of the *Question On the Floor*. It does not prevent the making of any *Privileged Question*, nor does it prevent a special order set for a particular hour from interrupting the pending business.

16.6.2 A motion for the Previous Question only can be moved using the following words: "THAT THE QUESTION NOW BE PUT."

16.6.3 A motion for the *Previous Question* cannot be proposed when an amendment, pursuant to Section 16.7, is under consideration.

16.6.4 A motion for the *Previous Question* is not allowed in Committees.

#### **16.7 Amendments**

16.7.1 A motion to *Amend* shall adhere to the following rules:

1. be presented in writing (*Primary Amendment*) and duly seconded;

Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

2. be relevant or germane to the *Question On the Floor*;
3. not be used to amend something previously adopted;
4. not be worded such as to propose a direct negative of the *Question On the Floor*;
5. be duly considered or otherwise disposed of by Council or Committee before a previous amendment of the same question;
6. be amended only once (Secondary Amendment), and any further amendment must be to the main question;
7. be put to a vote in the reverse order to that in which it is so moved; and,
8. may be used to separate and dispose of distinct parts of a question.

**16.8 Privileged Motion**

16.8.1 A *Privileged Motion* shall receive the immediate consideration of the Chair and when resolved the *Question On the Floor*, so interrupted, shall be resumed at the point where it was suspended.

**16.9 Motion to Adjourn**

16.9.1 A *Motion to Adjourn* shall always be in order, except as provided in Section 16.9.2.

16.9.2 A *Motion to Adjourn* is not in order when:

1. a member is speaking to the *Question on the Floor*;
2. a member has already indicated to the Chair that he or she desires to speak to the *Question on the Floor*;
3. proposed during a vote or during the verification of a vote; or,
4. proposed immediately following the affirmative resolution for the *Previous Question*.

16.9.3 A *Motion to Adjourn* a meeting of Council shall be duly seconded, without debate and put to vote.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

16.9.4 A *Motion to Adjourn* the final regular meeting of Council's term, wherein unfinished business remains at the time of adjournment, has the effect of causing said unfinished business to fall to the ground. Such business may be introduced at the next session of Council, however, the same as if it had never been brought up.

16.9.5 A *Motion to Adjourn*, when resolved in the negative, cannot be made again until after some intermediate proceedings have been considered and disposed of by Council.

16.9.6 Immediately after a *Motion to Adjourn* has been put to a vote, and resolved in the affirmative, the Chair will declare the meeting adjourned, but not before allowing the members the time to motion for *Division of the Assembly*.

### **16.10 Reconsideration**

16.10.1 The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote.

16.10.2 No discussion of a main question, once resolved, shall be allowed unless reconsidered.

16.10.3 After any question has been resolved, except a motion not subject to debate or one of indefinite postponement, any member who voted in the majority may, at the same or the subsequent meeting, make a motion for *Reconsideration* thereof.

16.10.4 A motion for Reconsideration shall include a statement by the mover of at least one valid reason why the main Question, so previously decided, must be reconsidered by Council.

16.10.5 No motion for Reconsideration shall be introduced, unless it is moved and seconded by two members from among those who voted with the majority that carried the main motion or Report.

16.10.6 No motion shall be reconsidered more than once.

### **17.0 Voting on Motions**

17.1 Immediately preceding the taking of the vote, the Chair shall state the *Question On the Floor* in the form introduced, in the precise form in which it will be recorded in the minutes.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 17.2 After a *Question On the Floor* is stated by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 17.3 Only members present when the Question On the Floor is stated by the Chair shall be entitled to vote on the question.
- 17.4 The manner of determining the decision of the Council or Committee on a Question On the Floor shall be decided prior to the vote being taken and at the discretion of the Chair, unless otherwise decided by Council
- 17.5 Whenever the vote regarding the Question On the Floor results in a tie, the questions shall be deemed to have been resolved in the negative.

### **18.0 By-Laws**

- 18.1 Every By-law, previous to its being adopted by council, shall receive three readings.
- 18.2 Following approval by resolution of the introduction of the by-law(s) and the first and second reading, the by-law(s) shall be referred to the Committee of the Whole by resolution for discussion and amendment.
- 18.3 On the first and second reading following introduction, amendment or debate shall not be permitted. All amendments and debate on the context of the by-law(s) shall be restricted to Committee of the Whole.
- 18.4 The Committee shall rise, by written resolution, to report the by-law(s) passed in Committee with or without amendments. A vote to defeat the by-law(s) shall be taken at this stage.
- 18.5 By resolution, the by-law(s) shall be read a third time as presented or amended.
- 18.6 Every by-law passed by the Council shall:
  - (a) be numbered and dated on which the three readings were given and shall be entered thereupon by the Clerk; and,
  - (b) be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

## 19.0 Closed Meeting

- 19.1 Except as provided in the *Municipal Act* s. 239 (2) and (3) all meetings shall be open to the public.
- 19.2 Meetings closed to the public must be closed by a motion to "Proceed into a *Closed Meeting*" with the said motion, duly seconded and passed, stating the general nature of the matter(s) to be considered at the *Closed Meeting*.
- 19.3 Where the public is excluded from a meeting, or portion thereof, no vote may be taken except a vote on a procedural matter or for the giving of directions or instructions to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- 19.4 A meeting held for the purpose of educating or training the members of Council, local board or a committee may be closed to the public, provided that no member discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Council, local board or committee.
- 19.5 For an education or training session, the resolution must state the reason it is to be closed under Section 239, subsection 3.1 of the *Municipal Act*, 2001.
- 19.6 The number of times a member may speak to any question shall not be limited during a *Closed Meeting*, provided that no member shall speak more than once until every member who desires to do so shall have spoken.
- 19.7 A member present at a *Closed Meeting* shall, prior to consideration of any matter, declare any pecuniary interest, direct or indirect, and the general nature thereof; and said member shall leave the *Closed Meeting*, or part thereof, during which the matter is under consideration. Said declaration shall be recorded in the minutes.
- 19.8 Any matter raised by a member, while in a *Closed Meeting* that was not listed on the resolution to "Proceed into "*Closed Meeting*", shall not be considered.
- 19.9 A motion to adjourn a *Closed Meeting* shall always be in order and be decided without debate, except when a member is in possession of the floor.

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

- 19.10 A copy of any report or document circulated as part of an agenda regarding a confidential matter shall be returned to the Clerk at the end of the meeting for destruction.
- 19.11 On reconvening in public session, the Chair shall accept a motion to resolve the matter publicly, or alternatively advise that direction had been given to staff during the closed meeting in accordance with the Municipal Act, 2001.

### **20.0 Adjournment**

- 20.1 The Council may adjourn its meeting from time to time.
- 20.2 The Council shall adjourn at the hour of 11:00 p.m. local time, if in session at that hour, unless a motion to continue receives at least two-thirds (2/3) vote of the majority of members present.
- 20.3 A Regular Council Meeting shall not be adjourned until a by-law confirming the proceedings of that meeting to the time of adjournment has been presented to and dealt with by the Council.

