



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, July 11, 2016, 5:30p.m.**

Call to Order

Closed Session

- 1) Section 239. (2) (b) personal matters about an identifiable individual

Disclosures of Pecuniary Interest

Council Presentation 6:00pm

To Don Wright, Deputy Fire Chief

Retirement Presentation in recognition of 32 years of loyal service with the Ingersoll Fire & Emergency Services for the Town of Ingersoll

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [June 13, 2016](#)
- 2) Minutes of the Special Council Meeting on [June 22, 2016](#)

Minutes of Council Committee Meetings

- 1) Minutes of Economic Development Committee Meeting, [May 2, 2016](#)
- 2) Minutes of Ingersoll Business Improvement Area Meeting, [May 10, 2016](#)
- 3) Minutes of UTRCA Board of Director's Meeting, [May 24, 2016](#)

Correspondence – Note and File

- 1) [Ministry of Tourism, Culture and Sport](#) - Cultural Heritage Conservation Workshop – Invitation
- 2) [Town of Tillsonburg](#) – Resolution RE: County Official Plan

Accounts

[Disbursement Sheets – June 2016](#)

Resolution – Committee of the Whole (Councillor Petrie)

Monthly Staff Reports

- 1) Administration Report [A-018-16](#)
- 2) Clerk's Report [C-029-16](#)
- 3) Economic Development Report [D-010-16](#)
- 4) Fire Services Report [F-010-16](#)
- 5) Operations Report [OP-016-16](#)
- 6) Parks & Recreation Report [R-022-16](#)
- 7) Treasury Report [T-016-16](#)
- 8) Planning Status Tables Report [P-007-16](#)

Special Staff Reports

- 1) Boundary Adjustment Update – July 2016 [A-019-16](#)
- 2) Coil Plus Site Plan Amendment [A-020-16](#)
- 3) Request for funding assistance for Athlete competing at National Level [C-030-16](#)
- 4) Request for the Town to accept George Johnson Boulevard [C-031-16](#)
- 5) 401 Signage Project [D-011-16](#)
- 6) Petition for Municipal Drain [OP-017-16](#)
- 7) Draft RFP Multi-Use Recreation Centre Project [R-023-16](#)
- 8) Operating Budget Variance Report for 6 months, ended June 30, 2016 [T-017-16](#)

Committee of Adjustment Meeting 7:00pm

- 1) **A-03-16 - Reeves Realty Corp., Lot 18 & 19 Kendell Lane**
 - a. [Community and Strategic Planning Report 2016-176](#)
- 2) **A-04-16 - Rick & Kathleen Vanleeuwen, 237 Victoria St.**
 - b. [Community and Strategic Planning Report 2016-175](#)

Public Meeting

- 1) **OP 16-02-6 & ZN 6-16-06, Town of Ingersoll, 140 Clark Road**
 - a. [Community and Strategic Planning Report 2016-169](#)

Presentations and Delegations

- 1) [Ingersoll Builders Group Presentation](#) - New Home Construction in Ingersoll

Correspondence and Resolution

- 1) [Business Improvement Area](#) – Recommendations - Downtown Parking Enforcement
- 2) [Canadian Union of Postal Workers](#) – Federal Government review of Public Postal Service
- 3) [Ingersoll Pipe Band](#) – Request to March on Sunday, August 14, 2016 for the World War I Band Tattoo

Consideration of By-Laws

- 1) [By-Law 16-4886](#) - A by-law to appoint an integrity commissioner
- 2) [By-Law 16-4887](#) - A by-law to prescribe the form and manner and times for the provision of notice
- 3) [By-Law 16-4888](#) - A by-law to establish a formal complaint process
- 4) [By-Law 16-4889](#) – A by-law for the provisions of Planning Advisory and Administrative Services by the County of Oxford to one or more Local Area Municipalities in the County.
- 5) [By-Law 16-4890](#) - A By-law to authorize a complete streets policy
- 6) [By-Law 16-4891](#) – Ryan Baker appointment as deputy Fire Chief repeal Don Wright
- 7) [By-Law 16-4892](#) - Municipal By-law Officer appointment Jordan Kuipers
- 8) [By-Law 16-4893](#) – Façade Agreement with Maurice vanEgdom, 12-14 King St. W.
- 9) [By-law 16-4894](#) - to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Princess Park Road Parking Restrictions)
- 10) [By-Law 16-4895](#) - To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on June 22, 2016 and July 11, 2016.

Notice of Motions

Notice of Motion introduced by the Mayor Comiskey introduced at the June 13, 2016 Regular Meeting of Council:

THAT next year will be the anniversary of Canada 150 Years;

AND THAT Ingersoll does not have a municipal flag;

AND THAT a flag representing our great community would be able to fly with respect beside our nations and provincial flag at Town Hall;

BE IT RESOLVED THAT Council ask administration to look into how a contest or other means of designing a municipal flag may be done, and report back to Council in a timely fashion that would result in a municipal flag to fly at Town Hall Canada Day 2017 to recognize the 150th anniversary of Canada.

Upcoming Council Meetings

Regular Meeting of Council
Monday, August 8, 2016, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

- 1) Minutes of Closed Session, June 13, 2016
- 2) Section 239. (2) (b) personal matters about an identifiable individual
- 3) Section 239. (2) (f) advice that is subject to solicitor-client privilege (Woodcock & Otis, 36 park Ave., Temporary Zoning OMB appeal)

Adjournment



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday, June 13, 2016, 6:00 p.m.**

PRESENT:

Council Members:

Mayor Comiskey

Deputy Mayor Fred Freeman

Councillors: Bowman, Franklin, Lesser and Petrie

Staff:

William Tigert, Chief Administrative Officer

Iryna Koval, Director of Finance/Treasurer

Kale Brown, Director of Economic Development

Bonnie Ward, Director of Parks and Recreation

Sandra Lawson, Town Engineer

Shane Martin, IT Technologist

Media:

John Tapley, Reporter, Ingersoll Times

John Payne, Associate Producer, Rogers TV

Keegan Bourque, Fusion Youth Centre Volunteer

Call to Order

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

New Business

Moved by Councillor Petrie; seconded by Councillor Franklin

Verbal Resolution THAT the Council of the Town of Ingersoll raise the Pride Flag the week of June 13, 2016 for show of support for pride month at the community flag pole in Dewan Park.

CARRIED

Disclosures of Pecuniary Interest

None declared

Minutes of Council Meeting

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-136 THAT the minutes of the Regular Council meeting held on May 9, 2016 and of the Special Council meeting held on May 24, 2016 be adopted.

CARRIED

Minutes of Council Committee Meetings

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-137 THAT the following Council Committee minutes be received as information:

- 1) Minutes of the Multi Use Recreations Centre Ad Hoc Committee, May 17, 2016
- 2) Minutes of the Ingersoll Trail Committee, May 3, 2016
- 3) Minutes of UTRCA Board of Director's Meeting, March 22, 2016
- 4) Minutes of the Transportation Committee Meeting, March 30, 2016
- 5) Minutes of the Safe Cycling Committee, April 13, 2016

CARRIED

Correspondence – Note & File

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-06-138 THAT the Note and File Correspondence items 1 through 12 be received as information.

CARRIED

Accounts - Resolution

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-139 THAT the Disbursement Sheets for the month of May 2016 be received as information.

CARRIED

Monthly Staff Reports

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-140 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 the Special Staff Reports.

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-141 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-141 THAT Council receives the report numbered A-014-16 as information;

AND FURTHER THAT Council directs staff to charge the fee that was applicable at the time of subdivision.

CARRIED

Moved by Councillor Bowman; seconded by Councillor Deputy Mayor Freeman

C16-06-142 THAT Council receives report A-015-16 as information;

AND FURTHER appoints Council Member Fred Freeman as the voting delegate for the 2016 AGM;

AND FURTHER THAT Iryna Koval is appointed Acting Clerk for the purpose of the 2016 AGM

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-143 THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-016-16 as information;

AND FURTHER THAT the Council authorizes the staff to work cooperatively and jointly with the Town of Tillsonburg and the City of Woodstock, on a cost shared basis, to retain independent professional planning advice, so as to be able to format a comprehensive response to the proposed County Official Plan Amendment;

AND FURTHER THAT the Council requests that the County formally amend the comment period from July 22nd, 2016 until September 30th, 2016 so as to provide a reasonable timeframe for all municipalities to review the proposed amendment and format a complete response to the proposal.

AND FURTHER THAT the Council request all other municipalities, in Oxford County, to support Ingersoll's request for the amended commenting period, to enable all parties to have adequate opportunity to submit comments.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-144 THAT staff report C-023-16 be received as information;

AND THAT Council direct the Clerk to bring forward a by-law for the appointment of Mr. Gregory Stewart of Donnelly & Murphy to be the Integrity Commissioner for the Town of Ingersoll as per by-law 11-4646.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-145 THAT the Council for the Town of Ingersoll receive report C-024-16 as information;

AND THAT the Public Notice By-law be brought forward for Council consideration at the next regular meeting of Council

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-146 THAT the Council for the Town of Ingersoll receives report C-025-16 as information;

AND THAT exemptions to the Noise By-Law 94-3633 be approved for the following events:

- 1) Relay for Life, June 24, 2016 11:00 p.m. to 12:00 a.m.
- 2) Canterbury Folk Festival, July 8 & 9th 2016
- 3) Slo-pitch tournament August 5 & 6 2016 (possibly 7 if rain)

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-147 THAT the Council for the Town of Ingersoll receives report C-026-16 as information;

AND THAT Council directs staff to bring forward a Formal Complaint process by-law for consideration at the next regular meeting of Council.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Bowman

C16-06-148 THAT Council for the Town of Ingersoll receives report C-027-16 as information;

AND FURTHER THAT Council directs staff to work with the Creative Arts Centre to move the expansion forward.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-149 THAT Council for the Town of Ingersoll receives report C-028-16 as information;

AND THAT an updated planning services By-law be brought forward for Council consideration at the next regular meeting of council.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-150 THAT the Council for the Town of Ingersoll receives Report D- 009-16 as information;

AND FURTHER THAT Council approves the Economic Development Marketing Plan for 2016

AND FURTHER THAT Council approves out of province travel necessary to facilitate attendance at the 2016 trade shows, events and trade missions as part of this marketing plan.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-151 THAT the Council for the Town of Ingersoll receives report OP-013-16 as information;

AND THAT the Annual Report – Building Permit Fees be approved for 2015.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-152 THAT the Council for the Town of Ingersoll receives report Number OP-014-16 as information;

AND THAT Council direct the Clerk to bring forward a by-law to the next Council meeting to implement the No Stopping restrictions and the reduction of speed limit for Princess Park Road as identified in this report.

FURTHER THAT a letter be sent to the Royal Roads School, TVDSB, Ernie Hardeman and the Minister of Education.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-153 THAT the Council for the Town of Ingersoll receives report Number OP-15-16 as information and directs staff to update the report on the progress of this project in a year.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-154 THAT the Council for the Town of Ingersoll receives report R-019-16 as information.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-155 THAT Council of the Corporation of the Town of Ingersoll receives report R-020-16 as information;

AND FURTHER THAT Council approves the purchase of three AED Machines in the amount of \$5,500 to be located at Town Baseball Diamonds and that staff take the necessary steps to obtain the funds from the local baseball organizations.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-156 THAT Council of the Corporation of the Town of Ingersoll receives report R-021-16 as information;

AND FURTHER THAT Council authorizes staff to award the tender for the grading/drainage upgrades to the Arena Rear Lot to Rock Solid Design at a price of \$22,995.50 (Includes HST).

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-157 THAT the Council of the Town of Ingersoll supports an extension of draft approval for plans of subdivision submitted by ATSA Corporation Inc. (SB 12-03-6 & SB 13-01-6) , for lands described as Part lot 260 & Lots 261, 262, 266-268, Plan 717; Block C, Plan 709, Except Parts 1 & 2, 41R-6602, Town of Ingersoll, to October 31, 2018, to grant additional time to satisfy the conditions of draft plan approval and register the draft plans of subdivision;

AND FURTHER directs staff to advise Oxford County of Council's decision.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-158 THAT the Committee do now rise out of the Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Franklin

C16-06-159 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

Public Meeting 7:00pm

Chair Mayor Ted Comiskey opens the Committee of Adjustment meeting at 7:00 p.m. and welcomes all in attendance.

No Conflicts of Interest were declared by the Committee Members

1) ZN 6-16-02 Harold Wierenga & Cathy Black, 213 Cherry Street

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. CASPO 2016-90.

Harold Weirenga, Applicant is in attendance

Councillor Petrie asks for clarification that the proposal is for an R2 zoning but single family.

Andrea Hachler, Planner says that is correct

Deputy Mayor Freeman asks why the severance and then the rezoning, should it not be the other way?

William Tigert, Chief Administrative Officer says that is correct, the CAO explains that the zoning is a condition that was imposed by the land division committee and the rezoning is required to finalize the severance.

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-160 THAT the Council of the Town of Ingersoll approves the zone change application submitted by Harold Wierenga & Cathy Black, for the lands municipally known as 213 Cherry Street, to be rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 2 Zone (R2)' to facilitate the construction of single detached dwellings and fulfill conditions of consent applications B16-08-6 and B16-09-6.

CARRIED

2) **ZN 6-16-05 Town of Ingersoll, 140 Clark Road East**

County Planner, Andrea Hachler does a review of the Community and Strategic Planning Report No. CASPO 2016-147

William Tigert, Chief Administrative Officer gives some background on the application as the Town is the applicant

Tim Lobzun, King St. – says that he would like to see this go through without more delay

Councillor Petrie – clarification that is was designated as industrial

Deputy Mayor Freeman - by zoning this we can then potential use this for a Multi-use Recreational facility

William Tigert, Chief Administrative Officer – explained the two step process, would bring back an OPA and zoning to allow for a Multi-Use Recreational Facility. The priority at this stage to put in place the industrial uses.

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-06-161 THAT the Council for the Town of Ingersoll receives Administration Report A-013-16 as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

VERBAL RESOLUTION THAT directs staff to proceed with updating the EIS on the municipally owned industrial lands, south of Clark Road, so that the rezoning can be considered with the costs being charged to the Administrative Consulting Budget.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-162 THAT the Council of the Town of Ingersoll defer the zone change application submitted by the Town of Ingersoll, whereby the lands described as Part Lots 19 & 20, Concession 2 (West Oxford), in the Town of Ingersoll, known municipally as 140 Clark Road East, are to be rezoned from 'Development Zone (D)' to 'Open Space Zone (OS)' and 'Special General Industrial Zone (MG-6) until the EIS has been updated and is satisfactory to the UTRCA.

CARRIED

Presentations & Delegations

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-163 THAT the Council for the Town of Ingersoll receives the presentation from Steve McSwiggan on behalf of the Ingersoll Recreation Trails Committee as information.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-164 THAT the Council for the Town of Ingersoll receives the quarterly update presentation from Christina Eus, President of the Ingersoll Branch of the Architectural Conservatory of Ontario as information.

CARRIED

Correspondence and Resolutions

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-165 THAT the Council for the Town of Ingersoll endorses the resolution carried by the Town of Aurora which reads as follows:

WHEREAS the Town of Aurora spends an incredible amount of resources and taxpayer money developing an Official Plan; and

WHEREAS the Town's Official Plan is ultimately approved by the Province; and

WHEREAS it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Aurora Official Plan; and

WHEREAS it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Aurora Official Plan; and

WHEREAS planning decisions may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the residents of Aurora; and

WHEREAS appeals of OMB decisions are limited to questions of law, not the findings of facts in a case; and

WHEREAS all decisions—save planning decisions—made by Municipal Council are similarly only subject to appeal by judicial review and such appeals are limited to questions of law;

NOW THEREFORE BE IT HEREBY RESOLVED THAT Aurora Town Council requests the Government of Ontario to limit the jurisdiction of the OMB to questions of law or process; and

BE IT FURTHER RESOLVED THAT that the Government of Ontario be requested to require the OMB to uphold any planning decisions of Municipal Councils unless they are contrary to the processes and rules set out in legislation; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Patrick Brown, Leader of the Progressive Conservative Party, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-06-166 WHEREAS Council previously approved at their regular meeting of Council on December 14, 2015 Rhonda Moyaert's request for an exemption from the Town's Noise By-law for August 13, 2016 to allow for her wedding celebration being held on her property at 12 Princess Park Rd.;

AND WHEREAS Rhonda is now requesting that Council amend the approved exemption to allow for her wedding on September 10, 2016 instead of August 13, 2016;

THEREFORE the Council for the Town of Ingersoll approves this amendment and grants Rhonda Moyaert an exemption from the Town's Noise By-law for September 10, 2016 instead of August 13th, 2016.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-167 THAT the Council for the Town of Ingersoll receives the request from Barry Travnicek as information.

AND FURTHER denies the request for a \$50.00 sponsorship donation for his ride in the 26th Multiple Sclerosis Bike Tour.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-168 THAT the Council for the Town of Ingersoll approves the request from the Oxford County Branch of the Canadian Cancer Society to waive the fees for the delivery/pickup and rental of the tables, chairs and stage for the 14th annual Relay for Life on June 24, 2016 at IDCI.

CARRIED

Consideration By-Laws

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-169 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 16-4882 – To dedicate one foot (1') Reserves on portions of Fuller Drive, Walker Road and Lockey Court, being Block 18 of Plan 41M-253 and Part 4 on Plan 41R-8243, Block 92, Plan 41M-252 , and Block 17 of Plan 41M 253
- 2) By-Law 16-4883 - To amend Zoning By-law Number 04-4160 (213 Cherry Street)
- 3) By-Law 16-4884- To appoint a Deputy Division Registrar (Paula Toft)
- 4) By-Law 16-4885 - To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meeting held on May 24, 2016 and June 13, 2016.

On motion, the by-laws are accepted as circulated. That constitutes the first and second reading of the by-laws.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-170 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-06-171 THAT By-law 16-4881 and 16-4885 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

Notice of Motion submitted by Mayor Comiskey and Deputy Mayor Freeman was introduced at the May regular Council Meeting and considered this evening:

Moved by Mayor Comiskey; seconded by Deputy Mayor Freeman

C16-06-172 THAT we are concerned with the level of fees under the building permit process;

AND THAT the level of these fees may be impacting growth;

AND THAT we feel that Council should take a second review of building permit fees.

BE IT RESOLVED THAT Council requests a review of the study conducted to determine the level of fees charged.

AND THAT Council conduct this review with the intent to consider reducing fees.

DEFEATED

Notice of Motion introduced by Mayor Comiskey:

THAT next year will be the anniversary of Canada 150 Years;

AND THAT Ingersoll does not have a municipal flag;

AND THAT a flag representing our great community would be able to fly with respect beside our nations and provincial flag at Town Hall;

BE IT RESOLVED THAT Council ask administration to look into how a contest or other means of designing a municipal flag may be done, and report back to Council in a timely fashion that would result in a municipal flag to fly at Town Hall Canada Day 2017 to recognize the 150th anniversary of Canada.