### **21.0 Use of Mobile Devices**

- 21.1 With the exception of the Fire Chief, all other cell phones, pagers, radios, etc. shall be switched to "off", silent or non-audible mode upon entry to the Council Chamber or meeting room.

### **22.0 Press Releases**

- 22.1 No individual member of Council or staff shall undertake to issue press releases or claim to speak on behalf of the Council without permission granted by motion in Council or municipal by-law or other direction of Council or the CAO.

### **23.0 Taping and/or Recording of Meetings (by other than the Clerk)**

- 23.1 Council or committee meetings, not held in closed, may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by any other licensed telecommunications company or by any other media at the back of the Council Chambers or meeting room and in such a manner as not to interfere with the proceedings of the meeting.
- 23.2 Should the recording interfere with the proceedings of the meeting, the recording privileges may be withdrawn. The ruling of the Presiding Officer

## Schedule 'A' to By-law 15-4803 The Town of Ingersoll Procedure By-law

or Chair shall be final unless by appeal to the Council which shall decide upon the question without debate.

- 23.2 All media are to advise the Clerk at the beginning of the meeting of their intention to record.

### **24.0 Public Meetings under the *Planning Act***

- 24.1 Public meetings held pursuant to the *Planning Act* shall be held, whenever practical and in accordance with Notice Requirements, at 7:00 pm on the second Monday of every month during a Regular Council Meeting.

### **25.0 Repeal or Amendment of This By-Law**

- 25.1 This By-law is not to be amended or repealed except by a majority of all members of Council present.
- 25.2 No amendment or repeal of this By-law is to be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council.

### **26.0 Miscellaneous**

- 26.1 For the purposes of this By-law, words used in the present tense include the future tense; words in singular number include the plural and words in the plural include the singular number; and the word "shall" is mandatory.





**Corporation of the Town of Ingersoll  
By-Law 15-4804**

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**A bylaw to provide for the Public tendering and Procurement policy for the Town of Ingersoll**

**WHEREAS** the Municipal Act, Chapter, S.O. 2001, as amended, states that the council of a municipality must establish a public tendering and procurement policy in respect of the municipality's acquisition of goods or services by purchase, hire-purchase, lease, rental or other agreement;

**AND WHEREAS** the objective of the procurement function is to provide Departments with goods, services and construction on a timely basis, as efficiently as possible, and for the best value;

**AND WHEREAS** the Council of the Town of Ingersoll recognizes the need for a clear and concise policy concerning procurement;

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Procurement of Goods and Services for the Town of Ingersoll shall be governed by the provision and regulations contained in this By-law and as attached as Schedule 'A';
2. That Schedule 'A' attached hereto, in substantially the same form, shall form part of this By-law; and
3. Further that this by-law shall become effective and come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 11<sup>th</sup> day of May, 2015.

**READ** a third time in Open Council and passed this 11<sup>th</sup> day of May, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**Policy Title:** Procurement of Goods and Services

**Effective Date:** *Draft*

**Review Date(s):**

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## INDEX

- 1.0 LEGISLATIVE AUTHORITY
- 2.0 PURPOSE OF PURCHASING POLICY
- 3.0 GENERAL PROVISIONS
- 4.0 APPLICATION
- 5.0 DIRECTOR OF FINANCE RESPONSIBILITIES
- 6.0 EMPLOYEE RESPONSIBILITIES
- 7.0 CONSULTING FIRM RESPONSIBILITIES
- 8.0 FINANCIAL ACCOUNTABILITY
- 9.0 CONTRACT ADMINISTRATION
- 10.0 REQUESTS FOR VENDOR INPUT
- 11.0 GRATUITIES
- 12.0 LOCAL VENDOR/SUPPLIER PREFERENCE
- 13.0 ISSUING/AUTHORIZATION OF PURCHASE
- 14.0 ADVERTISING
- 15.0 BID ADDENDUM
- 16.0 BID DEPOSITS
- 17.0 BONDING REQUIREMENTS
- 18.0 INSURANCE
- 19.0 RISK MANAGEMENT
- 20.0 RECEIPT OF BIDS
- 21.0 BID ANALYSIS
- 22.0 BID IRREGULARITIES
- 23.0 BIDS WITH EQUAL TOTAL PRICES
- 24.0 PROCESS FOR REDUCING COST OF OVERBUDGET BID SUBMISSIONS
- 25.0 BID WITHDRAWAL
- 26.0 DISPUTE RESOLUTION
- 27.0 DISPOSAL OF SURPLUS GOODS
- 28.0 SOURCE SELECTION CRITERIA
- 29.0 SOURCE SELECTION METHODS AND APPROVAL AUTHORITY
- 30.0 SMALL PURCHASES (Up to \$1,000)
- 31.0 INFORMAL QUOTATIONS (\$1,000 up to \$5,000)

- 32.0 FORMAL QUOTATIONS (\$5,000 up to \$25,000)
- 33.0 SEALED TENDERS (\$25,000 and up)
- 34.0 REQUEST FOR PROPOSAL
- 35.0 SOLE SOURCE PURCHASES
- 36.0 EXCEPTION BASIS
- 37.0 EQUIPMENT REPAIRS
- 38.0 PURCHASE AT PUBLIC AUCTION
- 39.0 EMERGENCY PURCHASES
- 40.0 LONG-TERM TENDERS/QUOTATIONS
- 41.0 PURCHASING PROCESS REVIEW
- 42.0 PURCHASING PROCEDURES
- 43.0 EXEMPTION BY COUNCIL
- 44.0 TECHNOLOGY SOLUTIONS
- 45.0 NO LOBBYING

#### Schedule "A" BID IRREGULARITIES

### **1.0 LEGISLATIVE AUTHORITY**

- 1.1 The *Municipal Act, 2001* Part VI, Section 270, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services.
- 1.2 As per the Integrated Accessibility Standard Regulation under the Accessibility for Ontarians with Disabilities Act 2005, all municipal and local board procurement of goods and services will incorporate accessibility criteria and features where it is practical to do so. If it is determined that it is not practical to do so, an explanation as to why it is not practical to do so will be noted where it can be shared as necessary.

### **2.0 PURPOSE OF PURCHASING POLICY**

- 2.1 The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2 An open and honest process shall be maintained that is fair and impartial.
- 2.3 The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process, by providing clear direction and accountabilities.

### **3.0 GENERAL PROVISIONS**

- 3.1 No contract or purchase shall be divided to avoid any requirements of this policy.