Upcoming Council Meetings

Regular Meeting of Council
Monday, July 11, 2016, 6:00 p.m.
Town Centre, Council Chambers

Closed Meeting

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-06-173 THAT Council do now go into Committee of the Whole at 9:40 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Closed Session Minutes of May 9, 2016
- 2) Section 239. (2) (b) personal matters about an identifiable individual

CARRIED

Moved by Councillor Lesser; seconded by Councillor Petrie

C16-06-174 THAT Council do now rise out of Committee of the Whole from a Closed Session meeting at 9:47 p.m.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-175 THAT the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for May 9, 2016 as printed.

CARRIED

Adjournment

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-06-176 THAT the Council for the Town of Ingersoll adjourns the June 13, 2016 Regular Meeting of Council at 9:47 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Wednesday, June 22, 2016, 5:30 p.m.**

PRESENT:

Council Members:

Deputy Mayor Fred Freeman

Councillors: Bowman, Lesser and Petrie

Staff:

William Tigert, CAO

Michael Graves, Clerk

Call to Order

Deputy Mayor Freeman opens this meeting of Council at 5:36 p.m.

Disclosures of Pecuniary Interest

None declared.

M. Graves reports that the Closed Session report is not available and so there will be no need for a closed session at this meeting.

Special Report

- 1) Leave of Absence Request – Councillor Van Kooten-Bossence

Moved by Councillor Petrie; Seconded by Councillor Lesser

C-16-06-177 THAT the Council of the Corporation of the Town of Ingersoll receives Report A-017-16 as information;

AND FURTHER THAT Council authorizes a three month leave of absence without compensation to Councillor Van Kooten-Bossence, effective immediately;

AND FURTHER THAT Council considers the appointment of new representatives to fill the vacant role on the Upper Thames River Conservation Authority Board as well as the Town's Economic Development Committee.

CARRIED

Other Business

- 1) Council appointment to Upper Thames River Conservation Authority

Moved by Councillor Lesser; Seconded by Deputy Mayor Freeman

C-16-06-178 THAT the Council for the Town of Ingersoll appoints Brian Petrie as the Council representative to the Upper Thames River Conservation Authority Board of Directors.

CARRIED

- 2) Council appointment to Economic Development Committee

Moved by Councillor Bowman; Seconded by Deputy Mayor Freeman

C-16-06-179 THAT the Council of the Corporation of the Town of Ingersoll appoints Councillor Bowman to the Ingersoll Economic Development Committee.

CARRIED

Moved by Councillor Petrie; Seconded by Councillor Lesser

C-16-06-180 THAT the Town of Ingersoll once again raise the Pride Flag in Dewan Park and that it be allowed to fly on the flagpole by itself for the remainder of the month of June

CARRIED

Adjournment

Moved by Councillor Petrie; seconded by Councillor Lesser

C-16-06-181 THAT the Council for the Town of Ingersoll adjourns the June 22, 2016 Special Meeting of Council at 6:00 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

ECONOMIC DEVELOPMENT COMMITTEE

MINUTES

May 2, 2016

Present: Mayor Comiskey, Deputy Mayor Freeman, William Tigert, Kale Brown
Apologies: Councilor Van Kooten-Bossence

1. Chair for the meeting – Deputy Mayor Freeman called to order at 3:15pm
2. Disclosures of Pecuniary Interest – None declared
3. Approval of the Agenda for May 2, 2016
Moved by Mayor Comiskey, seconded by Deputy Mayor Freeman

Carried.

4. Approval of the Minutes for March 21, 2016
Moved by Deputy Mayor Freeman, seconded by Mayor Comiskey

Carried.

5. Business Arising from the Minutes
 - the Director has followed up with Glassford Motors to confirm which areas of labour they have struggled to attract and it was skilled labour, service technicians and technical personnel. These sentiments were echoed by the Auto Mayors at their most recent meeting also so the situation may not be entirely unique to Ingersoll.
6. Business Retention Meetings
The Director and Economic Development Assistant continue to schedule business retention meetings with local industrial employers. Most recently there have been visits to the Ingersoll Products facility and newcomer to Ingersoll Tetra-Chem.
7. Oxford Labour Mobility Assessment
Director of Economic Development presented a draft document which has been prepared for the local employment planning council highlighting the labour mobility trends across a number of counties in Ontario including Oxford County. The study highlights some misconceptions about labour movement in Oxford

Bounty and will be a useful tool in better understanding employment flows to our Ingersoll employers. The Director will circulate to the final report to the committee once it becomes available.

8. SOMA Minutes

Perth has joined SOMA, Aylmer has resigned from the group.

9. Auto Mayors Roundtable

The Director and the Mayor attended a recent Roundtable of the Auto Mayors where the Canadian and Ontario Auto Advisor Ray Tanguay addressed the group and shared his thoughts and direction. Working together on a coordinated approach in Ontario will help to close the gap on the ProMexico momentum which has been built.

10. Ec Dev Survey Analysis

The Director of Economic Development provided a brief summary analysis of survey responses versus Council Strategic Priorities. The Director expressed some concern over the direction of the survey results are not supportive of achieving the strategic priorities for this term of Council. The Director will prepare a more detailed follow up survey for later in the year to try and identify more specifically areas where Council would like to direct EDO resources to best achieve their aims.

11. Marketing Plan 2016

The Director presented an outline of a marketing and travel plan for 2016 which would include three out of province shows all in the second half of 2016. Direction was given to include the SOMA Asia mission in October to the report to bring to Council for approval.

12. Western Wardens Economic Development Initiative

The Director attended a meeting at the request of the Western Wardens Caucus to try and establish the key economic priorities of the Western Warden area among the EDO's of the area. Ingersoll, Tillsonburg and Woodstock all attended from Oxford County. The initial understanding of the initiative is that this group is attempting to somehow replace what is seen to be lost after the disbanding of the SWEA group. It was evident from the meeting that this large geographic area has some challenges to establish the common interests among the group. Further meetings are planned and potentially a request for outside input from a consultant will be put forward.

13. Adjournment

Moved by Mayor Comiskey at 4:07pm

Next Meeting June 27 at 5:30pm

Chair for the next meeting will be Mayor Comiskey.



Ingersoll Business Improvement Area (BIA)

Minutes

Monthly Board Meeting

Tuesday, May 10, 2016

6:30 pm - JCH Boardroom - Town Hall

Board Member	Attendance
Kathleen Young – President	Present
Sue Reintjes	Present
Bob Mott	Present
Gord Lesser	Present
Councilor Mike Bowman	Present
Lisa Janssen	Present
Will Pritchard	Regrets
Dom Ricciuto	Regrets
Amanda Evely	Present
Chelsea Jibb - Staff	Regrets
Kale Brown - Staff	Present

- 1. Welcome/Introductions – Kathleen Young, President**
Meeting called to order.
- 2. Approval of BIA Agenda of May 10, 2016**
Approved.
Moved by Gord/ Seconded by Bob - Carried
- 3. Approval of BIA Minutes April 12, 2016**
Minutes circulated and to be posted to the website.
Moved by Sue/ Seconded by Lisa - Carried
- 4. Business arising from BIA Minutes April 12, 2016**
Bike Racks
Direction to find out who ordered the bike racks.
- 5. Financial Statements and Report to April 30, 2016**
Financial statements circulated.
- 6. Correspondence**
OBIAA May Newsletter

7. Committee Reports – Ingersoll Festivals and Special Events

Harvest Festival

Planning efforts continue. The Kiwanis Club has been contacted regarding the moving of the farmers market for the day of the event. The Ingersoll Off Leash Dog Park Committee has been contacted regarding the possibility of hosting a fundraising breakfast during that morning. Discussion of entertainment options. Direction to engage a face painter and balloon twister, as well as the services of a strolling musician. Direction to draft letter to member businesses regarding the event.

8. Any Other Business

Bike Racks & Posts

Direction to contact Parks & Recreation regarding the placement of multi-unit bike racks in downtown parks and to contact Public Works regarding the placement of the BIA bike rack in the Oxford Street parking lot.

AGM 2016 & Business of Distinction

Financials are not yet prepared. Once a timeline for the financials is known, the BIA will commence with planning its 2016 AGM.

Façade Improvement Program: 12-14 King Street West

Presentation of application for 12-14 King Street West. Application given to select members for review.

OMAFRA

First Impressions program is being supported by ministry. Direction to conduct a study of what is needed in the downtown core.

9. Adjournment

Meeting adjourned at 7:22 PM

NEXT MEETING – June 14, 2016

May 11, 2016

**NOTICE OF
BOARD OF DIRECTORS' MEETING**

DATE: TUESDAY, MAY 24, 2016

TIME: 9:30 A.M. – 11:30 A.M.

**LOCATION: WATERSHED CONSERVATION CENTRE
BOARDROOM**

AGENDA:	TIME
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting: Thursday March 22, 2016	
5. Business Arising from the Minutes	
6. E-mail Vote Ratification: Flood Control Infrastructure Report & Results (Document # Administration 1641)	
7. UTRCA Audit Recommendations	9:35am
(a) UTRCA 2015 Draft Financial Statements Year ended December 31, 2015 & Year-End Findings Report (For Approval)(Document # Finance 239) (Statements presented by Authority Auditors) (20 minutes)	
(b) Canada Revenue Agency Audit Findings (10 minutes)(Document # Finance 241)	
8. Closed Session – In Camera	10:05am
(a) Property matters relating to Fanshawe and Wildwood cottages. (Verbal)(10 minutes)	
(b) Gilmor Case (T. Annett) (Report Attached) (Document #ENVP 3493) (25 minutes)	
9. For Your Information Report (April/May FYI attached) (I.Wilcox) (5 minutes)	10:40am

10. Business for Approval 10:45am
- (a) 2015 Flood Control Repair Projects
-Status Report
2017 -20 Year Flood Control Capital
Repair Plan
(R. Goldt) (Report attached) (Document #Flood
Control 733) (10 minutes)
11. Business for Information 10:55am
- (a) Environmental Targets & the 2017 Budget
(Presentation) (10 minutes)
- (b) Administration and Enforcement- Section 28
(M.Snowsell/K.Winfield)(Report attached)
(Document #3483) (5 minutes)
- (c) Springbank Dam Update (C.Tasker)
(Verbal) (5 minutes)
- (d) Friends of Ellice and Gadshill Swamp
- Annual status report (Document #114860)
(B.Mackie) (5 minutes)
- (e) Conservation Ontario Update
-Conservation Ontario Council E-Bulletin
(Attached)(I.Wilcox)
- letter from Eleanor McMahon,
Parliamentary Assistant *Conservation
Authorities Act* review (Attached) (I.Wilcox)
(5 minutes)
12. Other Business (Including Chair and
General Manager's Comments) 11:25am
13. Adjournment 11:30am



Ian Wilcox, General Manager

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

I. Wilcox	T.Hollingsworth	T.Annett	B.Glasman	J.Howley
M.Viglianti	A.Shivas	C.Tasker	C.Harrington	B. Mackie
G.Inglis	K.Winfield	M.Snowsell	R.Goldt	C. Saracino

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, MAY 24, 2016

M.Blackie, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 9:33 a.m. in the Boardroom of the UTRCA Watershed Conservation Centre. The following members and staff were in attendance.

Members Present:	T.Birtch M.Blackie M.Blosh R.Chowen A.Hopkins T.Jackson M.Ryan	S.Levin N.Manning J.McKelvie A.Murray M.Ryan G.Way
Regrets:	K.Van Kooten-Bossence M.Campbell H.McDermid	
Solicitor:	G.Inglis	
Guests:	Ian Jeffreys, KPMG	Melissa Wale, KPMG
Staff:	T. Annett C. Creighton B. Glasman R. Goldt C. Harrington T. Hollingsworth J. Howley	B. Mackie C. Saracino A. Shivas M. Snowsell I. Wilcox K. Winfield M. Viglianti

1. Approval of Agenda

T. Jackson moved – J. McKelvie seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Confirmation of Payment as Required Through Statutory Obligations

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

4. Minutes of the Previous Meeting
March 22, 2016

G. Way moved – J. McKelvie seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated March 22, 2016 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. E-mail Vote Ratification: Flood Control Infrastructure Report & Results

S. Levin moved – T. Jackson seconded:-

“RESOLVED that the UTRCA Board of Directors ratify the results of the e-mail vote as presented.”

CARRIED.

The Chair and I. Wilcox introduced Michelle Viglianti to the Board. She has assumed the same responsibilities Susan Shivas had in regard to the Board of Directors.

7. UTRCA Audit Recommendations

(a) UTRCA 2015 Draft Financial Statements
Year Ended December 31, 2015 & Year-End Findings Report

I. Wilcox introduced Christine Saracino, the new Supervisor of Finance, to the Board.

The Authority auditors presented the 2015 Financial Statements to the Board for consideration. As per last year’s practice, the Board of Directors move into Closed Session for the purpose of asking questions of the auditors without the management team in attendance.

T. Jackson moved – T. Birch seconded:-
“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED

Progress Reported

(a)(i) A matter relating to the Authority's Audit process was discussed.

J. McKelvie moved – T. Birtch seconded:-

“RESOLVED that the Board of Directors approve the 2015 Financial Statements, the 2015 Audit Findings Report and the audit process as Conducted by KPMG, Chartered Professional Accountants.”

CARRIED

The 36% higher than anticipated revenue mentioned in the attached report 7(a) 1) was discussed. T. Jackson asked whether the increased revenue has been consumed or put in reserves. I. Wilcox explained that more than 95% is consumed and a very small percent goes into the operating reserves of the unit that acquired the funding for specific future projects.

M. Ryan would like to see a breakdown of the 36%, where it came from and how it was spent. I. Wilcox responded that he agrees and that in the future this kind of reporting will be in the quarterly reports with a summary of information.

(b) Canada Revenue Agency Audit Findings

I. Wilcox presented the Canada Revenue Agency Audit Findings report.

M. Ryan moved – T. Birtch seconded:-

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

CARRIED

S. Levin asked whether we re-appoint the auditors for next year. I. Wilcox responded that we have not had the practice of annually appointing the auditors but we are open to new practices. T. Jackson raised the question of whether we should be re-visiting competitive bids on this process. Discussion was had around this possibility. It was suggested that given the staffing change we give it one more year before we re-visit competitive bids. I. Wilcox explained that C. Saracino is working on a number of Finance policies, one of which addresses the appointment of the auditors.

S. Levin moved – J. McKelvie seconded:-

“RESOLVED that the Board of Directors re-appoint KPMG as the Auditors for the UTRCA in 2016.”

CARRIED

8. Closed Session – In Camera

There being property and legal matters to discuss,

A. Hopkins moved – S. Levin seconded:-

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

CARRIED

Progress Reported

- (a) A property matter relating to the Fanshawe and Wildwood Cottages was discussed.
- (b) The Gilmor Case was discussed.

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

The FYI report was presented for the members’ information.

10. Business for Approval

- (a) 2015 Flood Control Repair Project & 20 Year Flood Control Capital Repair Plan
(Report attached)

J. McKelvie moved – N.Manning seconded: -

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

CARRIED.

11. Business for Information

- (a) Environmental Targets & the 2017 Budget
(Presentation)

I. Wilcox provided a Targets presentation. A Targets report will be presented for approval to the Board at the June meeting. In addition, a 2017 levy report will also be presented and include a request for the first year of funding for Targets implementation.

I. Wilcox spoke to a question from S. Levin about the City of London’s four year budget in regards to the UTRCA levy.

Discussion was had around the possibility of fund raising to support the Targets work in the future. Education programs and our approach to delivering education programs in schools was discussed in relation to the future Targets work.

- (b) Administration and Enforcement – Section 28
(Report attached)

The attached report was presented to the members for their information.

A discussion was had regarding the number drains being covered, what is being done about this issue, and how it could tie into efforts to reduce phosphorus levels in the Western basin of Lake Erie.

S. Levin moved – N.Manning seconded:--

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

CARRIED.

- (c) Springbank Dam Update

C.Tasker provided a verbal update regarding Springbank Dam. The UTRCA’s website will be updated with the most current Springbank Dam information. Discussion was had around the One River Master Plan EA concept the City has decided upon.

- (d) Friends of Ellice and Gadshill Swamp Annual Status Report
(Report attached)

B.Mackie presented his report. I. Wilcox explained to new members the co-management agreement with the Friends of Ellice and Gadshill Swamp. R.Chowen suggested that the Board Members tour the swamp and T.Jackson suggested we do this in the fall.

J. McKelvie moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report.”

CARRIED.

- (e) Conservation Ontario Update

I.Wilcox briefly discussed the E-bulletin and the letter from Eleanor McMahon. There is a public information session around the review of the Conservation Authorities Act on June 9th in London.

The paper has been posted, but there has been no news on a working group being formed yet. I.Wilcox will make sure the Board is kept informed.

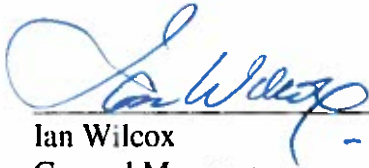
12. Other Business (Including Chair and General Manager’s Comments)

The Chair and R.Chowen took part in the 2016 Children's Water Festival VIP tour. There will be a staff presentation about the Water Festival at the June meeting.

I.Wilcox asked that Members take review the Conservation Ontario handouts.

13. Adjournment

There being no further business the meeting was adjourned at 11:42 am on a motion by T. Jackson.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

To: UTRCA Board of Directors
From: Chris Tasker, Manager, Water and Information Management
Date: April 13, 2016 **Agenda #:** 6
Subject: Fanshawe Dam Master Control Cabinet, Pittock Dam Control Building and West London Dyke Phase 3 Engineering Services **Filename:** PAUsers\goldtr\Documents\GroupWis e\759-1.doc103609

Recommendations for Approval:

It is recommended that, subject to the Authority receiving 2016 WECI funding for these projects, the Board of Directors approve:

1. Extending the existing engineering services agreement with NA Engineering Ltd. to add the design, specifications, tender, and construction contract administration services for the Fanshawe Dam Master Control Cabinet replacement and increase the consultant's upset limit by \$27,500 (including contingency but excluding HST);
2. Extending the existing engineering services agreement with BM Ross & Associates to add tendering and construction contract administration services for the Pittock Dam Control Building Replacement and increase the consultant's upset limit by \$23,000 (excluding HST);
3. Extending the existing engineering services agreement with Stantec Consulting Ltd. to add tendering and construction contract administration services for the West London Dyke Phase 3 reconstruction and increase the consultant's upset limit by \$325,000 (including contingency but excluding HST); and
4. That, board approval for future consultant selection be for the entire engineering services related to a project, provided the services remain within approved project budgets.

Background

This report is being considered by email vote due to the cancellation of the April board meeting and the negative impacts on construction projects (timing and funding) that would result from a delay in approval of these engineering services.