- 3.2 The Department Head shall be responsible for the preparation of specifications. Such specifications are to be generic or “as equivalent”.
- 3.3 No employee of the Town of Ingersoll will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any of the monies to be derived there from, unless by resolution of Council prior to award.
- 3.4 If any staff has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by the Chief Administration Officer (CAO).
- 3.5 No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy. Goods and services that are obtained without following the provisions of the aforementioned will not be accepted and any invoices received will not be processed for payment.
- 3.6 The Town does not accept bids made by a Department submitted in response to a bid solicitation where the provision of the goods or services will be provided entirely by the employees of the Town otherwise known as In House Bids.
- 3.7 The Town may participate with other entities in co-operative purchase ventures when the best interests of the Town will be served.
- 3.8 No tender, proposal or quotation will be accepted from any company inclusive of its subcontractor, which has a claim or instituted a legal proceeding against the Town without prior approval by Council.
- 3.9 All departments shall review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical as determined by the Department Head, specifications are amended to provide for expanded use of products and services that contain post-consumer recyclable waste and/or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is also recognized that a cost analysis may be required in order to ensure that the products are made available at competitive prices in order to increase the development and awareness of Environmentally Sound Products.
- 3.10 Any recommendation to award will be in favour of a bidder meeting specifications, terms and conditions of the tender and whose tender offers the lowest ultimate cost to the Town for the goods or services being tendered with due consideration of the importance of quality, service and price.
- 3.11 All bids submitted become the property of the Town. They will be received and held in confidence by the Town subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. To assist in maintaining

the integrity of the bid process, persons participating in a procurement process shall in addition to all other provisions of this Purchasing Policy, handle information and bids submitted in confidence, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- 3.12 Information pertaining to the Town obtained by the proponent as a result of participation in a project is confidential and must not be disclosed without written authorization of the Town.
- 3.13 Notwithstanding section 3.10 of this Purchasing Policy, after the deadline for receipt of bids has passed, for all purchases made in accordance with this Purchasing Policy, the names of bidders and the total prices offered, but not unit prices or information which could reveal unit prices, except in cases where the Town requested unit prices in place of total prices are to be released. Further, where total prices have been requested by the Town and submitted with the bid, then unit prices and information which could reveal them, shall not be disclosed or made public, except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **4.0 APPLICATION**

The following committees, local boards and Towns are bound by this Policy:

Ingersoll Business Improvement Area

#### **5.0 DIRECTOR OF FINANCE RESPONSIBILITIES**

The Director of Finance is responsible for the management, organization and administration of a town-wide, municipal purchasing function, as well as developing policies and procedures for the Purchasing function.

#### **6.0 EMPLOYEE RESPONSIBILITIES**

Each employee empowered to create, authorize and issue Purchase Orders in the name of the Town, is to understand that these steps constitute a commitment by the Town to honour the purchase of goods and services from vendors, for which the employee is to be held accountable.

#### **7.0 CONSULTING FIRM RESPONSIBILITIES**

- 7.1 Should it be deemed advantageous to engage the services of a consultant in the bidding process, the Department Head must ensure the consultant is aware of and follows the Town's purchasing policies and procedures.
- 7.2 Consultants are to provide a copy of any documentation being issued in the Town's name, to the department prior to issuance.

## **8.0 FINANCIAL ACCOUNTABILITY**

- 8.1 Prior to the adoption of annual budget, operating supplies and service purchases shall continue at the level set out in the prior year. Capital purchases shall not be made until the current year budget is approved or Council approval is obtained. Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less recoverable HST.

## **9.0 CONTRACT ADMINISTRATION**

- 9.1 It shall be the responsibility of the Department Head to enforce the contract terms, conditions and specifications.
- 9.2 The Department Head of the requisitioning department may make the vendor ineligible for award for a period of up to two years on the basis of documented poor performance, non-performance or conflict of interest. This could include but is not limited to failure to meet completion dates, follow instructions, non-compliance with the *Occupational Health and Safety Act*, R.S.O. 1990 c.01 as amended, failure to comply with the terms and conditions of the contract. A written notice of the decision will be provided to the vendor.

## **10.0 REQUESTS FOR VENDOR INPUT**

- 10.1 Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.
- 10.2 When such services are required:
- 1) the contracted vendor will be considered as a consultant and unable to make an offer for the supply of goods and services,
  - 2) shall be paid a fee,
  - 3) and the detailed specifications shall become the property of the Town for use in obtaining competitive bids.

## **11.0 GRATUITIES**

Employees are not to receive any gifts and benefits from suppliers.

## **12.0 LOCAL VENDOR/SUPPLIER**

Town of Ingersoll supplies must be included in all purchasing solicitations where possible. Local vendors will be evaluated the same as any other vendor who responds to the procurement requirements as outlined in this policy.

## **13.0 ISSUING/AUTHORIZATION OF PURCHASES**

Purchases can be issued and/or authorized only by:

- a) Department Head
- b) Staff designated by the Department Head.

## **14.0 ADVERTISING**

Bids shall be advertised on the Town's website and where effective in the opinion of the Department Head in local newspapers and applicable publications or where necessary to comply with all existing statutory regulations.

## **15.0 BID ADDENDUM**

In no instance shall anyone issue any verbal or written changes on a bid. All changes must be done through addendum issued.

## **16.0 BID DEPOSITS**

16.1 Bid deposits of no less than 5% of the estimated value of the work shall be required to accompany bid submissions for all bids for municipal construction projects in excess of \$100,000 or where deemed necessary by the Department Head.

16.2 A bid deposit shall be provided in one of the following formats:

- 1) Bid bonds or an agreement to bond issued by a bonding agency licensed to operate in the Province of Ontario naming the Town as the obliged.
- 2) A certified cheque made payable to the Town.
- 3) An irrevocable letter of credit naming the Town as the beneficiary.
- 4) Money orders made payable to the Town.
- 5) Bank draft made payable to the Town.

16.3 The Town does not pay interest on any bid deposits.

16.4 The Town reserves the right to turn the bid deposit of the successful bidder into a financial guarantee if specified in the bid documents.

## **17.0 BONDING REQUIREMENTS**

17.1 Performance, labour and material, and/or maintenance bonds are required for all construction projects exceeding \$100,000 for a minimum of 50% of the bid amount. The cost for bonding is to be included in the submission price.

17.2 All bonds must be originals, signed and sealed. No facsimile or photocopies will be accepted.

17.3 Where performance, labour and material and/or maintenance bonding is required, an agreement to bond must be included with the bid submission.

17.4 For some smaller construction projects under \$250,000, an irrevocable letter of credit for 100% of the bid amount may be accepted in lieu of bonding if specified in the bid documents. Such irrevocable letter of credit must include terms and conditions acceptable to the Town as specified in the bid documents.

## **18.0 INSURANCE**

18.1 The standard insurance minimums are as follows:

\$5 million – commercial general liability policy

\$2 million – owned and non-owned automotive liability policy

\$2 million – homeowners (e.g. for rental of facilities)

\$2 million – professional errors and omissions liability (as applicable)

\$2 million – environmental impairment liability (as applicable)

The amount of the project cost - Builders Risk (as applicable)

Maximum property Damage/Bodily Injury Deductible \$2,500 for which the Contractor assumes full responsibility

18.2 The successful bidder must provide the Town at their cost a certified copy of a liability insurance policy covering public liability and property damage for no less than the minimum amounts stated above to the satisfaction of the Town and in force for the entire contract period. The policy must contain:

- 1) the owner, its employees and consultants as insureds. The Town and such entities as directed shall be added as additional insureds.
- 2) a Blanket Contractual Liability and Cross Liability endorsements;
- 3) an endorsement certifying that the Town as an additional named insured;



- 4) an endorsement to the effect that the policy will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Town.

## **19.0 RISK MANAGEMENT**

- 19.1 The Director of Finance shall from time to time, as required, review Risk Management Clauses, and develop new Clauses as needed.
- 19.2 The Town is to ensure that any vendors engaged to carry out work for the Town shall comply with any and all applicable Municipal, Provincial and Federal legislation.

## **20.0 RECEIPT OF BIDS**

All sealed Tenders, and Request for Proposals, must be received at the location identified by the department issuing the request. The number of bids issued, number of bids received and the name of the bidders is confidential and must not be divulged prior to the tender opening, except in the case of construction requests for tenders where sub-trades may need to know what general contractors are considering submitting tenders.

## **21.0 BID ANALYSIS**

Bid submissions shall be analyzed by the initiating Department staff and a recommendation made. The dollar amount will determine which level of approval is required. Prior to the undertaking of the work the Department Head is to ensure all the required documentation such as insurance certificates, bonding and CCDC contracts are in place.

## **22.0 BID IRREGULARITIES**

Bid irregularities are defined in Schedule A.

## **23.0 BIDS WITH EQUAL TOTAL PRICES OR GREATER THAN BUDGET**

- 23.1 If two low Bids are found to be equal in price, quality and service, the successful bidder shall be determined by coin toss. The coin toss shall be performed by the Department Head in the presence of the tied bidders should they wish to attend.
- 23.2 In the event that a project is over budget but meets all of the other criteria, the CAO is authorized to approve the transfer of unspent funds from like projects which form part of the approved budget.

## **24.0 PROCESS FOR REDUCING COST OF OVERBUDGET BID SUBMISSIONS**

- 24.1 If the lowest tender is within 10% of the budget amount the Town has the right to reject all bids or negotiate with the low bidder.
- 24.2 If the lowest bid is more than 10% higher than the budget amount the Town has the right to reject all bids, negotiate with the lowest bidder or request potential cost savings from the three lowest bidders and any other bidders who prices are within 10% of the lowest received. All requests and submissions shall be made in writing. Listed sub trades may not be substituted in this process.
- 24.3 Once potential cost savings have been identified the Town has the right to request a final revised bid submission of the bidders.
- 24.4 Requests for potential cost savings shall be limited to deletions from the scope of work and associated changes or changes of materials and finishes. The Town shall not request pricing of significant design modifications without the approval of the bidder(s).

## **25.0 BID WITHDRAWAL**

- 25.1 Requests for withdrawal of a quotation or tender shall be allowed if the request is made before the closing time. Requests must be directed to the Department Head by a Senior Official of the company with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.
- 25.2 Should a bidder wish to withdraw their bid subsequent to the closing time or fails to proceed with the contract, the Town shall first obtain legal advice. At a minimum the bidder may forfeit their bid security and be prohibited from bidding on future opportunities for a period of one year.
- 28.3 The Town reserves the right to withdraw any posted tenders, quotations and Requests for Proposal prior to closing. Such withdrawal will be posted as an Addendum. The Town also reserves the right to accept or reject any bids.

## **26.0 DISPUTE RESOLUTION**

- 26.1 Disputes shall be resolved as follows:
- a) Meeting between the bidder, department representative making the purchase and the Director of Finance.
  - b) If (a) does not lead to a resolution the decision may be appealed to the Chief Administrative Officer.

c) If (b) does not lead to a resolution, the decision may be appealed to Council.

## **27.0 DISPOSAL OF SURPLUS GOODS**

27.1 The Department Heads shall, from time to time, dispose of any surplus goods not required by the Town by way of:

- a) sealed bid,
- b) sale by auction or consignment,
- c) direct negotiation with buyers,
- d) donation to a charitable organization.

27.2 No employee, member of Council or the public shall be allowed to purchase any surplus goods directly from the Town.

27.3 Surplus goods and/or products, at the discretion of the Department Head involved, may become the property of the Contractor, to be disposed of at their discretion.

## **28.0 SOURCE SELECTION CRITERIA**

28.1 The Town uses the following criteria for the selection of the method for the acquisition of goods/services:

- a) total dollar value as estimated for the product/project
- b) availability of vendors capable of supplying product.
- c) pre-determined qualification of vendors/suppliers.
- d) nature of need of product, such as an emergency situation which requires immediate attention.

## **29.0 SOURCE SELECTION METHODS AND APPROVAL AUTHORITY**

29.1 The Town uses the following methods of purchasing Goods and Services:

- 1) Small Purchases (Up to \$1,000)
- 2) Informal Quotation (\$1,000 to \$5,000)
- 3) Formal Quotation (\$5,000 to \$25,000)
- 4) Sealed Tender (Greater than \$25,000)
- 5) Request for Proposal
- 6) Sole Source Purchases
- 7) Purchase at Public Auction
- 8) Emergency Purchases

| Dollar Amount         | Authorization Required   | Process  |
|-----------------------|--|--|
| Up to \$1,000         | Any employee authorized by the Department Head   | Comparison shopping                                  |
| \$1,000 up to \$5,000 | Department Head or designate   | Minimum 3 written prices                             |
| \$5,000 to \$25,000   | Department Head  | Minimum 3 quotations                                 |
| Greater than \$25,000 | Department Head, award approved by CAO and Clerk, tender award to be disclosed in monthly Department Report to Council | Issue of tender document, advertised and sealed bids |

Where and whenever possible and practical, local quotes will be sought from Town of Ingersoll businesses and suppliers.

### **30.0 SMALL PURCHASES (Up to \$1,000)**

30.1 A Small Purchase is one in the amount up to \$1,000 and is for relatively low value and low risk purchases. Comparison pricing should be done where practical. Purchases of a small value, under \$100 may be made via a petty cash fund.

### **31.0 INFORMAL QUOTATION (\$1,000 up to \$5,000)**

31.1 For purchases greater than \$1,000 but less than \$5,000, the Department Head is first to obtain at least three (3) prices in writing (emails are acceptable) whenever possible.