Engineering services are awarded based on competitive Request for Proposals (RFP) process. Proposals are reviewed for best value based on factors such as consultant experience and expertise; understanding of the project; schedule; and unit and total costs. Proposals are reviewed to ensure that consultants are allocating appropriate resources to the various aspects for the work. Proposals are generally requested for preliminary engineering and design up to and including the development of tender documents. Once the design work has reached a point where the tender and contract administration is better defined a proposal is requested for tendering and contract administration services. Provided the consultant has performed satisfactorily to this point, a proposal is only requested from them. Although some might consider this sole sourcing, it would be difficult to ensure a fair competitive process at this stage due to the consultant's detailed knowledge of the project. Delays would also make it difficult for projects to proceed to completion within the funding period. The consultant's proposal for tender and contract

administration are based on needs discussed with staff and are reviewed for consistency with the previous proposal to ensure value for money.

This report proposes the extension of three existing engineering services agreements to administer construction projects in which the engineering firms have undertaken comprehensive preliminary engineering studies or design and tender preparation. The currently engaged firms are most qualified to provide continued engineering services based on their satisfactory performance, quality of work, knowledge of the work required and ongoing involvement in the projects, provided costs are reasonable.

This report also proposes a change to our request for proposals (RFP) process so that all of the engineering services may be awarded at the beginning of a project. This would eliminate the need for a board approval for extension of engineering services agreements provided work remains within project budget.

The following 3 projects are variation of these principles where staff recommends that existing consulting services agreements be extended to include subsequent phases of work.

1. Fanshawe Dam Master Control Cabinet

NA Engineering Ltd. is currently involved in all aspects of Fanshawe Dam Transformer and Generator Set construction work including tender and contract administration. NA was awarded this work through a competitive request for proposal process. As a result of the electrical fire in June 2015 at the dam, NA assisted with trouble shooting, emergency repairs and investigation of more permanent Motor Control Cabinet (MCC) requirements. Prior to the fire, replacement of the MCC was planned for 2016. The MCC is an important linkage between incoming power and much of the electrical equipment in the dam. NA assisted in developing the 2016 WECl funding application and was requested to submit a proposal to complete design, tendering, and construction administration services for the project. Having a separate consultant involved with the MCC while design and construction of the power supply is being undertaken would add considerable complexities and inefficiencies. Awaiting completion of transformer and generator set project and as built drawings would add unacceptable delays given the Electrical Safety Authority interest in the timely completion of a permanent fix. These delays might also impact project funding approvals through WECl.

A proposal and estimate for services was received from NA for \$ \$17,500+HST. This estimate assumes MCC design by the manufacturer (to be reviewed by the consultant). A higher than normal contingency allowance of \$10,000 will be included in case NA is requested to provide detailed design of MCC rather than relying on design by supplier. The submitted 2016 WECl budget for the overall project was \$260,000 including the \$27,500+HST allowance for engineering. Staff recommends the proposal by NA Engineering Ltd be accepted and their agreement for engineering services be extended to include these additional services.

2. Pittock Dam Control Building

BM Ross Associates were awarded a contract in 2014 to review options for reconstruction of the Pittock Dam control building, undertake design, and produce tender documents. BM Ross was awarded this work through a competitive request for proposal process. Options for the replacement were developed and a preferred control building layout and services renewal are currently under design by BM Ross. Regulatory approvals will be sought and it is expected that a tender can be advertised in the summer.

BM Ross has provided a \$23,000+HST estimate of costs for engineering services related to tendering and contract administration. The submitted budget for 2016 WECl funding was \$210,000 including allowances for these engineering services. Staff recommends the proposal by BM Ross Associates be accepted and their agreement for engineering services be extended to include these additional services.

3. West London Dyke Phase 3

Stantec Consulting are currently undertaking the final design and tender document preparation for West London Dyke Phase 3 as part of a contract approved in February 2015. This work has also resulted in the recent completion of the Master Repair Plan Class EA undertaken by Stantec. Various technical studies have also been completed under the current engineering services agreement in support of Phase 3. A Phase 3 project estimate of \$3,600,000 was submitted for 2016 WECl funding including these engineering services. It is important that this work be substantially completed in 2016 to utilize anticipated WECl funding. Continuity in consulting services is important to the timely tender and construction of this project.

Stantec also provided engineering services for Phase 1 and 2. Phase 3 is a northerly extension of Phase 1 from Rogers Ave to between Leslie St. and Carrothers Ave (see attached plan). The length of the dyke to be reconstructed in phase 3 will be between 205 and 285 metres depending on detailed design and optimization of construction phasing currently being considered by the consultant, the City, and UTRCA.

Stantec has submitted an engineering estimate of \$300,000+HST for tendering and construction contract administration. The estimate includes full time on-site inspection services over an estimated 4 month construction duration and assumes construction completion in 2016. The Project Manager will be the same as Phase 1. The current Stantec proposal includes the following work which was not part of their 2007/8 services:

- engineering for establishing a new well structure to replace an existing groundwater monitoring station for structure performance monitoring,
- additional independent environmental monitoring during construction requested by the City,
- more scrutiny of existing soil quality and disposal requirements to minimize costs,
- post construction alignment surveys consistent with previous surveys,
- stage 2 Archeological assessment in Labatt Park where construction access to the Phase 3 project area is planned (required based on Stage 1 screening during design), and
- geotechnical inspection and testing services.

Stantec costs for Phase 1 in 2007/8 were approximately \$170,000 for a similar total construction cost. The comparable work in this proposal would cost \$214,000 (after removing the work listed above). This represents an appropriate increase given construction price increases between 2007 and 2016.

As the final design is still being completed, staff recommends a consulting contingency allowance of \$25,000 is appropriate in case aspects of the construction extend into 2017 and to allow for the potential variation in length discussed above. This results in an additional engineering services cost of \$325,000+HST. Based on Stantec's considerable experience with this project, satisfactory completion of work to date, and comparable engineering costs with 2007, staff recommends acceptance of the Stantec proposal and extension of the current engineering services agreement to include tender and contract administration.

4 Proposed Changes to RFP Process

This report also proposes a change to our request for proposals (RFP) process so that engineering services may be awarded for the entire project or study. Where it is possible to adequately define the entire project within a single RFP, it is proposed that the RFP be designed to incorporate all engineering services. To ensure cost effectiveness and efficiency, consultants would be asked for estimates of tender and project administration or additional phases of work within their proposal. An engineering services agreement would be entered into with the successful consultants for the first phase of engineering services (such as design and production of contract/tender documents). Staff would be able to extend the agreement for engineering services without having to go back to the board (as is being done here) provided the consultant's services have been satisfactory; the additional services remain within the approved project budget (study or construction project); and the additional services are consistent with the costs included in the consultants proposal. Where the engineering is associated with a construction tender, once the tenders have been opened and construction and engineering costs are established, any differences in project budget could be dealt with as a single report to the board dealing with the construction tender award, whether those differences are attributed to the construction or engineering costs.

Please contact Rick Goldt or Chris Tasker if there are any questions or concerns with these recommendations.

Submitted by:



Chris Tasker, Manager
Water and Information Management

Prepared by:



Rick Goldt, Supervisor
Water Control Structures

Administrative Assistant - Consultant Tender and Contract Administration Report Vote Summary

From: Michelle Viglianti
To: Anna Hopkins; Annamarie Murray; Dawn MacLean; George Way; Grant Ingl...
Date: 4/26/2016 8:56 AM
Subject: Consultant Tender and Contract Administration Report Vote Summary
CC: Chris Tasker; Ian Wilcox; Rick Goldt
BC: Michelle Viglianti

Good morning,

as my first official e-mail I would just like to say hello, and I really look forward to working with all of you.

Thank you all for your time and consideration on this matter.

14 out of 15 Members participated in the vote. The results of the vote are as follows:

Recommendation 1, 2 & 3 were unanimously approved with 14 votes.

Recommendation 4 was approved with 13 votes yes and 1 no.

This matter will be further reviewed at the May meeting.

Thanks again,

To: UTRCA Board of Directors
From: Ian Wilcox
Date: May 10, 2016
Subject: 2015 Audited Financial Statements

Agenda #: 7 (a)
Filename: Finance #239

Recommendation:

That the Board of Directors approve the 2015 Audited Financial Statements as presented and attached.

Summary of Financial Statements:

The results of operations, including capital transactions, for the 2015 year yielded a surplus of \$676,948 which is 3% higher than the budgeted surplus (adjusted for capital expenditures and amortization- see note 10) of \$657,448. This difference is attributed to three things:

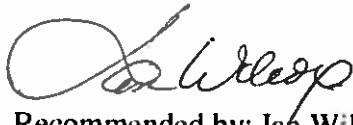
- 1) Revenues outside of pre-determined levys and MNR funding are 36% higher than anticipated. The organization's success in securing more than double the Provincial and Federal program funding, more than double the donations and interest income and 27% greater levels in fees for services has enabled a much higher level of activity than originally projected, and
- 2) Expenditures were controlled with just a 17% increase overall.
- 3) Net draws on reserves to fund operations and capital acquisitions of only \$33,784 were required to achieve our ends in 2015.

Currently, we continued to reduce debt through regular payments of the Water System Loan and we were up to date with all other liabilities including pension payments. Our cash position was strong throughout the year even as we increased our tangible capital asset base.

Information on Audit Findings Report:

While the audit opinion is clear that the statements present fairly the operations and position of UTRCA at year end, KPMG's report describes an uncorrected difference of \$181,000 against the final surplus of the organization. This stems from purchases made for Flood Control construction activities which were expensed in earlier years but which should have been capitalized.

This difference highlights a more general need for clarity in budgeting annual operating activities separately from capital expenditures and in developing awareness among staff of the impact of capital acquisitions and building projects on the financial results of the organization. As we proceed with 2017 budgeting, we will be addressing the deficiency identified by the auditors in our process.


Recommended by: Ian Wilcox


Prepared by: Christine Saracino
Supervisor, Finance & Accounting



cutting through complexity

AUDIT

Upper Thames River Conservation Authority

Audit Findings Report
For the year ended December 31, 2015



Licensed Public Accountants

May 24, 2016

kpmg.ca



The contacts at KPMG in connection with this report are:

Ian Jeffreys

Lead Audit Engagement
Partner

Tel: 519-660-2137
ijeffreys@kpmg.ca

Melissa Redden

Audit Senior Manager

Tel: 519-660-2124
mredden@kpmg.ca

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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**

Executive summary

Purpose of this report*

The purpose of this Audit Findings Report is to assist you, as a member of the Board, in your review of the results of our audit of the financial statements of Upper Thames River Conservation Authority as at and for the year ended December 31, 2015.

Audit risks and results

A significant financial reporting risk has been identified relating to the presumed fraud risk over management override of controls. This risk has been addressed in our audit.

We also identified some other areas of audit focus to discuss with you.

See pages 5 – 7.

Adjustments and differences

We have identified differences that were communicated to management and subsequently corrected in the financial statements, as well as an uncorrected difference. The impact of the uncorrected difference is as follows:

Annual surplus	(in \$'000s)
As currently presented	\$677
Uncorrected difference	(\$181)
As a % of the balance	(27%)

Accumulated surplus	(in \$'000s)
As currently presented	\$41,108
Uncorrected differences	\$0
As a % of the balance	0%

See pages 8 - 9 and Appendix 3.

* This Audit Findings Report should not be used for any other purpose or by anyone other than the Board. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary

Finalizing the audit

As of May 10, 2016, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- obtaining the signed management representation letter;
- completing our discussions with the Board;
- obtaining evidence of the Board's approval of the financial statements.

We will update the Board on significant matters, *if any*, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

Control and other observations

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR; however, we have identified a deficiency to bring to your attention.

See page 10.

Significant accounting estimates

Overall, we are satisfied with the reasonability of significant accounting estimates.

- Management identifies all accounting estimates and establishes processes for making accounting estimates.
- There are no indicators of management bias as a result of our audit over estimates.
- Disclosure of estimation uncertainty in the financial statements is included in Note 1(f), Use of estimates. This note provides information on areas in the financial statements that include estimates.
- Management evaluates these estimates on a regular basis to ensure they are appropriate.

Independence

We are independent with respect to the Authority, within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation.

See Appendix 2.

Significant accounting policies and practices

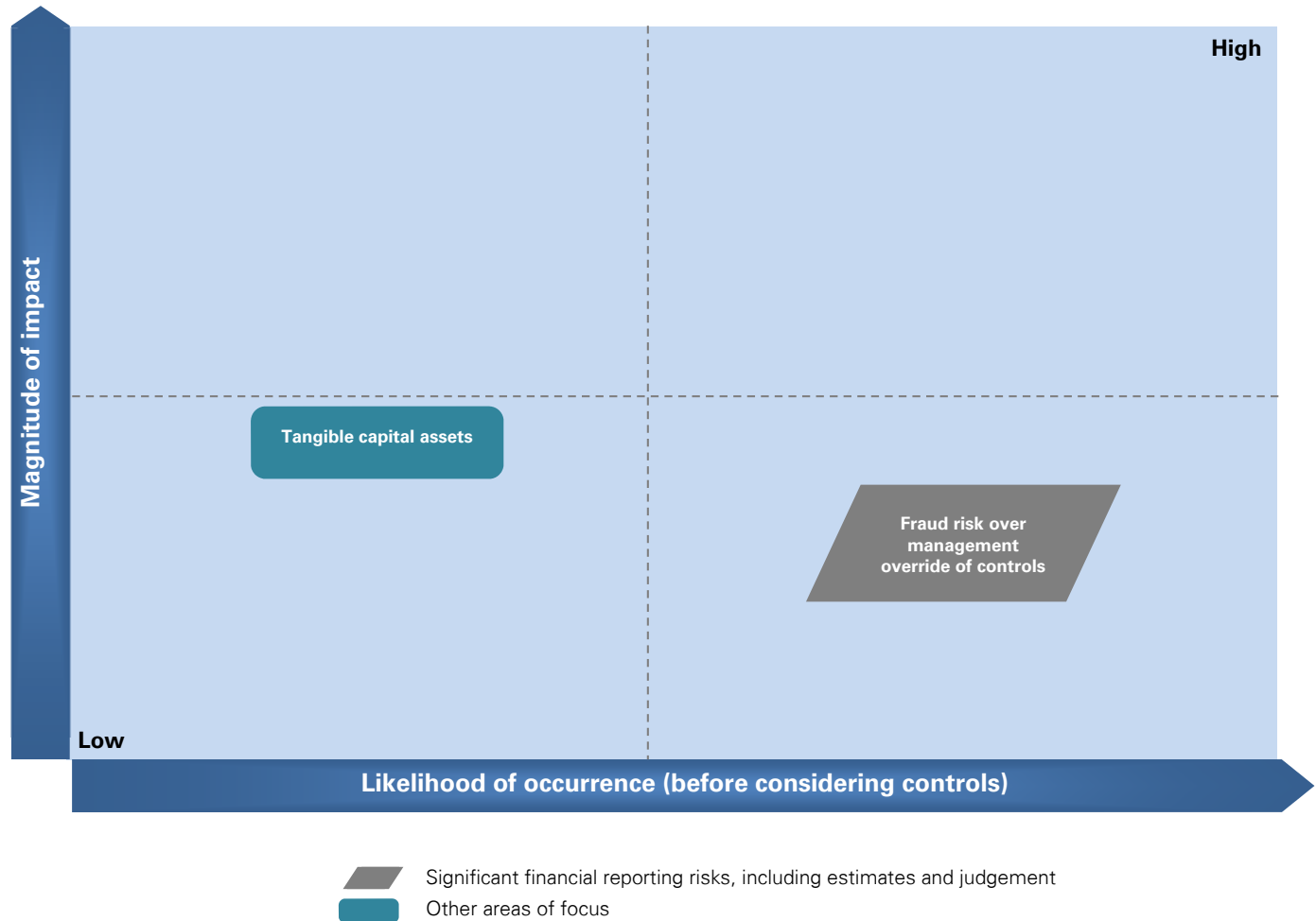
There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Authority's relevant financial reporting framework. The form, arrangement, and content of the financial statements is considered to be appropriate.

Audit risks and results

This diagram is our top-down view of the financial reporting risks and their potential misstatement impact mapped against the likelihood of a misstatement occurring (before controls).



Audit risks and results

Professional standards presume the risk of fraudulent recognition and the risk of management override of controls exists for all companies.

The risk of fraudulent revenue recognition can be rebutted, but the risk of management override of controls cannot, since management is typically in a unique position to perpetrate fraud because of its ability to manipulate account records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

Professional requirements	Why	Our significant findings from the audit
Fraud risk from revenue recognition	This is a presumed fraud risk. There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.	We have rebutted this fraud risk as it is not applicable to the Authority where performance is not measured based on earnings.
Fraud risk from management override of controls	This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.	As this risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures included testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluations the business rationale of significant unusual transactions. <i>Findings</i> No significant findings noted.

Audit risks and results

Significant findings from the audit regarding other areas of focus are as follows:

Other areas of focus	Why	Our significant findings from the audit
Tangible capital assets	This is a significant account on the financial statements.	<p>Management maintains a continuity schedule by asset class, outlining additions, disposals, and amortization taken during the year.</p> <p>KPMG performed the following procedures over this account:</p> <ul style="list-style-type: none"> • Selected significant additions from the listing prepared by management to ensure the additions were appropriately recorded. • Performed substantive analytical procedures over the amortization expense balance to assess the reasonability of amortization taken during the year. • Verified the mathematical accuracy of the continuity schedule to track tangible capital asset cost and accumulated amortization balances. • Obtain management's assessment of the impact of the Contaminated Sites standard (PS 3260) and review the impact to the financial statements, if any. <p><i>Findings</i></p> <p>KPMG notes that the adoption of the new Contaminated Sites standard has been disclosed in the financial statements. This standard has no impact on any amounts recorded within the financial statements.</p> <p>No significant findings were noted as a result of the other procedures above; however, while performing substantive analytical procedures over expense balances, KPMG noted that the 'Flood control centre' expenses were significantly higher than budgeted figures. Inquiry into this variance identified that there were amounts within the expense caption that should have been classified as tangible capital assets. It was also identified that there were balances within prior year expenses that should have been capitalized. This resulted in an understatement of tangible capital assets and an overstatement of expenses of \$498,915 in the current year and \$181,408 relating to prior years. These were all corrected through the current year Statement of Operations to correct the Statement of Financial Position as at December 31, 2015. This results in expenses being understated in the current year by \$181,408 due to the out-of-period adjustment. There is no amortization impact as these projects were still recorded within construction-in-progress as at the end of the year.</p> <p>As a result of the misstatements identified, KPMG noted a control deficiency relating to a lack of review to ensure the appropriate treatment of capital versus operational costs. See page 10 for additional information.</p>

Adjustments and differences

Adjustments and differences identified during the audit have been categorized as Corrected “adjustments” or Uncorrected “differences.” These include disclosure adjustments and differences.

Professional standards require that we request of management and the audit committee that all identified adjustments or differences be corrected. We have already made this request of management.

Corrected adjustments

The management representation letter includes all adjustments identified as a result of the audit, communicated to management and subsequently corrected in the financial statements.

See Appendix 3.

Uncorrected differences

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which disclose the impact of all uncorrected differences considered to be other than clearly trivial.

See Appendix 3.

Adjustments and differences

Based on both qualitative and quantitative considerations, these adjustments have been corrected in the current period.

Uncorrected differences as at and year ended December 31, 2015

Income effect

Financial position

Description of differences greater than \$20,000 individually	(Decrease) Increase	Assets	Liabilities	Equity
		(Decrease) Increase	(Decrease) Increase	(Decrease) Increase
Understatement of expenses to correct tangible capital asset balances as at the end of the current year.	(181,408)	-	-	-
Total differences	(181,408)	-	-	-

We concur that the differences are not material to the financial statements. Accordingly, the differences have no effect on our auditors' report.

Implications of adjustments and differences

These differences have no effect on our auditors' report. The implications of such misstatements on the Company's internal control over financial reporting (ICFR) are discussed in "Control Observations."

Control observations

In accordance with professional standards, we are required to communicate to the Board any control deficiencies that we identified during the audit and have determined to be significant deficiencies in ICFR.

Other control deficiencies may be identified during the audit that do not rise to the level of significant deficiency.

Significant deficiencies

We did not identify any deficiencies that we consider to be significant deficiencies in ICFR.

Other control deficiencies

Below is a summary of these other control deficiencies that we identified during the audit:

Description

Potential effect

Lack of review to ensure the appropriate treatment of capital versus operational costs

During our substantive analytical procedures over expenses, KPMG noted a control deficiency due to a lack of review over expense items that are capital in nature. This resulted in a misstatement as previously noted. KPMG recommends that management review all significant expense items to ensure that they have been appropriately classified.

Appendices

Appendix 1: Required communications

Appendix 2: Independence

Appendix 3: Management representation letter

Appendix 4: Audit Quality and Risk Management

Appendix 5: Current developments

Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements
- **Management representation letter** –In accordance with professional standards, copies of the management representation letter are provided to the Board. The management representation letter is attached at Appendix 3.

Appendix 2: Independence

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

The following summarizes the professional services rendered by us to the Authority:

Description of professional services

Audit of the financial statements for the year ended December 31, 2015

Professional standards require that we communicate the related safeguards that have been applied to eliminate identified threats to independence or to reduce them to an acceptable level. Although we have policies and procedures to ensure that we did not provide any prohibited services and to ensure that we have not audited our own work, we have applied the following safeguards related to the threats to independence listed above:

- We instituted policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions
- We obtained pre-approval of non-audit services, and during this pre-approval process we discussed the nature of the engagement and other independence issues related to the services
- We obtained management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services, and we have not made any management decisions or assumed responsibility for such decisions

Appendix 3: Management representation letter

KPMG LLP
Chartered Professional Accountants
140 Fullarton Street
Suite 1400
London, Ontario
N6A 5P2

May 24, 2016

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as “financial statements”) of Upper Thames River Conservation Authority (“the Entity”) as at and for the period ended December 31, 2015.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

GENERAL:

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 15, 2013, for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared in accordance with the relevant financial reporting framework
 - b) providing you with all relevant information, such as all financial records and related data, including the names of all related parties and information regarding all relationships and transactions with related parties, and complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements, and access to such relevant information
 - c) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error
 - d) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:

- a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
- b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Entity and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements
- c) all information in relation to allegations of fraud, or suspected fraud, affecting the Entity's financial statements, communicated by employees, former employees, analysts, regulators, or others
- d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements
- e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements

COMMITMENTS & CONTINGENCIES:

- 4) There are no other liabilities that are required to be recognized and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with the relevant financial reporting framework, including liabilities or contingent liabilities arising from illegal acts or possible illegal acts, or possible violations of human rights legislation.

SUBSEQUENT EVENTS:

- 5) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 6) We have disclosed to you the identity of the Entity's related parties.
- 7) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 8) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 9) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 10) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

MISSTATEMENTS:

- 11) The effects of the uncorrected misstatements described in **Attachment II** are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 12) We approve the corrected misstatements identified by you during the audit described in **Attachment II**.

Yours very truly,

Christine Saracino, Supervisor Accounting and Finance

Ian Wilcox, General Manager

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

RELATED PARTIES

In accordance with Canadian Accounting Standards for the public sector, *related party* is defined as:

- *When one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Two not-for-profit organizations are related parties if one has an economic interest in the other. Related parties also include management and immediate family members.*

In accordance with Canadian Accounting Standards for the public sector, a *related party transaction* is defined as:

- *A transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.*

Attachment II – Summary of Audit Misstatements Schedule(s)

Summary of Uncorrected Audit Misstatements, including disclosures

	Income effect	Financial Position		
Description	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Equity (Decrease) Increase
Understatement of expenses to correct tangible capital asset balances as at the end of the current year.	(181,408)	-	-	-
Total uncorrected misstatements	(181,408)	-	-	-

Summary of Corrected Audit Misstatements, including disclosures

	Income effect	Financial Position		
Description	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Equity (Decrease) Increase
To adjust tangible capital assets for capital costs that were expensed.	680,323	680,323	-	680,323
To adjust accumulated surplus to actual.	70,288	-	-	70,288 (70,288)
Total corrected misstatements	750,611	680,323	-	680,323

Appendix 4: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit <http://www.kpmg.com/Ca/en/services/Audit/Pages/Audit-Quality-Resources.aspx> for more information.

- Other controls include:
 - Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
 - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.
- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
 - Assignment based on skills and experience;
 - Rotation of partners;
 - Performance evaluation;
 - Development and training; and
 - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 5: Current developments

Not-for-Profit Accounting Standards Update – November 2015

You are probably wondering what happened to the Statement of Principles that was issued in December 2012. It proposed substantive changes to accounting standards for Not-for-Profit Organizations to harmonize the accounting for Government and Other Not-for-Profit Organizations with their respective conceptual frameworks. This update addresses developments relevant to not-for-profit organizations that are not government-controlled.

The Statement of Principles on Improvements to Not-for-Profit Accounting Standards was jointly issued by the Accounting Standards Board (AcSB) and the Public Sector Accounting Board (PSAB). This Statement proposed to remove many of the special rules that not-for-profit organizations use today in preparing their financial statements and would have required that not-for-profit organizations more closely follow the rules that apply to the commercial or public sector, depending on their reporting structures. The Statement of Principles was closely followed by the Not-for-Profit community and, based on the feedback the Boards received, the proposals did not proceed further through the accounting standards development process.

In March 2015, citing different financial reporting challenges and user needs and differing priorities faced by PSAB and the AcSB, the Boards announced that they would independently pursue improvements to not-for-profit accounting standards, but collaborate on common issues.

The AcSB included not-for-profit organizations in its recently issued-for-comment draft strategic plan for 2016–2021. The proposed core strategy includes maintaining a separate set of accounting standards for areas unique to not-for-profit organizations while continuing to direct them to Part II of the *CPA Canada Handbook - Accounting for non-unique areas* (such as employee future benefits and financial instruments). The AcSB has formed a not-for-profit advisory committee to provide input into this process. KPMG has a representative on the committee.

The AcSB has approved three projects to address the proposals in the Statement of Principles. These three projects are outlined below.

- i. Accounting Standards Improvement – Phase 1
 - Tangible capital assets
 - Intangible assets
 - Works of art, historical treasures, collections and similar items
 - Related party transactions
 - Allocated expenses
- ii. Accounting Standards Improvement – Phase 2
 - Controlled and related entities

- Expense reporting by function and object
 - Economic interests
- iii. Contributions – Revenue Recognition and Related Matters
- Contributions
 - Size exemption (\$500,000) for tangible capital assets and intangibles
 - Financial statement presentation

The AcSB has indicated that it anticipates the release of an exposure draft related to *Accounting Standards improvement – Phase 1* in 2016.

Clearly stakeholder feedback makes a difference; we encourage you to stay involved in the process. We expect there will be ongoing outreach activities by the AcSB as the projects proceed, including webinars and roundtables to make it easy for you to provide feedback.

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DRAFT Financial Statements of

**UPPER THAMES RIVER
CONSERVATION AUTHORITY**

Year ended December 31, 2015

INDEPENDENT AUDITORS' REPORT

To the Members of Upper Thames River Conservation Authority

We have audited the accompanying financial statements of Upper Thames River Conservation Authority, which comprise the statement of financial position as at December 31, 2015, the statements of operations and accumulated net revenue, change in net financial assets, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Upper Thames River Conservation Authority as at December 31, 2015, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

Month DD, YYYY

London, Canada

UPPER THAMES RIVER CONSERVATION AUTHORITY

Statement of Financial Position

DRAFT

December 31, 2015, with comparative information for 2014

	2015	2014
Financial Assets		
Cash	\$ 923,364	\$ 1,095,591
Restricted cash (note 2)	607,291	588,802
Accounts receivable	1,328,140	630,178
Programs in progress	38,609	143,778
Investments (note 3)	5,000,000	5,000,000
	<u>7,897,404</u>	<u>7,458,349</u>
Financial Liabilities		
Accounts payable and accrued liabilities	1,020,553	996,912
Deferred revenue	1,431,653	1,000,947
Term loan (note 4)	478,402	531,684
Other liabilities (note 5)	297,383	278,893
	<u>3,227,991</u>	<u>2,808,436</u>
Net financial assets	4,669,413	4,649,913
Non-Financial Assets		
Tangible capital assets (note 6)	36,438,229	35,780,781
Contingencies (note 12)		
Accumulated surplus (note 7)	<u>\$ 41,107,642</u>	<u>\$ 40,430,694</u>

See accompanying notes to financial statements.

Approved by:

_____ Chair _____ General Manager

_____ Supervisor of Finance

UPPER THAMES RIVER CONSERVATION AUTHORITY

Statement of Operations and Accumulated Net Revenue

DRAFT

Year ended December 31, 2015, with comparative information for 2014

	2015 Budget	2015 Actual	2014 Actual
Revenue:			
Municipal general levy	\$ 2,637,269	\$ 2,637,270	\$ 2,501,120
Dam and flood control levy	1,307,323	1,532,323	1,429,586
Conservation areas	3,000,907	3,199,081	2,988,982
Direct:			
Land and asset management	1,018,458	948,383	1,028,337
Fees for service	1,774,727	2,258,896	2,058,623
Provincial transfer payments:			
MNR Section 39 grants	351,425	351,020	351,020
Other provincial grants	855,180	1,989,773	2,007,040
Donations	219,597	545,290	158,646
Special project funding	101,600	302,323	277,323
Federal program funding	203,944	506,542	323,420
Interest income	40,000	71,741	89,604
	11,510,430	14,342,642	13,213,701
Expenditures:			
Recreation	3,819,398	3,921,151	3,631,710
Flood control centre	1,506,570	2,570,385	2,074,627
Property program	982,432	1,312,894	1,133,226
Research and planning	959,887	988,372	799,326
Community partnerships program	876,995	1,338,213	1,079,421
Forestry programs	844,044	866,177	845,286
Source water protection	823,587	682,017	898,649
Environmental planning	673,745	714,253	729,546
Soil conservation program	596,655	638,103	509,321
Environmental significant areas	447,194	536,363	473,069
Service cost centres (Schedule)	139,218	78,333	(43,240)
Environmental monitoring	-	-	232,787
Miscellaneous	-	19,433	16,320
	11,669,725	13,665,694	12,380,048
Annual (deficit) surplus	(159,295)	676,948	833,653
Accumulated surplus, beginning of year	40,430,694	40,430,694	39,597,041
Accumulated surplus, end of year	\$ 40,271,399	\$ 41,107,642	\$ 40,430,694

See accompanying notes to financial statements.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Statement of Change in Net Financial Assets

DRAFT

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Annual surplus	\$ 676,948	\$ 833,653
Acquisition of tangible capital assets	(1,446,854)	(915,486)
Amortization of tangible capital assets	789,406	811,250
Change in net financial assets	19,500	729,417
Net financial assets, beginning of year	4,649,913	3,920,496
Net financial assets, end of year	\$ 4,669,413	\$ 4,649,913

See accompanying notes to financial statements.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Statement of Cash Flows

DRAFT

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 676,948	\$ 833,653
Adjustment for:		
Amortization of capital assets	789,406	811,250
Changes in non-cash operating working capital:		
Accounts receivable	(697,962)	942,926
Programs in progress	105,169	13,921
Accounts payable and accrued liabilities	23,641	179,880
Deferred revenue	430,706	(31,412)
Other liabilities	18,490	130,693
	<u>1,346,398</u>	<u>2,880,911</u>
Financing activities:		
Restricted cash	(18,489)	(130,694)
Term loan	(53,282)	(52,145)
	<u>(71,771)</u>	<u>(182,839)</u>
Investing activities:		
Acquisition of tangible capital assets	(1,446,854)	(915,486)
Purchase of investments	-	(5,000,000)
	<u>(1,446,854)</u>	<u>(5,915,486)</u>
Decrease in cash	(172,227)	(3,217,414)
Cash, beginning of year	1,095,591	4,313,005
Cash, end of year	<u>\$ 923,364</u>	<u>\$ 1,095,591</u>

See accompanying notes to financial statements.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements

DRAFT

Year ended December 31, 2015

The Upper Thames River Conservation Authority (the "Authority") is established under the Conservation Authority Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals for the watersheds within its area of jurisdiction.

1. Significant accounting policies:

The financial statements of the Authority are prepared by management in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. Significant aspects of the accounting policies adopted by the Authority are as follows:

(a) Reserves:

Appropriations are made to reserves for future expenditures and contingencies for such amounts as required by various cost sharing arrangements, provincial restrictions and are deemed appropriate, and upon approval of the Board of Directors.

(b) Government transfers:

Government transfer payments are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is stipulated to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services performed. If funding is received for which the related expenses have not yet been incurred or services performed, these amounts are recorded as a liability at year end.

(c) Deferred revenue:

Certain user charges and fees are collected for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

1. Significant accounting policies (continued):

(d) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life, years
Land improvements	10-25
Buildings	15-50
Flood control structures	50-80
Infrastructure	20-50
Furniture and fixtures	7
Vehicles	5-10
Computers and communication	3-7

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(i) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(ii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the financial statements.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

1. Significant accounting policies (continued):

(e) Impairment of long-lived assets:

Long-lived assets, including equipment, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to estimated undiscounted future cash flows expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized by the amount by which the carrying amount or fair value less costs to sell, and are no longer depreciated. The assets and liabilities of a disposed group classified as held for sale would be presented separately in the appropriate asset and liability sections of the balance sheet.

(f) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

(g) Change in accounting policy:

The Authority adopted the Public Sector Accounting Board Standard, PS 3260 Liability for Contaminated Sites, effective January 1, 2015. Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This Standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination. The adoption has been applied prospectively. There were no changes to the financial statements as a result of the implementation of this standard.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

2. Restricted cash:

Restricted cash consists of funding received from the Ministry of Natural Resources that has been restricted in its use by the funding Agency.

	2015	2014
Glengowan land disposition reserve fund	\$ 297,383	\$ 238,899
Source water protection trust (note 5)	309,908	349,903
Restricted cash	\$ 607,291	\$ 588,802

3. Investments:

Investments consist of guaranteed investment certificates with short-term maturities and interest rates ranging from 0.9% to 1%.

4. Term loan:

	2015	2014
Term loan payable, bearing interest at 2.28%, repayable in blended monthly instalments of \$5,402, due January 7, 2017	\$ 478,402	\$ 531,684

Interest paid on this loan during 2015 was \$11,567 (2014 - \$12,766).

Future principal payments for the year ending December 31 are as follows:

2016	\$ 54,479
2017	423,923
	\$ 478,402

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

5. Other liabilities:

The Authority is the lead Agency in the three party arrangement whereby funds are received for the other parties to the arrangement. Each party is entitled to its pro-rata share of funding which is for the purpose of source water protection.

Funds received by the Authority for the other parties to the arrangement which have not been dispersed at December 31, 2015 amount to \$309,908 (2014 - \$349,903). These amounts have been included in restricted cash.

6. Tangible capital assets:

The historical cost of intangible assets employed by the Authority at December 31 is as follows:

Cost	Balance 2014	Additions	Disposals	Balance 2015
Land	\$ 15,093,945	\$ 442,122	\$ -	\$ 15,536,067
Land improvements	677,008	32,904	-	709,912
Buildings	14,598,589	59,742	-	14,658,331
Infrastructure	7,556,880	33,540	-	7,590,420
Furniture and fixtures	634,310	-	-	634,310
Vehicles	1,699,145	158,502	-	1,857,647
Flood control structures	13,712,040	474,277	-	14,186,317
Computers and communication	1,166,189	39,720	-	1,205,909
Construction in progress	1,571,301	680,324	474,277	1,777,348
	\$ 56,709,407	\$ 1,921,131	\$ 474,277	\$ 58,156,261

Accumulated amortization	Balance 2014	Amortization	Disposals	Balance 2015
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	418,598	32,853	-	451,451
Buildings	2,757,684	284,346	-	3,042,030
Infrastructure	6,775,032	19,835	-	6,794,867
Furniture and fixtures	179,952	63,932	-	243,884
Vehicles	1,246,291	126,534	-	1,372,825
Flood control structures	8,518,309	202,844	-	8,721,153
Computers and communication	1,032,760	59,062	-	1,091,822
	\$ 20,928,626	\$ 789,406	\$ -	\$ 21,718,032

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

6. Tangible capital assets (continued):

	Balance 2014	Balance 2015
Net book value		
Land	\$ 15,093,945	\$ 15,536,067
Land improvements	258,410	258,461
Buildings	11,840,905	11,616,301
Infrastructure	781,848	795,553
Furniture and fixtures	454,358	390,426
Vehicles	452,854	484,822
Flood control structures	5,193,731	5,465,164
Computers and communications	133,429	114,087
Construction in progress	1,571,301	1,777,348
	\$ 35,780,781	\$ 36,438,229

7. Accumulated surplus:

	2015	2014
Surplus:		
Invested in tangible capital assets	\$ 36,438,229	\$ 35,780,781
Other:	(79,188)	(79,190)
Unfunded:		
Term loan	(478,402)	(531,684)
Total surplus	35,880,639	35,169,907
Reserve set aside for specific purposes of the Authority:		
Reserves (Schedule)	1,511,934	1,383,044
Reserve funds set aside for specific purposes by the Authority:		
Reserve Funds (Schedule)	3,715,069	3,877,743
	\$ 41,107,642	\$ 40,430,694

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

8. Pension agreements:

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of certain members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Contributions made by the Authority to OMERS for 2015 were \$968,204 (2014 - \$928,135).

9. Financial instruments:

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The Authority's financial instruments include cash, restricted cash, accounts receivable, programs in progress, investments, accounts payable and accrued liabilities, deferred revenue and other liabilities. The fair values of these financial instruments approximate their carrying value due to the expected short-term maturity of these instruments.

The term loan approximates fair value as interest is equivalent to market rates available to the Authority.