### **32.0 FORMAL QUOTATIONS (\$5,000 up to \$25,000)**

32.1 For purchases greater than \$5,000 but less than \$25,000, the Department Head is first to obtain at least three (3) written quotations whenever possible.

Quotation documents and specifications can be issued and received by e-mail or fax transmission at the Department location.

### **33.0 SEALED TENDERS (\$25,000 and up)**

33.1 For purchases exceeding \$25,000 the competitive sealed tender bidding will be the source selection used.

### **34.0 REQUEST FOR PROPOSAL**

34.1 A Request for Proposal is used when the goods/services are of a highly specialized or flexible nature, such as telecommunications or computer equipment. This allows the Town to generalize the description of the project and this in turn has the vendors provide their bids on the latest and best products in their line.

34.2 Proposals shall be received in a public opening and securities confirmed, where applicable, but bid prices shall not be read out.

### **35.0 SOLE SOURCE PURCHASES**

35.1 A sole source supplier shall be the only acceptable vendor who is able to furnish a certain product or service. In all cases, sole source purchases will not be permitted because there is a preference for a particular brand. The Department Head, in discussion with the Director of Finance, will be responsible for making all sole source determinations. In doing so, the following must be considered:

- a) Is there a lack of responsible competition for a product or service that is vital to the operation of the Town?
- b) Does the supplier possess exclusive capabilities?
- c) Is the product or service unique and easily established as one of a kind?
- d) Can program requirements be modified so that competitive products or services may be used?
- e) Are there patented or proprietary rights that fully demonstrate:
  - 1. A feature providing a superior utility not obtainable from similar products?
  - 2. A product is available from only one prime source, and not merchandized through wholesalers, jobbers or retailers where competition could be encouraged.
  - 3. What would the user department do if the product or service were discontinued?

### **36.0 EXCEPTION BASIS**

The CAO has authority to award to a business as a result of a negotiation with selected vendors on an exception basis up to an annual amount of \$25,000, or higher with Council approval, under the following circumstances:

- a) Where prior open competitive processes have clearly pointed to one or a few suppliers and the CAO is confident that the issuance of a public tender would return similar results.
- b) Where the cost of a public tender process is felt to outweigh any cost savings that may be enjoyed as a result of the process.

- c) Where the extension of an existing contract is in the best financial/operational interest of the Municipality
- d) Where the number of potential vendors who could provide the good/service are limited such that it is more efficient to selectively invite bids rather than issue an open tender document
- e) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- f) Where time is of the essence

### **37.0 EQUIPMENT REPAIRS**

In the case of equipment repairs for amounts not exceeding \$10,000, the Department Head shall be authorized to select from various vendors not solely on the basis of cost, but also on ability, quality of workmanship, service availability, overall performance and experience without first obtaining quotations.

### **38.0 PURCHASE AT PUBLIC AUCTION**

In instances where a department wishes to purchase through public auction in an amount in excess of \$5,000, on an approved budgeted expenditure the Department Head shall first obtain approval from the Director of Finance.

### **39.0 EMERGENCY PURCHASES**

Emergencies shall exist when there is a threat to health, welfare, or safety of people/or property, or when the operation of a portion of the Town is in jeopardy and the immediate procurement of goods or services is required. The Department Head or designate may purchase such goods and services but may, at the discretion of the CAO, be required to forward a complete record of the emergency purchase.

### **40.0 LONG-TERM TENDERS/QUOTATIONS**

Long-term tenders and quotations may be entered into for everyday goods and services when the following conditions apply:

- a) To obtain satisfactory pricing.
- b) To provide uniformity within the Town.

- c) To maintain departmental inventories as required.
- d) To reduce the amount of paperwork by eliminating day to day issuing of Purchase Orders and invoicing.

#### **41.0 PURCHASING PROCESS REVIEW**

The Director of Finance may randomly review departmental purchasing related files on an on-going basis to review the effectiveness and integrity of the processes and policy adherence. Every five (5) years this policy will be reviewed with a report being made to Council.

#### **42.0 PURCHASING PROCEDURES**

Purchasing procedures as determined by the Director of Finance are to be used as a guideline and for information on purchasing goods and services in compliance with this policy.

#### **43.0 EXEMPTION BY COUNCIL**

A Department Head may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to Council. Such exemption may be granted by resolution.

#### **44.0 TECHNOLOGY SOLUTIONS**

All technology solutions that will be connected to a Town system or network including but not limited to computer equipment and peripherals, software solutions, telephone and cellular equipment, PDA's and portable computing devices, must consult with IT prior to issuing the request.

#### **45.0 NO LOBBYING**

- a) No bidder shall contact any member of Council, local board or any employee of the Town to attempt to influence the award of the contract. Any activity designed to influence the decision process, including but not limited to contacting any member of Council, local board or employee of the Town for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, will result in disqualification of the bidder for the project to which the influential activity is deemed to be directed. Notwithstanding the above, this prohibition does not apply to meetings specifically scheduled by the Town for presentations or negotiations, or to questions of staff for clarification of the Town's requirements.

- b) In addition, no bidder who has been awarded the contract shall engage in any contract or activities in an attempt to influence any member of Council, local board or any employee of the Town with respect to the purchase of additional enhancements, options or modules. However, a contractor may communicate with staff, for purposes of administration of the contract during the term of the contract.
- c) The determination of what constitutes influential activity is in the sole discretion of the Town acting reasonably, and not subject to appeal.
- d) In addition, no member of Council, local board or any employee of the Town shall contact bidders in an attempt to influence the award of a contract. Parts a) through c) of this clause shall apply in reverse for Council Members, local boards and employees of the Town.

### **Bid Irregularities**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response. For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”

A “**major irregularity**” is a deviation from the bid request that effects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. A bid with major deviations must be rejected.

A “**minor deviation**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The bidder will be permitted to correct a minor irregularity.

### **Mathematical Errors – Corrections by Staff**

Errors in mathematical extensions and/or taxes and unit prices will be corrected by the Town and the bidder will be notified of the correction.

### **Vendor Withdrawal**

In the event that the vendor withdraws their bid due to the identification of a major irregularity, the vendor will forfeit their bid deposit and the Town has the right to disqualify such vendor from participating in future bid opportunities for a period of up to one year.