10. Budget data:

The unaudited budget data presented in these financial statements is based upon the 2015 operating and capital budgets approved by the Board on February 19, 2015. Amortization was not contemplated on development of the budget and, as such, has not been included. The chart below reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 11,510,430
Expenses:	
Operating budget	11,669,725
Annual deficit as budgeted	\$ (159,295)
Amortization	\$ (789,406)
Capital expenditures	1,446,854
Budgeted surplus as revised	\$ 657,448

UPPER THAMES RIVER CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2015

11. Comparative figures:

Certain of the 2014 comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

12. Contingencies:

There are certain claims pending against the Entity as at December 31, 2015. The final outcome of these claims cannot be determined at this time. In management's opinion, insurance coverage is sufficient to offset the costs of unfavorable settlements, if any, which may result from such claims.

UPPER THAMES RIVER CONSERVATION AUTHORITY

DRAFT Schedule - Service Cost Centres

Year ended December 31, 2015, with comparative information for 2014

	2015 Budget	2015 Actual	2014 Actual
Recoveries from mission cost centres	\$ 3,297,393	\$ 3,315,482	\$ 3,188,820
Expenditures:			
Occupancy	259,066	297,749	194,441
Information systems	732,329	700,154	644,834
Administration	749,685	716,147	695,139
Finance	574,000	544,597	539,043
Marketing and communications	553,812	548,269	531,243
Vehicles and equipment	567,719	586,899	540,880
	3,436,611	3,393,815	3,145,580
Surplus (deficit) in service cost centres	\$ (139,218)	\$ (78,333)	\$ 43,240

UPPER THAMES RIVER CONSERVATION AUTHORITY

DRAFT Schedule - Reserves and Reserve Funds

Year ended December 31, 2015, with comparative information for 2014

	2014	Appropriations to (from) reserves	2015
Restricted and/or capital:			
Capital surcharge	\$ 392,897	\$ (182,849)	\$ 210,048
Weekly indemnity self insurance	42,688	(4,662)	38,026
Flood control, dam maintenance	2,170,509	218,328	2,388,837
Memorial forests/arboretum	(38,634)	(5,755)	(44,389)
Properties/assets:			
Glengowan land disposition	238,899	(3,844)	235,055
Property management	208,798	-	208,798
Golspie swamp	16,275	-	16,275
Aggregate	134,259	-	134,259
Pittock land disposition II	712,052	(183,892)	528,160
	3,877,743	(162,674)	3,715,069
Operating reserves:			
Service cost centre	220,135	41,279	261,414
Information management	116,116	(34,657)	81,459
Mission Centre reserve	22,200	(8,615)	13,585
Vehicle and equipment	72,728	(21,965)	50,763
Soil conservation and services	250,791	62,045	312,836
Environmental plan	35,511	19,380	54,891
Community partners	1,505	-	1,505
Administrative building	55,000	5,000	60,000
Motor pool/ESA's building maintenance	(5,562)	1,299	(4,263)
Research	63,676	(3,764)	59,912
Small hydro project	(124,440)	(14,977)	(139,417)
Land and facilities	344,282	(59,287)	284,995
Harrington Grist Mill	47,870	6,666	54,536
Conservation areas, ESA's	283,232	136,486	419,718
	1,383,044	128,890	1,511,934
	\$ 5,260,787	\$ (33,784)	\$ 5,227,003

To: UTRCA Board of Directors

From: Ian Wilcox

Date: 6 May 2016

Subject: Results of recent audits

Agenda #: 7 (b)

Filename: Finance #241

GST and HST Audit

Through late 2015, The Canada Revenue Agency (CRA) audited our GST and HST claims covering the period January 2012 through April 2015. In their final report to us in January 2016, they advised that they will disallow claims totaling \$74,767. A notice of reassessment has not yet been received despite follow up. This cost will be borne in our 2016 operations as a result.

The review was thorough and brought to light two very specific types of errors. \$67,360 of the total assessment relates to claims made on the PST paid on insurance premiums, both health care and property insurance, neither of which are eligible claims. The remainder relates to various claims for PST and GST paid on imported software. Since no PST or GST was paid on those purchases, no PST or GST can be rebated to us.

CRA made it clear that they do not normally go back farther than 4 years in this type of audit.

We immediately revised our accounting practices to adopt this so to avoid a similar result in future.

Charity Audit

Following recent Federal government initiatives in detecting charity fraud, the number of charity audits has increased substantially. In April of this year, the Charities Directorate of CRA conducted a brief audit of our donation receipting and reporting including a wider review of our charitable activities. This was the first such audit for UTRCA in over 20 years. Their report identified non-compliance in two areas: completeness of the charity information return (T3010) and in tracking the charity receipts we issue. Uncorrected non-compliance can lead to revocation of our registered charity status.

The former issue points to lack of attention in how to complete such returns including the remittance of all associated information forms. The 2015 information return is due June 30th and we will report to the Board of Directors that it has been filed completely and on time as soon as the financial statements are Board-approved.

The second issue speaks to process. We have implemented a receipt tracking system which automatically records donation receipts as they are received and numbers them sequentially. We will be adding a separate revenue line in our accounts which identifies charity donations versus regular donations so as to report accurately those amounts. One person is handling these receipts and is tasked with full understanding of the regulations regarding issuing donation receipts.

We take all audit results seriously and will be addressing these specific deficiencies in our internal control processes as we continue to build the body of organizational policies and document procedures.

A handwritten signature in black ink, appearing to read "Ian Wilcox". The signature is fluid and cursive, with the first name being more prominent.

Submitted by: Ian Wilcox

A handwritten signature in blue ink, appearing to read "Christine Saracino". The signature is cursive and somewhat stylized.

Prepared by: Christine Saracino
Supervisor, Finance & Accounting

Partners for Great Lakes Literacy



A student group gets creative as they “build” a prototype of their innovation to pitch as an idea to their ICE program sector partner.

The Ministry of Education and the Ministry of the Environment and Climate Change have partnered to improve students’ understanding of the Great Lakes by using the lakes as learning tools. The MOECC has approached Conservation Authorities as the natural link between local school boards, local watersheds and links to the Great Lakes. The UTRCA’s Community Education unit has been helping the Ministries form the links and supplying information to our school boards through two programs: Specialist High Skills Major (SHSM) and Innovation, Creativity and Entrepreneurship (ICE).

The Ministry of Education’s SHSM program gives students the opportunity to specialize in one of 19 different sectors. The UTRCA has been providing programming to help students complete various compulsory, elective, experiential/career exploration and “reach ahead” requirements they need, outside of academics, to graduate high school with an SHSM seal on their diploma. This spring, the UTRCA will certify students in Project WILD and/or Below Zero and/or Green Check Global Positioning System (GPS).



High school students in the Project WILD workshop.

The Ministry of Education and the Ministry of the Environment and Climate Change have partnered to improve students’ understanding of the Great Lakes by using the lakes as learning tools. The MOECC has approached Conservation Authorities as the natural link between local school boards, local watersheds and links to the Great Lakes. The UTRCA’s Community Education unit has been helping the Ministries form the links and supplying information to our school boards through two programs: Specialist High Skills Major (SHSM) and Innovation, Creativity and Entrepreneurship (ICE).

ICE is a pilot training program developed by the Ministry of Education to encourage high school students enrolled in SHSM programs to collaborate with sector partners to work through a process that leads to “solutions” to real world problems. Conservation Authorities are a perfect partnership for this type of program because of our many careers and skill sets in a wide range of areas. This year, the UTRCA worked with three school boards and five sectors to provide a real world question and some facilitation of the process to almost 75 students. Staff also completed teacher training with local school boards and acted as the sector partner at one such staff training session.

Contact: Maranda MacKean, Community Education Technician



Some of the new faces at the seasonal staff orientation at the WCC.

Seasonal Staff Orientation Days

In anticipation of another camping season, the Conservation Areas Unit hosted orientation days for their seasonal staff on Friday, April 8 (Fanshawe CA) and Friday, April 15 (Wildwood and Pittock CAs).

A presentation about the UTRCA by Teresa Hollingsworth set the context of the conservation areas and staff being a large part of a much bigger picture. Cari Ramsey, Health and Safety Specialist, assisted with health and safety training and introduced staff to their worker representatives. Sharon Viglianti and Mary Sloan ensured that paperwork, timesheets and HR training were completed.

The remainder of the orientation days involved training specific to the various parks and positions, including a tour of the respective campgrounds and day use areas. Participants also received the 2016 Season Staff Orientation Manual as a reference for the various topics covered as part of training.



UTRCA Chair Murray Blackie (right), Vice-Chair Ray Chowen, and Jane McKelvie attended the seasonal staff orientation days.

UTRCA Board members Murray Blackie, Ray Chowen and Jane McKelvie attended the various locations and brought greetings on behalf of the Board of Directors. This is another important aspect of the UTRCA for seasonal staff to know.

Orientation day is just the beginning of the training that seasonal staff will receive. Job specific training, on line training and further health and safety training play a huge part in the multi-day process. As the “face of the UTRCA”, it is imperative that our staff are thoroughly training so they can do their jobs safely and enjoy it at the same time. Many thanks go to the staff that presented and the Members that attended these days.

Contact: Jennifer Howley, Manager, Conservation Areas



Draw winner Barb Hamilton with her father and the new tree.

London Farm Show Tree Winner

Barb Hamilton was the lucky draw winner of a red maple tree at the UTRCA’s London Farm Show exhibit. Barb has planted the tree in the front yard of her father’s home, across the road from their family farm on the Kirkton Road. Congratulations, Barb!

Contact: Craig Merkley, Conservation Services Specialist

Spring Flooding Recap

From March 23 to April 11, southwestern Ontario was deluged with much more rain than is normally experienced during this period. The UTRCA issued nine flood messages to our member municipalities, including both safety bulletins and City of London boating ban notices. Flooding over Dundas Street (Highway 2) in Woodstock resulted in a brief road closure. Nuisance flooding was experienced in low-lying areas across the watershed for much of this period. Fortunately, we were spared the more severe rain that fell to our north. Heavy rains in Chatsworth caused major flooding, requiring evacuations and a declaration of a state of emergency.

The UTRCA watershed received an average of about 150 mm of rain; a normal total for this period would be closer to 50 mm. Warmer weather since then has helped to dry out the ground, making the system less vulnerable to flooding. The flow augmentation reservoirs at Wildwood CA and Pittock CA are now filled to their summer operating level.

Contact: Mark Helsten, Senior Water Resources Engineer



Craig Merkley assists a London homeowner with a sugar maple purchased through the London Hydro/UTRCA Tree Power Program.

2016 Tree Power Program

On April 1 and 2, UTRCA staff assisted 600 Londoners who were picking up their Tree Power trees at Fanshawe Conservation Area. Now in its sixth year, the program has provided 3600 new trees to homeowners in the city. The goal of this very successful partnership with London Hydro is to encourage homeowners to plant native shade trees to reduce energy consumption through air conditioning. Trees are considered nature’s best air conditioners.

This year’s trees were sold on-line on March 22. Some species sold out in less than a minute and all 600 trees were sold within 12 hours. This year’s species list included sugar maple, red maple, white birch, bur oak, ironwood and tulip tree. All trees were potted and 1.5-1.75 metres in height. Trees sold for \$15 or \$20, depending on species. More information is online at www.treepowerprogram.ca.

Contact: John Enright, Forester

Wildwood, Fanshawe & Pittock Open!

Fanshawe, Pittock and Wildwood Conservation Areas opened for the 2016 season on Friday, April 22. For news and events, check the CA Facebook, Twitter and websites:

- www.wildwoodconservationarea.ca
- www.pittockconservationarea.ca
- www.fanshaweconservationarea.ca

Wildwood Conservation Area

Last winter was more forgiving than previous winters, which gave Wildwood CA staff time to complete opening operations and continue removing dead ash trees. The drinking water system was ready and tested by opening and the wet docks were in place. Both of these tasks have been delayed in the past by snow, frozen ground and, in the case of the docks, ice on the reservoir.

Park users took advantage of sunny weather on the opening weekend to enjoy the many activities that Wildwood has to offer. Most of the 270 seasonal campers were on site getting things ready for the season. Overnight campers came in on Friday and stayed for the weekend and boaters were fishing and testing out their boats. The trails were packed with bikers and more than 20 cyclists participated in the women's group ride on Saturday morning. Lora Curtis from Stratford has been organizing women's rides every Saturday at 9:30 am for well over a year, introducing the sport to many. We are continuing to expand our rental fleet with five new "fat bikes" as well as more kayaks and canoes.

Projects this year will focus on trails and campsite naturalization. Trail work will include development and erosion work along with a single track mountain bike trail in the Dr. Murray Forest. Trail group rides will run every Wednesday from May 18 to August 24. Trail volunteer days will start this season to give users hands on experience with trail development.



These young tree planters helped to naturalize campsites at Wildwood.

Non-electric overnight sites are getting a facelift with new firepits, benches, and 200 trees planted for privacy, thanks to funding provided by the Green Hair Salon in Stratford. Other projects include pool concrete repairs, and gatehouse roof and window upgrades. St. Marys Catholic High School in Woodstock has partnered with us to have students build cedar Muskoka chairs so day use visitors can have a more comfortable experience while enjoying the view from the marina area.

Visitors' programs are being planned for weekends in July and August with the focus on environmental education. The Wild Ride Mountain Bike Festival returns for its sixth year on June 18 and the Family Fishing Day returns on July 9.

Wildwood CA hires 20 seasonal staff each year in addition to the four full time and long term contract positions.

Contact: Paul Switzer, Superintendent, Wildwood CA

Fanshawe Conservation Area

Over the past months we have been busy getting everything ready to go on our opening weekend. In an attempt to bring summer to the London area just a bit sooner, we turned on water systems to the campground on April 4. It was a tough call as overnight temperatures hovered just below freezing. In the following two weeks our drinking water was tested twice and passed both times. We also turned on the water at our comfort stations, campsite taps and club facilities.

Once the water systems and facilities were up and running, we turned our attention to initiatives planned during the winter. The first big project was building and installing 50 new fire pit rings in the Woodlands section of the campground. Three large fire pits will also be installed in the group camping areas. Another major project saw four new hot water tanks installed in the Woodlands comfort station. The washrooms in Sections E, B and the Woodlands are all much brighter inside, thanks to new coats of paint.

Our canoe and kayak rental program has been a great success over the past three seasons. This year we have replaced the pfd jackets, bailing buckets and some paddles.



Fanshawe's canoe and kayak rentals are very popular.

With the help of Forestry staff (Jay, Brenda and crew) we planted 260 native trees and shrubs in two areas that are being naturalized. The new trees in the Pines group camping area will provide shade and create a windbreak. The former beach in the day use area also has some new greenery. CA staff are planting another 200 white pine seedlings in the Lakeside section in the campground.

Spring is when our seasonal staff start. One major change involved our Park Operations Technician (POT) position. Vince Carron, who held this position for the past two plus seasons, left us to begin his training toward a career with the OPP. Vince did an amazing job working in the park with the security team as well as other seasonal and permanent staff, and we wish him all the best. Taking Vince's place is Alison Leslie, who has great security team experience from Wildwood CA, enforcement experience as a Provincial Park Warden, and time with the OPP Auxiliary Program. Welcome to the team, Alison!

We also welcome Dustin Patrick in a new POT position focusing on our cottage and day use programs. Dustin has a background in fish and wildlife from Fleming College as well as some good security experience. The bulk of Dustin's shifts will take place at our cottage complex working with cottagers on a variety of issues around their lots and the cottage complex in general. When not dealing with cottage matters, Dustin will be on our Lake Trail keeping tabs on activities there and ensuring patrons have valid day use passes. He will also work with the trail crew periodically, which will increase staff presence on the Lake Trail and in more remote areas of our day use.

In addition to the POT positions, we hire 26 seasonal maintenance, security, customer service and programming positions. These people are the key to our success. This year, we have about 25% returning staff and 75% new staff. It is great to see people come back with their wisdom and experience, as well the energy and enthusiasm of so many new team members.

As staff begin the season at Fanshawe CA, they will spend the first couple weeks in various job specific training designed to give them the skills needed for a safe and enjoyable summer, as well as provide our patrons with a high level of customer service.

Contact: *Damien Schofield, Assistant Superintendent, Fanshawe CA*

Pittock Conservation Area

Opening day at Pittock CA was a great one! We welcomed new and returning seasonal campers as well as a few eager overnight campers. It looks like 2016 will be another fun season of camping, boating, fishing and lots of events for everyone to enjoy.

Staff have been working on many park improvements during the off-season, including:

- New campsites developed throughout the campground
- Washrooms upgraded with modern, eco-friendly showers
- Section 3 of the campground now has 50 amp hydro on seven waterfront sites
- Section 3 has been enhanced to provide 30 amp hydro to larger interior sites
- Accessible dock sponsored by Oxford Mutual Insurance Community iFund to be installed this spring
- New high efficiency laundry machines
- Tree planting and campsites naturalized



Pittock staff were delighted by this beautiful sunrise on opening day.

Staff are excited about the summer's great line-up of programs, which are sure to entertain visitors of all ages and inspire some positive change to protect the environment. We're always tweaking our programming as we strive to connect visitors with nature in fun and interactive ways. Programs and events hosted by Pittock CA are open to all of our campers and day users alike. Now is a good time for day use visitors to purchase a seasons pass and get in on the fun all summer long!

Some of the events and programs to look forward to are:

- Scales Nature Park presents Wetlands at Risk, and Amazing Amphibians
- Speaking of Wildlife
- Canadian Raptor Conservancy
- Salthaven Wildlife Rehabilitation Centre
- Paddle Pittock – teaching beginners how to canoe and kayak
- Family Fishing Derby

Pittock is the place to be! We hope to see you this season, too.

Contact: *Katie Ebel, Conservation Area Clerk, Pittock CA*

Farmland Agreements

In rural Ontario today, up to 35% of farmland is rented and this topic is top-of-mind. Good farmland lease agreements are an important part of protecting our soil and water resources. Farm & Food Care Ontario has joined with several partners, including the UTRCA, to create an online resource hub for farmers and farmland renters, at www.farmlandagreements.ca.

The website covers many topics including farmland agreements, how to improve the land you rent, and renting to farmers. The goal is to protect all parties involved while promoting good soil and water conservation strategies as part of the lease. Mel Luymes, Farm & Food Care Ontario's Environmental Coordinator, provides an excellent introduction to long-term health of the soil and water quality on the website.

UTRCA staff worked with Farm & Food Care Ontario by offering our thoughts and approaches to farmland rentals, building on our past experience. A video featuring UTRCA-based information can be found at www.farmlandagreements.ca/farmland-agreements/improving-land-you-rent/including-stipulations/

Contact: *Bill Mackie, Lands & Facilities Supervisor; or Brad Glasman, Manager, Conservation Services*



These kindergarten students will visit Wildwood five times throughout the school year.