## Schedule "A"

### BID IRREGULARITIES

| ITEM | DESCRIPTION  | MAJOR | MINOR | ACTION   |
|------|--|-------|-------|--|
| 1.   | late bids  | X     |       | automatic rejection  |
| 2.   | bids completed in pencil   | X     |       | automatic rejection  |
| 3.   | bid surety not submitted with the bid when the bid request indicated that such surety is required  | X     |       | automatic rejection  |
| 4.   | EXECUTION OF AGREEMENT TO BOND:<br>a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing<br>b. surety company not licensed to do business in Ontario  | X     |       | automatic rejection  |
|      |  | X     |       | automatic rejection  |
| 5.   | EXECUTION OF BID BONDS:<br>a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing<br>b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing | X     |       | automatic rejection  |
|      |  | X     |       | automatic rejection  |
| 6.   | OTHER BID SECURITY:<br>Cheque which has not been certified   | X     |       | automatic rejection  |
| 7.   | pricing, specifications page or signature pages missing or unsigned  | X     |       | automatic rejection  |
| 8.   | insufficient financial security (ie: no deposit or bid bond or insufficient deposit)   | X     |       | where security is required and amount of security is specified in request, automatic rejection |
| 9.   | bid received on documents other than those provided in request   | X     |       | not acceptable unless specified otherwise in the request                                       |
| 10.  | bid document does not acknowledge addendums issued   | X     |       | automatic rejection  |
| 11.  | EXECUTION OF BID DOCUMENT<br>proof of authority to bind is missing   | X     |       | automatic rejection  |
| 12.  | part bids (all items not bid)  | X or  | X     | acceptable unless complete bid has been specified in the request                               |
| 13.  | bids containing minor clerical errors  |       | X     | 2 working days to correct initial errors   |
| 14.  | uninitialed changes to the request documents which are minor   |       | X     | 2 working days to correct initial errors   |
| 15.  | alternate items bid in whole or in part  |       | X     | available for further consideration unless specified otherwise in request                      |
| 16.  | unit prices in the schedule of prices have been changed but not initialled   |       | X     | 2 working days to correct initial errors   |

| <b>ITEM</b> | <b>DESCRIPTION</b>  | <b>MAJOR</b> | <b>MINOR</b> | <b>ACTION</b>   |
|-------------|---|--------------|--------------|---|
| 17.         | other mathematical errors which are not consistent with the unit prices                     |              | X            | 2 working days to correct initial corrections         |
| 18.         | pages requiring completion of information by vendor are missing or incomplete               | X            |              | automatic rejection                                   |
| 19.         | bid documents which suggest that the bidder has made a major mistake in calculations or bid | X or         | X            | consultation with a Solicitor on a case-by-case basis |
| 20.         | Bid qualified or restricted by a statement or alteration added to any part of the documents | X            |              | automatic rejection                                   |



**Corporation of the Town of Ingersoll  
By-Law 15-4805**

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**A by-law to appoint members of Council, citizens and certain employees to committees, local boards and to other positions.**

**WHEREAS** Council desires to make certain appointments to various committees, local boards and other positions;

**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Ingersoll enacts as follows:

- (1) That a copy of the Appointees shall be annexed to and form part of this by-law as Schedule "A".
- (2) That all appointments shall be effective for the period to November 30, 2018 or until such time as appointees are reappointed or replaced subject to Statutory Authority.
- (3) That By-law 11-4613 and amendments thereto be hereby repealed.

**READ** a first and second time in Open Council this 11<sup>th</sup> day of May, 2015.

**READ** a third time in Open Council and passed this 11<sup>th</sup> day of May, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

**Schedule "A"**  
**By-Law 15-4805**

**Council Agency, Board and Committee Appointments**

**Harvest Festival Committee:**

Council Member: Gord Lesser

Staff Liaison: Chelsea Jibb and Scott Gillies

Meeting Date: Every 4<sup>th</sup> Wednesday of the Month

Citizen Appointees:

- 1) Dave McKenzie
- 2) Hugh Montgomery
- 3) Ian MacClintock
- 4) Lorne Moyer
- 5) Bob Fisher
- 6) Ron Moore
- 7) Kathleen Young
- 8) Chris Beecham
- 9) Charity Beecham
- 10) Carol Sharpe
- 11) Michael Bowman
- 12) Jon Bowman

**Ingersoll Business Improvement Association (B.I.A.) Board of Management**

Council Member: Mike Bowman

Staff Liaison: Chelsea Jibb

Meeting Date: Every 2<sup>nd</sup> Tuesday of the Month

- 1) Gord Lesser
- 2) Sue Rienjtes
- 3) Kathleen Young
- 4) Lisa Janssen
- 5) Bob Mott

**Ingersoll Cheese & Agricultural Museum Advisory Committee**

Council Member: Gord Lesser

Staff: Chelsea Jibb and Scott Gillies

Meeting Date: Every 3<sup>rd</sup> Thursday of the Month

Citizen Appointees:

- 1) Ted Hunt
- 2) Mike Bowman
- 3) David McKenzie
- 4) Brian Petrie
- 5) Jon Bowman
- 6) Dave Cripps

**Ingersoll Youth Action Committee (IYAC)**

Council Members: Brian Petrie, and Reagan Franklin

Staff Liaison - Jason Smith

Meeting Date: Every 2<sup>nd</sup> Tuesday of the Month at 3:00pm

Citizen Appointees:

- 1) Joe Carney
- 2) Mike Di Mambro
- 3) Tina Belore
- 4) Adam Konopetski

- 5) Jerad Beaugard
- 6) Keegan Bourque
- 7) Kleinton Saunders
- 8) Rebecca Vanlingen

**Youth Advisory Committee – Sub-committee of IYAC (Youth Only)**

Meeting Date: Every other Tuesday at 4:30pm

Youth Appointees:

- 1) Adam Konopetski
- 2) Jerad Beaugard
- 3) Keegan Bourque
- 4) Kleinton Saunders
- 5) Rebecca Vanlingen

**Ingersoll Safe Cycling Committee**

Council Member: Brian Petrie and Fred Freeman

Staff Liaison: Bonnie Ward

Meeting Date: Every 2<sup>nd</sup> Wednesday of the Month at 6:30pm, Town Hall

Citizen Appointees:

- 1) Randy Lewis, Chair
- 2) Denise Does, Secretary
- 3) Tim Lobzun
- 4) Lorna Boratto
- 5) Carol Dimmers
- 6) Sam Horton
- 7) Julie Jewellery
- 8) Sandra Lawson
- 9) Jordan Sangers

**Upper Thames Region Conservation Authority**

Council Member: Reagan Franklin

Meeting Date: Every 3<sup>rd</sup> Tuesday of the Month at 1:30pm

**Ingersoll Police Services Board**

Council Members: Fred Freeman and Reagan Franklin

Citizen Appointee: Rick Eus

**Ingersoll Service for Seniors Board**

Council Member: Fred Freeman

**Ingersoll Cemetery Board**

Council Member: Brian Petrie

**Boundary Adjustment Committee**

Council Members: Fred Freeman, Ted Comiskey, and Gord Lesser

**Ingersoll Economic Development Committee**

Council Member: Brian Petrie

**Erie Thames Hydro**

Council Member: Ted Comiskey



**Corporation of the Town of Ingersoll  
By-Law 15-4806**

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**A by-law to authorize the execution of an Additional Lands Lease Agreement with CAMI Automotive Inc.**

**WHEREAS** Cami Automotive Inc. is the owner of approximately fourteen (14) acres of vacant land immediately west of Suzuki House and south of Thames St. hereinafter referred to as "the additional lands";

**AND WHEREAS** the Town is desirous to enter into a lease agreement for the additional lands to establish soccer fields for use by the Ingersoll Parks and Recreation Department for soccer programs;

**NOW THEREFORE** the Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) That the Mayor and the Clerk Administrator are hereby authorized to execute a Lease Agreement with CAMI Automotive Inc. 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 11th day of May, 2015.