Wildwood Outdoor School

What does a fox say? Just ask the class of kindergarten students from Bedford Public School who have become “The Foxes” as part of their identity at Wildwood Outdoor School. The Foxes and three other classes from the Stratford school are part of a pilot project, and larger movement within education, to have more sustained and repeated visits to the outdoors. School staff are already doing this at their site and are also bringing their classes to Wildwood for five visits throughout the year to explore and discover through the seasons and landscape. The students are enjoying getting to know a different kind of classroom.

Contact: Maranda MacKean, Community Education Technician

Go Wild Grow Wild 2016

The UTRCA staffed a booth at the Go Wild Grow Wild event at the Western Fair Agriplex on April 2. This unique one day event is hosted by the Carolinian Canada Coalition and attracted over 80 exhibitors including native plant nurseries, Provincial Parks, Conservation Authorities, municipalities, local environmental groups and clubs and eco-tourism organizations.

The UTRCA was an early partner in 2015 at the first Go Wild Grow Wild. Attendance was definitely up in 2016 as an estimated 3000 people from the region and beyond came to enjoy, learn and network. The UTRCA had a double booth and provided information on recommended native trees and plants, and promoted Fanshawe, Wildwood and Pittock Conservation Areas. There was a lot of interest from the public and we enjoyed chatting with a great many people. A draw for a season’s pass to all three parks was won by a Londoner.



The UTRCA’s booth at Go Wild Grow Wild was popular with visitors.

The Carolinian Canada Coalition, with support from many sponsors and funders, hopes to continue this energizing and important event in London for the next two years.

Contact: Cathy Quinlan, Terrestrial Biologist



UTRCA staff planting trees at Wildwood CA for arbour day.

Staff Arbour Day at Wildwood CA

The annual UTRCA tradition of hosting an Arbour Day event at one of the three Conservation Areas continued in 2016. On April 12, 18 staff took time away from their normal job duties to plant trees and pick up branches and garbage at Wildwood CA. This was the first time the event was held at Wildwood.

The Employee Appreciation Team (EAT) coordinated the event, with Fraser Brandon-Sutherland and Mike Knox at the helm. Wildwood’s Paul Switzer supplied the site (former septic bed), trees, woodchips, and pizza lunch. Approximately 60 trees were planted and mulched, several bags of litter collected and many, many branches picked up following ash tree cutting and normal winter shedding.

The annual Arbour Day event allows staff to help get the parks ready for opening day and to see areas they may not normally visit.

Contact: Fraser Brandon-Sutherland, Water Control Structures Technician



Monitoring stream flow in Medway Creek.



Schoolyards offer many opportunities to learn about the environment.

Learning to Teach and to Learn in the Outdoors

The Thames Valley District School Board (TVDSB) approached the UTRCA to partner on a program designed to provide kindergarten teachers with tools to assist them in using their schoolyards as a learning environment.

What animals live in a schoolyard? What else lives in a schoolyard? How can one little person help the Earth on Earth Day and every day?

Fifteen kindergarten classes at four TVDSB schools were asked these same questions this winter/spring. What they came up with was amazing! Teachers and students alike discovered or re-discovered the joy and versatility of their schoolyard as a classroom and nature as a guide. This process of environmental inquiry encourages staff and students to learn by exploring outside and seeing what other opportunities arise.

Contact: Maranda MacKean, Community Education Technician

Reducing Agricultural Phosphorus Losses to Medway Creek

Landowners in the Upper Medway Creek subwatershed are being invited to help reduce phosphorus losses from the landscape. Algal blooms in Lake Erie are triggered by excess phosphorus, some of which is originating from land that drains into the Thames River and its tributaries.

Through the Priority Subwatershed Project, the UTRCA is working with landowners in the Medway watershed to create innovative solutions to tackle eutrophication (excess nutrient loading) in Lake Erie. The three-year project provides cost-sharing incentives for farmers to implement Best Management Practices (BMPs) in their day-to-day farming activities. The BMPs are meant to benefit both the farmer and the environment through soil and water conservation practices. Water quality is also being monitored in Medway Creek in order to detect changes in phosphorus concentrations.

Funding for this project is made available by the Ontario Soil and Crop Improvement Association through the Great Lakes Agricultural Stewardship Initiative.

Contact: Michael Funk, Agricultural Soil & Water Quality Technician

On the Agenda

The next UTRCA Board of Directors meeting will be May 24, 2016. Agendas and approved board meeting minutes are posted at www.thamesriver.on.ca; click on "Publications."

- UTRCA Audit Recommendations - 2015 Draft Financial Statements Year ended December 31, 2015, and Year-End Findings Report; Canada Revenue Agency Audit Findings
- 2015 Flood Control Repair Projects - Status Report 2017: 20 Year Flood Control Capital Repair Plan
- Environmental Targets & the 2017 Budget
- Gilmour Case
- Administration and Enforcement - Section 28
- Springbank Dam Update
- Friends of Ellice and Gadshill Swamp - Annual Status Report
- Conservation Ontario Update

Contact: Michelle Viglianti, Administrative Assistant



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To: UTRCA Board of Directors
From: Chris Tasker, Manager, Water and Information Management
Date: May 10, 2016
Agenda #: 10(a)
Subject: For Approval:
1) 2015 Flood Control Capital Repair Projects
– Status Report
2) 2017 - 20 Year Flood Control Capital Repair
Plan.
Filename: P:\Users\goldtr\Documents\GroupWise\773-1.doc

Recommendations:

1. That the Board of Directors receive the 2015 Flood Control Capital Repair Projects Status Report (Attachment 1).
2. That Board of Directors approves the 2017 – 20 Year Flood Control Capital Repair Plan (Attachment 2).

Background:

Since 2008, the Board of Directors has been annually provided with a 20 Year Flood Control Capital Repair Plan (the Plan) for Water and Erosion Control Structures that UTRCA manages. The Plan is developed by UTRCA staff and approved by the Board of Directors. Each year the Plan is updated for the following year. The City of London is particularly interested in projects within the City to be reflected in their capital budget.

The list of 2015 WECI projects was derived from the Plan approved by the Board of Directors in May 2014. The project list was later approved by the Board in February 2015. Staff submitted this approved project list to the Ministry of Natural Resources and Forestry for 50% funding under the Water and Erosion Control Infrastructure (WECI) program. This list is updated (Attachment 1) following submission of the final WECI financial report.

WECI eligible projects may be related to dam safety management, studies to identify repair needs, or projects to address life cycle replacements or refurbishment. The list of projects submitted for WECI approval may vary slightly and budgets may be updated from the approved Plan due to changing conditions or studies identifying more urgent projects. Following the WECI approval process, the Plan is updated to reflect projects completed, re-prioritize projects where new information has been obtained and new projects are added. The updated plan is then presented at the May Board of Directors meeting. The updated 2017 Plan is included (Attachment 2) in this report.

Total project cost is provided in these reports.

1) 2015 Flood Control Capital Repair Projects – Status Report – For Receipt

In the attached status report, the projects approved by the Board of Directors in February of 2015 have been updated to reflect current project status. This status report provides final WECI project claims for the MNRF fiscal year 2015/16. As noted, some projects carry over to the following budget years. The report reflects continuing projects as “Phases” or “Part 2.” Projects are identified as deferred, completed, or ongoing.

2) The 2017 - 20 Year Flood Control Capital Repair Plan – For Approval

The 20 Year Flood Control Capital Repair Plan has been updated for 2017. A summary of anticipated overall costs is attached. Projections indicate \$86,000,000 in capital expenditures planned over 20 years. In recent years, a number of engineering studies have been commissioned to determine the proposed timing and estimated costs of projects. Projects are entered into the Plan based on the best information at the time. Plan estimates improve based on engineering study recommendations for specific structures. Project cost estimate and schedule are reviewed and updated during annual budget reviews, and prior to WECI project submissions.

If there are any questions on this report please do not hesitate to contact Chris Tasker at Ext. 228 or Rick Goldt at Ext. 244.

Recommended by:



Chris Tasker, P. Eng.
Manager, Water and Information Management

Prepared by:



Rick Goldt, Supervisor
Water Control Structures

Attachments:

1. 2015 Flood Control Capital Repair Projects – Status Report
2. 2017 – 20 Year Flood Control Capital Repair Plan Summary

Attachment 1
2015 Flood Control Capital Repair Projects - Status Report
UTRCA Board of Directors – May 24, 2016

Project Name	WECI* Submitted Budget (see Notes)	WECI Project ID	Status of Projects	20 year Capital Repair Plan Status	UTRCA WECI Claim (includes UTRCA proj. Man. Costs)
London Earth Dykes Feasibility Study of Management Alternatives Pt 2	2014- \$200,000 2015 - \$245,000	S.12.002 S.14.041 S.15.014	<p>Ongoing: from 2014</p> <ul style="list-style-type: none"> - funding not received in 2012, not applied for 2013.(funding restraint) -funded - 2014, '15 - study completing summer 2016 - projected within budget, provisional 2D hydraulic modeling for Broughdale area completed - completion funded in 2016 	- included in 2014 Plan	2014 - \$190,300 2015 - \$175,000
West London Dyke Phases 3- 9 Design Pt 2	2014- \$100,000 2015- \$350,000	S.12.003 S.13.006 S.14.040 S.15.015	<p>Ongoing: from 2014</p> <ul style="list-style-type: none"> - started Feb 2015 - supporting EA completed, posted and submitted, no issues. - most technical studies completed and information available to develop North Branch Conceptual Design by Fall 2016 - Phase 3 design underway towards June '16 tender release -- supporting EIS complete, submitted -projected within budget, some provisional used for additional geotechnical -completion funded in 2016 <p>Completed:</p> <ul style="list-style-type: none"> -EA posted and submitted, no issues - project within budget 	<ul style="list-style-type: none"> - included 2011 Plan - WECI eligible in 2013 - full project proceeded in 2014 	2013- \$15,000 (UTRCA SLS Report) 2014 - \$74,890 2015 - \$290,600
West London Dyke Master Repair Plan EA Pt2	2014 - \$35,000 2015 - \$20,000	S.14.039 S.15.011	<p>Ongoing:</p> <ul style="list-style-type: none"> - final design, tender completed with construction commenced in feb2016 for completion in August 2016 - Contingency allowance funded in 2016 <p>Completed:</p> <ul style="list-style-type: none"> -recreation and flood storage reassessed - bathymetry map 	<ul style="list-style-type: none"> - project adapted from previous draft MRP development through changes in EA approach and FN updating - included in 2014 plan 	2014 - \$19,920 2015 - \$20,000
Fanshawe Dam Generator and Transformer Replacement Design, Construction	2014 - \$55,050 2015 - \$675,000	S.14.071 S.15.022	<p>Ongoing:</p> <ul style="list-style-type: none"> - final design, tender completed with construction commenced in feb2016 for completion in August 2016 - Contingency allowance funded in 2016 <p>Completed:</p> <ul style="list-style-type: none"> -recreation and flood storage reassessed - bathymetry map 	<ul style="list-style-type: none"> - not in 2013 plan, inserted based on previous Wildwood work and climate change considerations. 	2014 - \$49,930 2015 - \$675,000
Fanshawe Dam Reservoir Storage Capacity Pt 3	2013 - \$35,000 2014 - \$27,000 2015 - \$5,000	S.13.017 S.14.022 S.15.017	<p>Ongoing:</p> <ul style="list-style-type: none"> - final design, tender completed with construction commenced in feb2016 for completion in August 2016 - Contingency allowance funded in 2016 <p>Completed:</p> <ul style="list-style-type: none"> -recreation and flood storage reassessed - bathymetry map 	<ul style="list-style-type: none"> - not in 2013 plan, inserted based on previous Wildwood work and climate change considerations. 	2013 - \$22,000 2014 - \$13,950 2015 - \$5,500

Project Name	WECI* Submitted Budget (see Notes)	WECI Project ID	Status of Projects	20 year Capital Repair Plan Status	UTRCA WECI Claim (includes UTRCA proj. Man. Costs)
Fanshawe Dam Gate Wheels Ph2	2015 - \$130,000	R.15.024	Completed: - gate wheels refurbished, bearings and axles improved - under budget	- included in 2015 plan	2015 - \$127,500
Fanshawe Dam Painting Ph 3	2015 - \$470,000	R.15.023	Completed: - superstructure and gate painting now complete - under budget - future work below top of piers and abutments	- included in 2015 plan	2015 - \$435,000
Pittock Control Building Design Pt 2	2014 - \$43,000 2015 - \$20,000	R.14.036 R.15.013	Ongoing: - design near completion - LRJA application submitted - Construction funded for 2016	- included in 2014 plan	2014 - \$28,680 2015 - \$20,000
Wildwood Dam OMS Manual	2015 - \$12,000	R.15.010	Draft Completed: - draft completed toward completion summer 2016	- included in 2015 plan	2015 - \$13,200
Wildwood Gantry Crane Painting	2015 - \$50,000	R.15.018	Completed: - Gantry galvanizing - galvanizing more cost effective than painting - under budget	- included in 2015 plan	2015 - \$19,800
Mitchell Dam Gains Concrete Repair	2015 \$160,000	R.15.028	Completed: - budget increases provided by WECI funding following tender and budget increase approved by Board.	- included in 2015 plan	2015 - \$213,710
London Earth Dykes Hazard Trees Removal	2015 - \$15,000	R.15.077	Completed; - interim works every 2 years by UTRCA staff to monitor and remove hazard trees until reconstruction occurs.	- included in 2015 plan	2015 - \$12,470
Harrington Dam EA Pt 2	2014 - \$75,000 2015 - \$30,426	S.14.021 S.15.016	Ongoing: - project working towards preferred alternative identification in June with final report, presentations, and posting possible in Fall 2016 - budget included UTRCA technical and support services - overall project budget shared with Embro Dam FA, Harrington was 75% combined project for WECI claim (Embro not funded)	- included in 2014 plan	2014 - \$56,120 2015 - \$17,000

Notes: WECI (MNRF Water and Erosion Control Infrastructure Funding Program) project budget may be updated three times during the year through program reports to MNRF. These reports are provided to MNRF to ensure program funds can be fully allocated across C.A projects by the MNRF fiscal year end. The WECI Budget noted here is the budget on file with MNRF as of October. Through January status reports and March final claims, project funding can be balanced over the total funding for all Authority projects.

Attachment 2

**UTRCA Board of Directors May 2016
2017 20 Year Flood Control Capital Repair Plan - Summary**

(update May 2016)

Large Capital Repairs Structure	(additional capital funding requirements)	
	Sum 10 Yrs	Sum 20 Yrs
Totals	\$52,840,000	\$84,761,645
Fanshawe Dam	\$4,935,000	\$10,530,000
London Dykes	\$33,540,000	\$49,695,000
London Erosion Control	\$1,195,000	\$3,525,000
Springbank Dam	\$2,635,000	\$4,251,145
Pittock Dam	\$2,820,000	\$4,970,000
Wildwood Dam	\$2,450,000	\$3,785,000
St Marys Floodwall &Ch	\$927,000	\$1,291,000
Stratford Channel	\$220,000	\$385,000
Ingersoll Channel	\$265,000	\$700,000
Mitchell Dam & Ch	\$759,500	\$1,474,000
Orr Dam	\$1,875,000	\$2,850,000
Dorchester Mill Pond Dam	\$64,000	\$123,000
Dorchester C A Dam	\$140,000	\$144,000
Centreville Dam	\$279,000	\$279,000
Shakespeare Dam	\$146,000	\$170,000
Fullarton Dam	\$143,000	\$143,000
Embro Dam	\$165,000	\$165,000
Harrington Dam	\$213,000	\$213,000
Wildwood Ducks Unlimited Dam	\$68,500	\$68,500
Small Capital Repairs Structure	(Operating funding supported)	
	Sum 10 Yrs	Sum 20 Yrs
Totals	\$412,400	\$691,400
Fanshawe Dam	\$10,000	\$40,000
London Dykes	\$50,000	\$235,000
London Erosion Control	\$40,000	\$95,000
Springbank Dam	\$65,000	\$80,000
Pittock Dam	\$55,000	\$85,000
Wildwood Dam	\$25,000	\$85,000
St Marys Floodwall & Ch	\$0	\$0
Stratford Channel	\$5,400	\$5,400
Ingersoll Channel	\$9,000	\$14,000
Mitchell Dam & Ch	\$16,000	\$46,000
Orr Dam	\$18,000	\$21,000
Dorchester Mill Pond Dam	\$0	\$0
Dorchester C A Dam	\$18,000	\$18,000
Centreville Dam	\$22,000	\$22,000
Shakespeare Dam	\$0	\$0
Fullarton Dam	\$0	\$0
Embro Dam	\$0	\$0
Harrington Dam	\$0	\$0
Wildwood Ducks Unlimited Dam	\$0	\$0

Notes:

- costs reflect total costs without partner funding
- small dams status '16, costs = total of continued maintenance Large & Small Capital + EA on future options, excludes specific removal or major rehabilitation

To: Chair and Members of the UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: May 11, 2016 **Agenda #:** 11 (b)
Subject: Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document
Development, Interference of Wetlands and Alteration to **ENVP 3483**
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 March 10 to May 10, 2016.

Application #158/14

Michael and Dawna Evanski

Part Lot 15, Concession 3 ND – Municipality of Thames Centre

- proposed single family residence with attached garage, new drive shed, augmentation of driveway and installation of associated septic system.
- plans prepared by BOS Engineering and Environmental Services Inc. in accordance with floodline analysis from Spriet Associates Limited, Hydrogeological Assessment from JFM Environmental Limited and Environmental Impact Study from Biologic.
- staff approved and permit issued May 10, 2016.

Application #172/15

Western University

Perth Drive – City of London

- construction of Interdisciplinary Research Building
- development limit confirmed through (revised) geotechnical investigation
- revised plans prepared by Wasylo Architect Inc. in response to input from UTRCA and City of London
- staff approved and permit issued April 4, 2016

Application #179/15

Andy Lail

29 Argyle Street – City of London

- house construction in West London proposed Special Policy Area
- various revisions to plans over 2-year period
- staff approved and permit issued April 8, 2016

Application #200/15

IBI Group

7186 Isaac Drive – City of London

- approval required in conjunction with development of vacant land condominium
- plans prepared and application submitted by IBI Group on behalf of developer
- staff approved and permit issued April 26, 2016 upon receipt of revised plans prepared in response to input from UTRCA and City of London

Application #11/16

City of London

Waterloo Street at S. Thames River – City of London

- proposal to repair existing storm outfall into S. Thames River as part of infrastructure renewal program
- plans prepared by AECOM
- staff approved and permit issued April 8, 2016

Application #27/16

Executive Homes London Limited

188 Rathowen Street – City of London

- proposed construction of house addition in West London proposed SPA
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued March 29, 2016

Application #39/16

Ivy Homes Limited

200 Rathnally Street – City of London

- application to construct house addition in west London proposed SPA
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued March 29, 2016

Application #40/16

Terry Guest

201 Rathnally Street – City of London

- proposed house addition in West London proposed SPA
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued March 29, 2016

Application #46/16

City of London

Windermere Road – City of London

- application to undertake bridge repairs on Windermere Road at Stoney Creek
- no in-water works required
- project drawings prepared by Dillon Consulting Ltd.
- staff approved and permit issued April 8, 2016

Application #47/16

Western University

University Drive – City of London

- emergency repairs required on University Drive bridge over North Thames River
- structural measures prepared by G. J. Webster, P. Eng.
- staff approved and permit issued March 11, 2016

Application #48/16

Schellenberger Drain – Township of Perth East

- proposed enclosure of 442 metres of the Schellenberger Drain
- engineer's report completed by Dietrich Engineering
- staff approved and permit issued March 15, 2016

Application #49/16

Houben Drain – Township of Perth East

- proposed installation of a 12 metre culvert
- engineer's report completed by Dietrich Engineering
- staff approved and permit issued March 15, 2016

Application #50/16

Dale and Lori Thomas – 219 William Street, Stratford

- proposed installation of a 12X15 deck and staircase
- staff approved and permit issued March 15, 2016

Application #51/16

Trevalli Homes Ltd.