**READ** a third time in Open Council and passed this 11th day of May, 2015.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

1. Lease Agreement

**FIRST AMENDMENT TO LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT is made as of this \_\_\_\_ day of \_\_\_\_\_, 2015 (the “**Effective Date**”)

**BETWEEN:**

**GENERAL MOTORS OF CANADA LIMITED**

(hereinafter called the “**Landlord**”)

- and -

**THE CORPORATION OF THE TOWN OF INGERSOLL**

(hereinafter called the “**Tenant**”)

**RECITALS:**

- A. CAMI Automotive Inc. (“**CAMI**”) leased the Land located at 250 Ingersoll Street, Ingersoll, Ontario to the Tenant for a 20 year term (the “**Original Term**”) pursuant to a lease dated as of January 1, 2001 (the “**Original Lease**”);
- B. CAMI amalgamated with the Landlord on January 1, 2011;
- C. Section 3 of the Original Lease provides the Tenant with a right to renew the Original Lease for a further term of 10 years by providing notice one year before the expiry of the Original Term;
- D. The Landlord and the Tenant have agreed to such renewal on the terms and conditions set out herein.

**NOW THEREFORE** in consideration of the mutual covenants and agreements between the parties and for good and valuable consideration and the sum and sufficiency of which is hereby acknowledges, the parties agree as follows:

1. Capitalized Items

Capitalized terms used in this First Amending Agreement but not defined herein shall have the meaning ascribed to them in the Original Lease.

2. Right of Renewal

The Tenant hereby notifies the Landlord that it wishes to exercise its right to renew the Original Lease for a period of ten years commencing January 1, 2021 and expiring December 31, 2030 (the “**Renewal Term**”). Notwithstanding that the Tenant is exercising its right of renewal early, the Landlord hereby acknowledges and accepts the Tenant’s notification of its exercise of its right of renewal for such ten year period.

3. Terms and Conditions of Renewal

Subject to this First Amending Agreement, the Renewal Term will be on the same terms and conditions of the Original Term, save and except that there shall be no further right to renew.

4. Termination During the Renewal Term

As provided in Section 12 of the Original Lease and for greater clarification, the parties agree that no compensation, indemnity or other amount will be payable to the Tenant by the Landlord if the Landlord exercises its right set forth in Section 12 of the Original Lease to terminate the Lease on either one (1) year or three (3) months written notice during the Renewal Term.

5. Termination by the Tenant

Subject to Section 15 of the Original Lease as amended by this First Amending Agreement (the “Lease”), the Tenant may terminate the Lease at any time during the Renewal Term by providing one hundred and twenty (120) days written notice to the Landlord.

6. Demolition

Section 15 of the Original Lease is amended by the addition of the following paragraph:

If the Tenant does not comply with its obligations in this Section 15 prior to the expiry or earlier termination of the Lease, the Tenant will be deemed to be occupying and leasing the Land on a monthly basis on the same terms and conditions as set out in the Lease until the earlier of (i) six (6) months after the effective date of termination or the expiry of the Lease as renewed herein, as the case may be; or (ii) the date the Suzuki House is moved or demolished and the Tenant complies with its obligations in this Section 15.

7. Possession

The Tenant will not permit any third party to occupy the Land without the prior written consent of the Landlord.

8. Notices

Section 24 of the Original Lease is deleted and replaced by the following paragraph:

Unless otherwise specified, each notice to a party must be given in writing and delivered personally or by courier or transmitted by email or fax to the party as follows:

If to the Landlord:

General Motors of Canada Limited  
1908 Colonel Sam Drive  
Oshawa, Ontario  
L1H 8P7

Attention: General Counsel  
Fax No: 905-644-7772

Copy to:

General Motors Company  
Worldwide Real Estate  
Mail Code 482-B38-C96  
200 Renaissance Center  
Detroit, MI 48265  
United States

Attn. Executive Director  
Fax No: 313-665-6745

If to the Tenant:

The Corporation of the Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 3V3  
Attention: Clerk Administrator

or to any other address, fax number, email or person that the party designates. Any notice:

- (a) delivered personally or by courier on a Business Day (as defined below) will be deemed to have been given on that Business Day;



- (b) transmitted by fax on a Business Day, (i) for which the sending party has received confirmation of transmission before 5 p.m. on that Business Day, will be deemed to have been given on that Business Day, or (ii) for which the sending party has received confirmation of transmission after 5 p.m. on that Business Day or at any time on a day that is not a Business Day, will be deemed to have been given on the next Business Day;
- (c) transmitted by email on a Business Day will be deemed to have been given on that Business Day unless the sending party has received notice or an email message indicating that such email was not received, or if transmitted on a day which is not a Business Day, will be deemed to have been received on the next Business Day unless the sending party has received notice or an email message indicating that such email was not received; and
- (d) delivered personally or by courier on a day that is not a Business Day, will be deemed to have been given on the next business day.

For the purposes of this Lease, “**Business Day**” means a day on which banks are open for business in the City of Toronto, but does not include a Saturday, Sunday or holiday in the Province of Ontario or a day on which the head office of the Landlord is not open to the public for regular business.

9. Application of Original Lease

The Landlord and Tenant acknowledge and agree that the Original Lease remains in full force and effect and unamended except as modification by this First Amending Agreement, and the Original Lease, as so amended, is hereby ratified and confirmed.

10. Authority.

The Tenant and the Landlord each represent and warrant that they have the right, full power and authority to agree to amend the Original Lease as provided for in this First Amending Agreement.

11. Recitals

The recitals hereto are true and accurate and are incorporated into and form an integral part of this First Amending Agreement.

12. Time is of the Essence

Time in all respects shall be of the essence.

13. Successors and Assigns

This First Amending Agreement enures to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

14. Counterparts

This First Amending Agreement may be executed in counterparts and when each party has executed a counterpart each of such counterparts shall be deemed to be an original and all of such counterparts when taken together shall constitute one and the same agreement. This First Amending Agreement or a counterpart hereof may be executed by a party hereto and transmitted by facsimile or by pdf via email and if so executed and transmitted this First Amending Agreement will be for all purposes as effective and binding upon such party as if such party had delivered an originally executed document. A party transmitting an executed document by email or facsimile shall forthwith thereafter deliver the original of the executed document.