Lot 6, 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 22, 2016.

Application #52/16

City of London

267-271 Ridgewood Crescent – City of London

- approval required for slope stabilization project overlooking Coves ESA
- plans prepared by Water's Edge, stamped by E. Gazendam, P. Eng.
- staff approved and permit issued April 5, 2016

Application #53/16

731675 Ontario Ltd.

3080 Bostwick Road – City of London

- approval requested for sanitary sewer installation and access road construction on Thornicroft Drain
- plans prepared by IBI Group
- staff approved and permit issued April 5, 2016

Application #56/16

Kyjo Steel/SPH Engineering Inc.

140 Bysham Park Drive – City of Woodstock

- proposed fabrication shop construction and associated site alteration including installation of parking and asphalt lots, earthen berms and stormwater management channels.
- site plans prepared by SPH Engineering Inc. in accordance with AECOM Canada Limited Environmental Impact Study recommendations.
- staff approved and permit issued March 24, 2016.

Application #58/16

Township of Lucan-Biddulph c/o BOS Engineering & Environmental Services

34195 Granton Line – Township of Lucan-Biddulph

- proposed 500 kW ground-mounted solar facility.

- site plans and stormwater plan prepared by BOS Engineering & Environmental Services.
- staff approved and permit issued April 8, 2016.

Application #59/16

L. Frew

138 Paul Street – City of London

- proposal to construct house addition in West London proposed SPA
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 6, 2016

Application #60/16

M. Murakami

10 Barrington Avenue – City of London

- permit required for construction of house addition
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 6, 2016

Application #61/16

UTRCA

Fanshawe Conservation Area – 1424 Clarke Road – City of London

- permit required for installation of a connection for power transmission and standby generator adjacent to Fanshawe Dam
- staff approved and permit issued April 7, 2016

Application #62/16

Trevalli Homes Ltd.

Lot 7, 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 April 13, 2016.

Application #63/16

Andrew Hines

118 Paul Street – City of London

- permission required for construction of house addition
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued April 26, 2016

Application #65/16

Union Gas

Lot 4, Concession 8 Gore – Township of Perth South

- proposed pipeline integrity digs (3) adjacent Trout Creek and a smaller tributary to Trout Creek. One integrity dig will involve an open-trench of the smaller tributary with the installation of temporary cofferdams and pumping.
- plans prepared by Union Gas Limited.
- staff approved and permit issued April 27, 2016.

Application #67/16

Upper Thames River Conservation Authority

North Shore Pittcock Reservoir – City of Woodstock

-proposed shoreline restoration project involving the installation of a fish habitat spawning bed, underwater stone shoal and installation of submerged timber cribs with stone support within an embayment area adjacent the north shore of the Pittock Reservoir.

-plans prepared by Brad Glasman of the UTRCA

-staff approved and permit issued April 21, 2016.

Application #68/16

Exhaust Direct Ltd.

2355 Scanlan Street – City of London

-approval required for construction of manufacturing facility addition

-plans prepared by Strik Baldinelli Moniz

-staff approved and permit issued April 22, 2016

Application #69/16

731675 Ontario Ltd.

3080 Bostwick Road – City of London

-approval required in conjunction with development noted in UTRCA application #53/16 outlined earlier in this report

-SWM facilities with outlet to Thornicroft Drain

-plans prepared by IBI Group

-staff prepared and permit issued April 26, 2016

Application #70/16

Harris Drain – Municipality of West Perth

-proposed enclosure of 228 metres of the Harris Drain

-engineer's report completed by Dietrich Engineering

-staff approved and permit issued April 26, 2016

Application #71/16

Carlo Hermann

2476 Kellerton Road – City of London

-permit required for construction of garage

-staff approved and permit issued April 28, 2016

Application #72/16

Distinctive Homes London Ltd.

195 Cooper Street – City of London

-approval required for construction of house addition in West London proposed SPA

-plans prepared by D.C. Buck Engineering

-staff approved and permit issued May 3, 2016

Application #73/16

Susan Sharpe

25 Hampton Crescent – City of London

-proposal to reconstruct residential dwelling adjacent to Thames River valley embankment

-geotechnical report prepared by P. Bedell, P. Eng.

-building plans prepared by Melchers Construction limited

-staff approved and permit issued May 3, 2016

Application #77/16

Norquay Buttonbush Land Corp.

1235 Thornley Road – City of London

-approval required for development of Phase 3 of Crestwood Subdivision

-phase was not part of area adjacent to wetland regulated by UTRCA but involved isolated section of intermittent watercourse

-plans prepared by Stantec Consulting Ltd.

-staff approved and permit issued May 10, 2016

Reviewed by:



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

Prepared by:



Karen Winfield
Land Use Regulations Officer



Mark Snowsell
Land Use Regulations Officer



Cari Ramsey
Env. Regulations Technician

To: UTRCA Board of Directors
From: Bill Mackie
Supervisor, Lands & Facilities

Date: May 11, 2016

Agenda #: 11 (d)

Subject: Friends of Ellice & Gads Hill Swamps
Co-management Agreement-Update
- For Information

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Staff provide an annual update to the Board of Directors regarding the status of the co-management agreement with the Friends of Ellice and Gads Hill Swamps (Friends). Attached is the Friends Spring 2016 Newsletter highlighting some information for existing members and potential new members. The Friends membership now exceeds 100 members.

The 2015 AGM was held last June at the Gads Hill Sportsmen's Club with Craig Merkle providing a presentation on the projects implemented by the Upper Avon River Conservation Club. The Friends participated in the annual Swamp Clean-Up Day in April coinciding with the Annual Thames River Clean-Up day.

The Friends are also considering the possibility of enhancing the Rail Trail by constructing an observation platform south of the former Perth East Landfill site (now closed). The Friends have offered their assistance to the municipality with naturalization of the recently decommissioned landfill site.

The Co-management Agreement will be reviewed later this year in consideration of a four year term renewal.

Prepared by:



Bill Mackie
Supervisor, Lands & Facilities

Friends of Ellice and Gads Hill Swamps Newsletter

A message from the Chair...

I am honoured and excited to take on the responsibilities of Chair of the "Friends of Ellice and Gads Hill Swamps". When I first met the group of men and women who make up this organization, I was immediately impressed with their sense of cooperation and dedication to conservation. I am proud to be considered one of them.

In that spirit, I am optimistic that our group (which now has over 100 members) can be very effective in our efforts to create opportunities for everyone to access and enjoy the Ellice and Gads Hill swamps. Hunters, hikers, bird watchers, snowmobilers and nature lovers alike are all welcome to join us in sharing this natural treasure.

We look forward to participating with the Upper Thames Conservation Authority and partnering with them on such projects like: the Rail Trail restoration, the naturalization efforts of the now decommissioned Perth East Landfill site, the construction of wild duck nesting tubes, "clean-up" days with the Boy Scouts, and many other conservation based projects.

If you are someone who would like to join our efforts please feel free to drop me an email at rquesnel@rogers.com. We are always eager to welcome new members!
Richard

Committee Members:

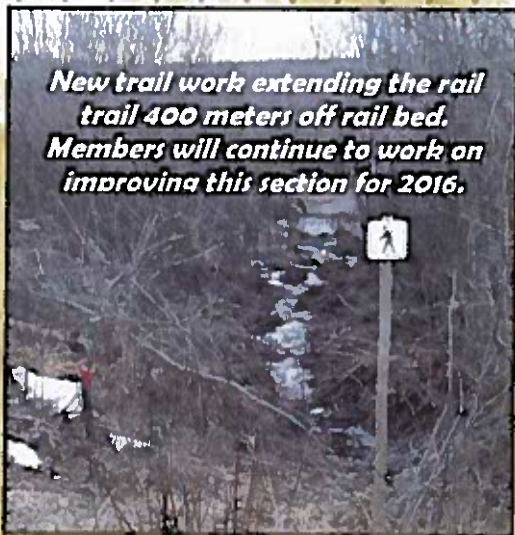
- *Richard Quesnel - Chair*
- *Bill Ellis - 1st Vice Chair*
- *Robin Diehl - Secretary*
- *Tony Jackson- Treasurer*
- *George Wicke- Director at Large*
- *Patti-Jo Linder - Director at Large*
- *Bob Faulhafer- Director at Large*
- *Dave Bennett - Director at Large*
- *Denise Iszczuk - Director at Large*
- *Bill Mackie - UTRCA*

NEWS and UPDATES:

- *Perth East Landfill was officially closed on February 29, 2016.*
- *Spring Clean Up on April 23.*
- *Annual General Meeting will be held in June.*
- *Memberships will need to be renewed as of July 1, 2016.*

Mark your calendars:

April 23, 2016 Annual Clean Up (Rain Date: April 24) meet at 9:00am
Meadow Run Game Club: 4299 Line 44 Perth East



New trail work extending the rail trail 400 meters off rail bed. Members will continue to work on improving this section for 2016.

Taking Care of the Swamps

Karen Wilkie, Land Management Technician with Upper Thames River Conservation Authority

The Ellice Swamp and the Gads Hill Swamps are known as the largest natural areas in Perth County. These wetlands facilitate the natural ability to protect drinking water, by storing and purifying groundwater and surface water. Further, due to the Swamp's size, dense vegetation and unstable soils, these wetlands are home to variety of regionally and provincially rare species of plants and birds.

Ellice Swamp is approximately 1,014 hectares (2,504 acres) and is largely owned by the Upper Thames River and Grand River Conservation Authorities. Gads Hill Swamps are approximately 705 hectares (1,741 acres) and the majority of these wetlands are owned by the Upper Thames River Conservation Authority along with a number of private landowners.

Visitors to the swamps are reminded that certain activities can degrade the natural environment. And individuals found committing a non-permitted activity may be fined by Conservation Authority Provincial Offense Officers under the Conservation Authorities Act and or the Trespass to Property Act.

Non-Permitted Activities include:

- Operation of motorized vehicles (including but not limited to ATV's, motorcycles, dirt bikes, tractors, four wheel drive vehicles, trucks, etc.)
- Fires and fireworks,
- Littering/dumping,
- Cutting and removing vegetation,
- Alcohol consumption,
- Camping,
- Horseback Riding,
- Bicycling.

For more information:

www.utrcahunterregistration.ca

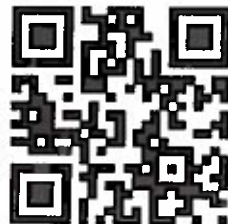
Annual General Meeting – June 2015
Denise Iszczuk

Craig Merkley, UTRCA presented on projects the UTRCA and the Upper Avon River Conservation Club have completed over the last 23 years.

The Upper Avon River Conservation Club has planted treed buffers along the Avon River and its tributaries. The club has used the 1952 Avon Valley Plan as a guide for their conservation activities.

Thousands of native trees and shrubs have been planted in the Upper Avon River watershed. These trees help improve the environment by providing shade for the streams, reducing wind and water erosion, filtering and taking up nutrients, providing habitat for birds, and producing oxygen.

Improvements made to tributaries of the Upper Avon River by the local Conservation Club have provided conditions suitable for the reintroduction of our native Brook Trout.



Friends of Ellice and Gads Hill Swamps
4906 Linhaven Drive
Gads Hill, ON
N0K 1J0
swampmemberships@gmail.com
www.swampfriends.ca

It's Spring! Time to get outside and visit the swamps on Wednesdays and Sundays!
(except during December Deer Hunting Season)

- Go for a hike!
- Bird watch!
- Look for spring wildflowers!
- Go Geocaching!

There are 3 geocaches in Ellice Swamp.

- "Rock 'N Roll": UTM: 17T E 503653 N 4812838
- "Good Luck!": UTM: 17T E 503400 N 4812353
- "Swamp Friends": UTM: 17T E 505216 N 4815878

Goals of the Friends of Ellice and Gads Hill Swamps:

- Protect and improve ecosystem health
- Promote community participation, awareness, and ongoing learning
- Ensure public safety and wise use



Conservation Ontario Council E-Bulletin

April 2016 - Volume 59



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Conservation Authorities University (CAU): Register by June 1, 2016

Latomell Conservation Symposium

Great Lakes

Conservation Ontario's Class Environmental Assessment

Conservation Ontario Comments on Climate Change Initiatives

New Regulations and Exemptions on Permits to Take Water (PTTW)

Excess Soil Management Policy Framework

Oak Ridges Moraine Foundation

This e-bulletin provides updates on key issues, primarily from Conservation Ontario (CO) Council meetings, and contains weblinks to specific CO reports, letters and presentations for your reference.

Conservation Ontario Annual General Meeting

Conservation Ontario's Annual General Meeting showcased a number of reports on activities and achievements throughout 2015. Eleanor McMahon, Parliamentary Assistant to the Minister of Natural Resources and Forestry provided remarks to Council regarding the *Conservation Authorities Act Review*. She thanked all those Conservation Authorities who were involved in providing comments through the first EBR posting as well as those who attended the engagement sessions last year. She advised Council that the Ministry will be starting its second phase of the review process which will include securing feedback via a discussion paper as well as the creation of a working group, comprised of relevant stakeholders, including Conservation Authorities. Council directed the Chair and General Manager of Conservation Ontario to continue working with Eleanor, her staff and ministry staff to support this process.

- [Eleanor McMahon's letter to all Conservation Authorities](#)
- [2016 Board of Directors](#)
- [2015 Annual Report](#)
- [Summary of Conservation Ontario's 2016-2020 Strategic Plan](#)
- [Summary of Outcomes from Conservation Ontario's 2011-2015 Strategic Directions](#)

General Manager's Report

Conservation Ontario participated in both the Federal and

Appointment

Source Water Protection

New Flood Communication Products

Coordinated Review of the Provincial Plans

Agricultural Guide to Conservation Authority Permits

EcoHealth Ontario

Alterations, Improvements and Repairs to Existing Dams Technical Bulletin (Lakes and Rivers Improvement Act)

Conservation Ontario E-bulletins & Press Releases

Conservation Ontario Participates on New Great Lakes Guardians' Council (March 23, 2016)

Conservation Authorities can support provincial efforts to Mitigate Climate Change Impacts (February 25, 2016)

Let's Chat!



Join Our Mailing List!

Provincial Pre-Budget Consultations with a focus on the Flood Business Case. The full Council Report can be found [here](#).

Queen's Park Day 2016

Conservation Ontario hosted a Queen's Park Day at the Ontario legislature on March 10, 2016. The event was well attended by Conservation Authority staff and board members, Ministers (MNR, MOECC and OMAFRA), and ministry staff. MNR Minister Bill Mauro and Eleanor McMahon, Parliamentary Assistant to the Minister both spoke at the event. Participants were also greeted by the Lieutenant Governor, Elizabeth Dowdeswell where we had the opportunity to discuss the role of CAs on the Great Lakes. Conservation Ontario's [Queen's Park web page](#) provides an overview of the event, a [link to photographs](#) and a copy of the [briefing note](#) provided to MPPs.

Conservation Authorities University (CAU): Register by June 1, 2016

Conservation Ontario is soliciting for [2016-2017 CAU program](#) registrations/down payments by June 1, 2016. This is a cost recovery program so registrations and down payment are necessary to confirm that we can move forward with a second offering. CAU program delivery is planned to begin in September of 2016 and carryover to June 2017.

Latornell Conservation Symposium

The theme for the [2016 Latornell Conservation Symposium](#) is "Green Infrastructure: Collaborating with Nature". Delegates will have a chance to explore technologies, partnerships and best practices around green infrastructure in relation to issues such as climate change and urbanization.

Great Lakes

The following representatives and appointments to various Great Lakes committees have been endorsed by Conservation Ontario Council:

Dick Hibma as Conservation Ontario's representative on the Great Lakes Guardians' Council (GLGC) and Bonnie Fox, Conservation Ontario Manager Policy and Planning, as his alternate. The GLGC is formed under the *Great Lakes Protection Act* and the full Council Report can be found [here](#).

Dick Hibma, Chair of Conservation Ontario, as Conservation Ontario's representative on the binational Great Lakes Blue Accounting Advisory Committee. The full Council Report can be found [here](#).

The following Chief Administrative Officers as representatives for the binational Lake Partnership Management Committees: (click [here](#) to read the full council Report including Conservation Ontario's support of the Groundwater Science Report):

- **LAKE SUPERIOR:** Rhonda Bateman, Sault Ste. Marie Region Conservation Authority and, Mervi Henttonen, Lakehead Region Conservation Authority;

- **LAKE HURON:** Phil Beard, Maitland Valley Conservation Authority and, Brian McDougall, St. Clair Region Conservation Authority;
- **LAKE ERIE:** Ian Wilcox, Upper Thames River Conservation Authority, and, Richard Wyma, Essex Region Conservation Authority; and,
- **LAKE ONTARIO:** Brian Denney, Toronto and Region Conservation, and, Terry Murphy, Quinte Conservation

Conservation Ontario's comments submitted March 14, 2016 on the Waukesha Water Diversion Application were endorsed by Council. Conservation Ontario's submission does not support the application due, in part, to its precedent setting nature with potential significant negative impacts to sustainable management of the water resources of the Great Lakes St. Lawrence River Basin. The full Council Report can be found [here](#). A [response from Bill Mauro](#), Minister of Natural Resources and Forestry, indicated that the Ministry shares our interest in protecting the waters of the Great Lakes - St. Lawrence River Basin and remains committed to implementing the terms under the Agreement.

Conservation Ontario's Class Environmental Assessment

Every five years from the date of the Notice of Approval, Conservation Ontario must undertake a review of its Class Environmental Assessment (EA) for Remedial Flood and Erosion Control Projects to ensure that it is still compliant with legislative requirements and planning practices and continues to satisfy the purpose of the *Environmental Assessment Act*. The next 5-yr Review is due in January 2017 and will cover the period of 2012-2016. At the April 2016 Conservation Ontario Council meeting, staff shared and received Conservation Ontario Council endorsement of the 2016 project schedule for the 5-yr Review which outlined consultation plans with Conservation Authorities.