*[signature page follows]*

**IN WITNESS WHEREOF** the parties have executed this First Amending Agreement as of the date first written above.

**GENERAL MOTORS OF CANADA LIMITED**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF  
INGERSOLL**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation

Additional Land Lease Agreement

**FIRST AMENDMENT TO ADDITIONAL LAND LEASE AGREEMENT**

THIS FIRST AMENDMENT TO ADDITIONAL LAND LEASE AGREEMENT is made as of this \_\_\_\_ day of \_\_\_\_\_, 2015 (the “**Effective Date**”)

**BETWEEN:**

**GENERAL MOTORS OF CANADA LIMITED**

(hereinafter called the “**Landlord**”)

- and -

**THE CORPORATION OF THE TOWN OF INGERSOLL**

(hereinafter called the “**Tenant**”)

**RECITALS:**

- E. CAMI Automotive Inc. (“**CAMI**”) leased the Additional Lands located in Ingersoll, Ontario to the Tenant for a 20 year term (the “**Original Term**”) pursuant to an additional land lease agreement dated as of January 1, 2001 (the “**Original Lease**”);
- F. The Original Lease also provided CAMI with unlimited access to the second floor of the Suzuki House;
- G. Pursuant to a surrender of lease and mutual release dated November 18, 2010, CAMI surrendered its rights to use the second floor of the Suzuki House as provided for in the Original Lease;
- H. CAMI amalgamated with the Landlord on January 1, 2011;
- I. Section 3 of the Original Lease provides the Tenant with a right to renew the Original Lease for a further term of 10 years by providing notice one year before the expiry of the Original Term;
- J. The Landlord and the Tenant have agreed to such renewal on the terms and conditions set out herein.

**NOW THEREFORE** in consideration of the mutual covenants and agreements between the parties and for good and valuable consideration and the sum and sufficiency of which is hereby acknowledges, the parties agree as follows:

15. Capitalized Items

Capitalized terms used in this First Amending Agreement but not defined herein shall have the meaning ascribed to them in the Original Lease.

16. Right of Renewal

The Tenant hereby notifies the Landlord that it wishes to exercise its right to renew the Original Lease for a period of ten years commencing January 1, 2021 and expiring December 31, 2030 (the “**Renewal Term**”). Notwithstanding that the Tenant is exercising its right of renewal early, the Landlord hereby acknowledges and accepts the Tenant’s notification of its exercise of its right of renewal for such ten year period.

17. Terms and Conditions of Renewal

Subject to this First Amending Agreement, the Renewal Term will be on the same terms and conditions of the Original Term, save and except that there shall be no further right to renew.

18. Termination During the Renewal Term

Notwithstanding Section 13 of the Original Lease as amended by this First Amending Agreement (the "**Lease**") and for greater clarification, the parties agree that no compensation, indemnity or other amount will be payable to the Tenant by the Landlord if the Landlord exercises its right set forth in Section 13 of the Original Lease to terminate the Lease on either one (1) year or three (3) months written notice during the Renewal Term.

19. Termination by the Tenant

The Tenant may terminate the Lease at any time during the Renewal Term by providing one hundred and twenty (120) days written notice to the Landlord.

20. Possession

The Tenant will not permit any third party to occupy the Additional Lands without the prior written consent of the Landlord.

21. Notices

Section 25 of the Original Lease is deleted and replaced by the following paragraph:

Unless otherwise specified, each notice to a party must be given in writing and delivered personally or by courier or transmitted by email or fax to the party as follows:

If to the Landlord:

General Motors of Canada Limited  
1908 Colonel Sam Drive  
Oshawa, Ontario  
L1H 8P7

Attention: General Counsel  
Fax No: 905-644-7772

Copy to:

General Motors Company  
Worldwide Real Estate  
Mail Code 482-B38-C96  
200 Renaissance Center  
Detroit, MI 48265  
United States

Attn. Executive Director  
Fax No: 313-665-6745

If to the Tenant:

The Corporation of the Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 3V3  
Attention: Clerk Administrator

or to any other address, fax number, email or person that the party designates. Any notice:

- (e) delivered personally or by courier on a Business Day (as defined below) will be deemed to have been given on that Business Day;
- (f) transmitted by fax on a Business Day, (i) for which the sending party has received confirmation of transmission before 5 p.m. on that Business Day, will be deemed to have been given on that Business Day, or (ii) for which the

sending party has received confirmation of transmission after 5 p.m. on that Business Day or at any time on a day that is not a Business Day, will be deemed to have been given on the next Business Day;

- (g) transmitted by email on a Business Day will be deemed to have been given on that Business Day unless the sending party has received notice or an email message indicating that such email was not received, or if transmitted on a day which is not a Business Day, will be deemed to have been received on the next Business Day unless the sending party has received notice or an email message indicating that such email was not received; and
- (h) delivered personally or by courier on a day that is not a Business Day, will be deemed to have been given on the next business day.

For the purposes of this Lease, “**Business Day**” means a day on which banks are open for business in the City of Toronto, but does not include a Saturday, Sunday or holiday in the Province of Ontario or a day on which the head office of the Landlord is not open to the public for regular business.

22. Application of Original Lease

The Landlord and Tenant acknowledge and agree that the Original Lease remains in full force and effect and unamended except as modification by this First Amending Agreement, and the Original Lease, as so amended, is hereby ratified and confirmed.

23. Authority.

The Tenant and the Landlord each represent and warrant that they have the right, full power and authority to agree to amend the Lease as provided for in this First Amending Agreement.

24. Recitals

The recitals hereto are true and accurate and are incorporated into and form an integral part of this First Amending Agreement.

25. Time is of the Essence

Time in all respects shall be of the essence.

26. Successors and Assigns

This First Amending Agreement enures to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.

27. Counterparts

This First Amending Agreement may be executed in counterparts and when each party has executed a counterpart each of such counterparts shall be deemed to be an original and all of such counterparts when taken together shall constitute one and the same agreement. This First Amending Agreement or a counterpart hereof may be executed by a party hereto and transmitted by facsimile or by pdf via email and if so executed and transmitted this First Amending Agreement will be for all purposes as effective and binding upon such party as if such party had delivered an originally executed document. A party transmitting an executed document by email or facsimile shall forthwith thereafter deliver the original of the executed document.

*[signature page follows]*

**IN WITNESS WHEREOF** the parties have executed this First Amending Agreement as of the date first written above.

**GENERAL MOTORS OF CANADA LIMITED**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF  
INGERSOLL**

Per: \_\_\_\_\_

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

Title: \_\_\_\_\_

I have the authority to bind the Corporation



**Corporation of the Town of Ingersoll  
By-Law 15-4807**

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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 meetings held on April 28, 2015 and May 11, 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 meetings held on on April 28, 2015 and May 11, 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 11<sup>th</sup> day of May, 2015.

**READ** a third time in Open Council and passed this 11<sup>th</sup> day of May, 2015.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**