On February 29, 2016, Conservation Ontario submitted its [2015 Annual Effectiveness Monitoring Report for its Class EA](#) to the Ministry of the Environment and Climate Change. Conservation Authorities who had Class EA projects underway in 2015 provided Conservation Ontario staff with the documentation required under the Class EA approval and are meeting their reporting requirements. The full council report can be found [here](#).

Conservation Ontario Comments on Climate Change Initiatives

Conservation Ontario coordinated and submitted comments to the EBR (MOECC) on the "[Cap and Trade Program Design Options](#)" (EBR# 012-5666) paper on December 16, 2015 and on the [Climate Change Mitigation and Low-Carbon Economy Act, 2016](#) (EBR# 012-6844) on March 24, 2016, which were both endorsed by Conservation Ontario Council on April 11, 2016. Click [here](#) to view the full Council Report.

New Regulations and Exemptions on Permits to Take Water (PTTW)

Conservation Ontario led a coordinated review of the proposed regulations prescribing certain short term water takings as Environmental Activity and Sector Registry (EASR) activities (EBR#012-0580) and submitted [comments](#) to the Ministry of Environment and Climate Change on January 13, 2016, which were endorsed by Conservation Ontario Council. Click [here](#) to view the full Council Report. The Water Taking EASR regulations have now been approved, including [Ontario Regulation 64/16](#) (Water Taking clarification and exemption Regulation), [Ontario Regulation 387/04](#) (revised Water Taking Regulation), and [New Water Taking EASR](#). A webinar is being planned for late May that will focus on providing an overview of the implications of the Regulations for Conservation Authorities including exemptions for wetland restoration projects and weirs.

Excess Soil Management Policy Framework

On January 26, 2016 the Ministry of the Environment and Climate Change (MOECC) released the "Excess Soil Management Policy Framework" (EBR# 012-6065) which proposed a path forward,

actions and guiding principles for the development of a policy related to the management of excess soil. Conservation Ontario led a coordinated review of the framework and submitted [comments](#) to MOECC on March 24, 2016, which were endorsed by Conservation Ontario Council. Click [here](#) to view the full Council Report.

Oak Ridges Moraine Foundation Appointment

Rob Messervey (Chief Administrative Officer, Kawartha Conservation) was identified as the Conservation Ontario representative for appointment to the Board of the Oak Ridges Moraine Foundation. Click [here](#) to view the full Council Report.

Source Water Protection

All 22 Source Protection Plans are [approved](#) across the province and this is a significant milestone achieved by Conservation Authorities, the Province, and partner stakeholders. The program is transitioning into [implementation](#). The Ministry of the Environment and Climate Change has started a program review, and will determine steady state/baseline funding needs for the program in discussions with Conservation Authorities and other stakeholders. Conservation Ontario is exploring possibilities of Conservation Authorities providing source protection planning advisory services to First Nations communities with boil water advisories.

New Flood Communication Products

Conservation Ontario produced new flood communication products - an infographic and two banners (the infographic is one of the banners). The infographic was produced in collaboration with a team of Conservation Authority staff working on flood and insurance issues. They are found on Conservation Ontario's [website](#).

Coordinated Review of the Provincial Plans

The Advisory Panel on the Coordinated Review of four key provincial plans, the Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan, Oak Ridges Moraine Conservation Plan and Niagara Escarpment Plan, released their report in December 2015. The report entitled *Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe: 2015 - 2041* recommends using an integrated watershed management approach. Overall, the report and recommendations are very supportive of Conservation Ontario positioning and the role of Conservation Authorities; highlights are provided in the [Council Report](#). The Provincial Government response to the recommendations of the Advisory Panel is anticipated to be in the form of proposed amendments to the Provincial Plans this Spring.

Agricultural Guide to Conservation Authority Permits

The "Revised Template Guide for Agricultural Permits in Conservation Authority Regulated Areas" (January 27, 2016) is undergoing significant revisions further to comments received from 16 Conservation Authorities and 6 agricultural representatives. The draft 'Guide to a Guide' will be circulated for Conservation Authority comments in early May prior to the final product being brought to June Conservation Ontario Council for endorsement and then further communication to the agricultural sector. The full Council Report can be found [here](#).

EcoHealth Ontario

Conservation Ontario and Credit Valley Conservation partnered to contribute an [article](#) on the public health benefits of Conservation Areas for publication in the March/April edition of the Ontario Professional Planners Institute Journal. The special edition featured a number of articles profiling the importance of green spaces to our own well-being. A [conference poster](#) on ecohealth was also developed and presented at the Ontario Public Health Conference held in early April.

Alterations, Improvements and Repairs to Existing Dams Technical Bulletin (*Lakes and Rivers Improvement Act*)

On March 24, 2016 a [decision notice](#) was posted to the Environmental Registry regarding approval of the *Alterations, Improvements and Repairs to Existing Dams Technical Bulletin*. The approved

Bulletin clarifies requirements for obtaining approvals for alterations, improvements and repairs to existing dams, and replaces the 2006 *Administration of Section 16 - Lakes and Rivers Improvement Act* policy document. Stay tuned for a spring webinar on changes made to the Bulletin and implications for Conservation Authorities.

Feedback

If you have any comments, concerns, or suggestions for improving this bulletin please contact info@conservationontario.ca.

www.conservationontario.ca

Conservation Ontario,
P.O. Box 11, 120 Bayview Parkway, Newmarket, Ontario L3Y
4W3 Canada

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**Ministry of Natural
Resources and Forestry**

Parliamentary Assistant

Room 6521, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-6467
Fax: 416-314-6470

**Ministère des Richesses
naturelles et des Forêts**

Adjoint Parlementaire

Édifice Whitney, bureau 6521
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-6467
Télééc.: 416-314-6470



MNR5805MC-2016-454

To all Conservation Authorities:

I am writing to update you on our progress regarding the *Conservation Authorities Act* review. In doing so, I would like to express my appreciation for all Conservation Authorities who participated in the first phase of the review. Your input helped identify common themes and priority areas for the next step in our review process.

For nearly 70 years Ontario and its Conservation Authorities have enjoyed a rich and productive relationship. Conservation Authorities have an impressive record of protecting people, property and communities from water-related weather events and hazards. Our Government appreciates that record and values the achievements of Conservation Authorities in protecting and managing water and other natural resources in the province.

I am pleased to share that the Ministry of Natural Resources and Forestry (MNRF) will be starting its second phase of the review process which will include further engagement and input on options for strengthening Conservation Authorities. This next step will build on the initial consultation where we identified five priority areas for improvement:

- Stronger oversight and accountability in decision-making;
- Increased clarity and consistency in roles and responsibilities, processes and requirements;
- Modern funding mechanisms to support conservation authority operations;
- Improved collaboration and engagement among all parties involved in resource management; and
- Enhanced flexibility for the Province to update the *Conservation Authorities Act* framework in the future.

These priority areas were identified through the review as a result of the responses to the Ministry's discussion paper.

In taking this next step we look forward to working closely with you to develop options for changes in these areas. Now that we have heard from you on what our priorities should be, this next step will assist in providing options for how we should proceed.

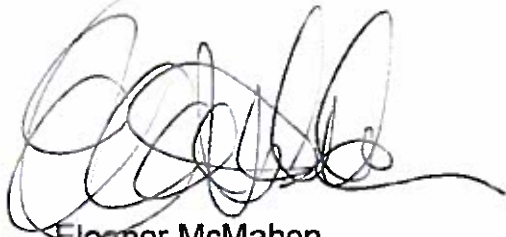
Our next step will include securing feedback via a discussion paper which will capture the aforementioned priority areas. This paper will be posted to the Environmental Registry in the coming weeks. We will also be announcing a working group, comprised of relevant stakeholders, including Conservation Authorities. This working group will provide us with the opportunity to take a detailed look at possible solutions, and

together with the Registry feedback will allow us to have the kind of comprehensive overview which can lead to constructive options for change.

If you have further questions regarding the *Conservation Authorities Act* review, please contact Jennifer Keyes, Manager, Water Resources Section, at (705) 755-5244 or jennifer.keyes@ontario.ca.

In the meantime, please stay tuned. I look forward to working with all of you, as together we work to modernize and strengthen Conservation Authorities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eleanor McMahon', with a long horizontal flourish extending to the right.

Eleanor McMahon
Parliamentary Assistant

c: Jennifer Keyes

From: Duclos, Bert (MTCS) <Bert.Duclos@ontario.ca>

Date: Wed, Jun 29, 2016 at 2:44 PM

Subject: Ministry of Tourism, Culture and Sport - Heritage Conservation Workshop - Woodstock, October 27, 2016

To: "mgraves@ingersoll.ca" <mgraves@ingersoll.ca>

Hello Mr. Graves,

Though the Town of Ingersoll has not appointed a municipal heritage committee I am pleased to extend an invitation to a Ministry of Tourism, Culture and Sport cultural heritage conservation workshop for Thursday, October 27, 2016 at the Woodstock Museum in Woodstock. This four hour evening event, Heritage Conservation in Ontario: Fundamentals for Municipal Heritage Committees, is focused on understanding cultural heritage value, the role of municipal heritage committees, and the provincial approach to, and the tools and legislation available for cultural heritage conservation in the province of Ontario.

It should prove invaluable to municipal heritage committee members, elected officials, municipal staff and other heritage proponents in Oxford County. Please see the attached flyer for further details of the event, location, and registration form. Please forward this invitation to anyone in the Town you feel might benefit from joining us in this day of heritage conservation learning and networking with others in your area and ask they reserve their spot as soon as they can.

Best regards,
Bert

Bertrand (Bert) Duclos
Heritage Outreach Consultant
Program Planning and Delivery Unit
Ministry of Tourism, Culture and Sport
401 Bay Street, Suite 1700
Toronto, ON M7A 0A7
Tel: 416-314-7154
Fax: 416-212-1802
Ensuring the Past~Enlightening the Present~Enriching the Future
I am working with OPSEU and Proud to Serve You



MINISTRY OF TOURISM, CULTURE AND SPORT

Cultural Heritage Conservation Workshop

Heritage Conservation in Ontario: Fundamentals for Municipal Heritage Committees

Our heritage enriches us, inspires us, enlightens us and guides us in our growth and development

Bert Duclos, Heritage Outreach Consultant, Ministry of Tourism, Culture and Sport will lead Oxford County participants in learning about the cultural heritage conservation approach in Ontario and the role of municipal heritage committees.

Thursday, October 27, 2016

6:00 - 10:00 pm

Woodstock Museum

(side door)

466 Dundas Street

Woodstock

- 6:00 – 6:15 Registration
- 6:15 – 6:30 Welcome & Introductions
- 6:30 – 7:15 What is Cultural Heritage Value?
- 7:15 – 8:00 Establishing and Sustaining an Effective Municipal Heritage Committee
- 8:00 – 8:15 Break - Refreshments
- 8:15 – 9:15 Inventory, Evaluation and Designation: From Survey to Protection
- 9:15 – 10:00 Discussion

Who should attend?

Municipal heritage committee members, councillors and municipal staff

This event, including refreshments, is graciously hosted by the City of Woodstock

This workshop is offered **FREE OF CHARGE** but **REGISTRATION IS LIMITED**

The registration deadline is **Thursday, October 20, 2016**

REGISTRATION

To register, please provide the following information and return to:

Ministry of Tourism, Culture and Sport

Attention: Bert Duclos

Telephone: 416-314-7154

Toll free: 1-888-997-9015, ext. 7154

Fax: 416-212-1802

Email: bert.duclos@ontario.ca

Name: _____

Title and Organization: _____

Municipality: _____

Telephone: _____ **Fax:** _____ **Email:** _____



Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, ON N4G 5A7
www.tillsonburg.ca

June 22, 2016

Town of Ingersoll
Attention: Michael Graves
130 Oxford Street
Ingersoll, ON
N5C 2V5

Dear Mayor and Council:

Please be advised that Tillsonburg Town Council at its meeting held on June 16, 2016, passed the following resolution in regards to County Policy Options for the Extension and/or Connection of Services Outside of Settlement Boundaries:

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Council receive Report CAO 16-07 County Policy Options for the Extension and/or Connection of Services Outside of Settlement Boundaries;

AND THAT Council authorize the CAO to work cooperatively and jointly with the Town of Ingersoll and the City of Woodstock on a cost shared bases to retain independent professional planning advice, so as to be able to format a comprehensive response to the proposed County Official Plan Amendment;

AND THAT Council request that the County formally amend the comment period from July 22nd, 2016 until September 30th, 2016 so as to provide a reasonable timeframe for all municipalities to review the proposed amendment and format a complete response to the proposal.

Carried

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,

Tricia Smith
Deputy Clerk

cc City of Woodstock, County of Oxford

Town of Ingersoll
 Monthly Cheque Disbursements
 June 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ACAPULCO ***						
79,285	47161	01-5100-4100-41710	CHEMICALS	ACID TEST TABLETS	\$302.56	
79,285	47161	01-0000-0200-00325	HST RECEIVABLE100%	ACID TEST TABLETS	\$39.33	
79,285	47161	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ACID TEST TABLETS	\$0.00	\$341.89
79,287	47161	01-5100-4100-41710	CHEMICALS	VPCC ACID CHLORINE	\$1,122.40	
79,287	47161	01-0000-0200-00325	HST RECEIVABLE100%	VPCC ACID CHLORINE	\$145.91	
79,287	47161	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC ACID CHLORINE	\$0.00	\$1,268.31
AIR LIQUIDE						
79,410	47162	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN GAS	\$40.11	
79,410	47162	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN GAS	\$4.43	
79,410	47162	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN GAS	\$0.00	\$44.54
ASSOC. OF MUNICIPAL.ONTARIO						
79,355	47163	01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	FORT MCMURRAY DONATION	\$500.00	
79,355	47163	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FORT MCMURRAY DONATION	\$0.00	\$500.00
BABCOCK, BARRY						
79,301	47164	01-5200-4100-41705	SKATE PARK REPAIRS	SKATE PARK MAINT	\$240.00	
79,301	47164	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKATE PARK MAINT	\$0.00	\$240.00
BELL CANADA ***						
79,356	47165	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	FACILITIES RELOCATE NEW SIDEWK	\$1,090.77	
79,356	47165	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FACILITIES RELOCATE NEW SIDEWK	\$120.48	
79,356	47165	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACILITIES RELOCATE NEW SIDEWK	\$0.00	\$1,211.25
BRAGG, JEFF						
79,378	47166	01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL CLEANING	\$172.99	
79,378	47166	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL CLEANING	\$19.11	
79,378	47166	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL CLEANING	\$0.00	\$192.10
PAUL BROWN & SONS EXCAVATING L						
79,379	47167	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	FIRE SAFETY VILLAGE GRAVEL	\$1,561.72	
79,379	47167	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE GRAVEL	\$172.50	
79,379	47167	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE GRAVEL	\$0.00	\$1,734.22
EMPLOYEE REIMBURSEMENT						
79,320	47168	01-7000-4000-40620	MILEAGE	MILEAGE-ECON DEVEL	\$384.16	
79,320	47168	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ECON DEVEL	\$42.44	
79,320	47168	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ECON DEVEL	\$0.00	\$426.60
CAMPBELL'S						
79,369	47169	01-4000-4000-40200	OFFICE SUPPLIES	ENG STATIONARIES	\$79.80	
79,369	47169	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG STATIONARIES	\$8.81	
79,369	47169	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG STATIONARIES	\$0.00	\$88.61

Town of Ingersoll
 Monthly Cheque Disbursements
 June 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
J.M. CAMPBELL SERVICES						
79,357	47170	01-4500-4000-40630	STAFF TRAINING	SCISSOR LIFT TRAINING	\$1,068.48	
79,357	47170	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCISSOR LIFT TRAINING	\$118.02	
79,357	47170	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCISSOR LIFT TRAINING	\$0.00	\$1,186.50
CANADIAN RED CROSS-MISSISSAUGA						
79,300	47171	01-5100-6060-41450	LEADERSHIP	WSI RECERT COURSE PKG	\$60.00	
79,300	47171	01-0000-0200-00325	HST RECEIVABLE100%	WSI RECERT COURSE PKG	\$3.40	
79,300	47171	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSI RECERT COURSE PKG	\$0.00	\$63.40
CANSEL - TORONTO*****						
79,370	47172	01-4000-4000-40220	TELEPHONE	GPS SURVEY	\$264.58	
79,370	47172	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SURVEY	\$29.22	
79,370	47172	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SURVEY	\$0.00	\$293.80
CAREY'S PRODUCE						
79,327	47173	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$1,175.00	
79,327	47173	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$1,175.00
CEASER WORK COUNSEL						
79,318	47174	01-0900-4000-40710	LEGAL FEES	MAY LEGAL FEES	\$4,884.48	
79,318	47174	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY LEGAL FEES	\$539.52	
79,318	47174	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY LEGAL FEES	\$0.00	\$5,424.00
79,319	47174	01-0900-4000-40710	LEGAL FEES	MAY LEGAL FEES	\$1,640.72	
79,319	47174	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY LEGAL FEES	\$181.22	
79,319	47174	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY LEGAL FEES	\$0.00	\$1,821.94
CHECKERS CLEANING SUPPLY						
79,296	47175	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$442.20	
79,296	47175	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$57.49	
79,296	47175	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$499.69
COMMISSIONAIRES						
79,313	47176	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 4/24-5/07	\$751.80	
79,313	47176	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 4/24-5/07	\$83.04	
79,313	47176	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 4/24-5/07	\$0.00	\$834.84
FRANK COWAN COMPANY LTD						
79,353	47177	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	CLAIM#P1610726,DEDUCTIBLE	\$1,004.12	
79,353	47177	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLAIM#P1610726,DEDUCTIBLE	\$0.00	\$1,004.12
CULLIGAN						
79,283	47178	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$69.84	
79,283	47178	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
79,283	47178	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$70.13

Town of Ingersoll
 Monthly Cheque Disbursements
 June 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
DANCE SEWER CLEANING INC.						
79,371	47179	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	CAMERA CULVERT	\$1,322.88	
79,371	47179	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CAMERA CULVERT	\$146.12	
79,371	47179	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAMERA CULVERT	\$0.00	\$1,469.00
DCG FIRST AID & SAFETY SUPPLY						
79,329	47180	01-5100-6060-40320	FIRST AID SAFETY SUPPLIES	1ST AID SUPPLIES	\$122.01	
79,329	47180	01-0000-0200-00325	HST RECEIVABLE100%	1ST AID SUPPLIES	\$15.86	
79,329	47180	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID SUPPLIES	\$0.00	\$137.87
EMPLOYEE REIMBURSEMENT						
79,351	47181	01-1000-4000-40630	STAFF TRAINING	WEBINAR REGISTRATION	\$178.08	
79,351	47181	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEBINAR REGISTRATION	\$19.67	
79,351	47181	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBINAR REGISTRATION	\$0.00	\$197.75
EMPLOYEE REIMBURSEMENT						
79,362	47182	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$13.62	
79,362	47182	10-0000-3228-80010	DIRECT COSTS-LABOUR&BURDEN	MILEAGE-ENG	\$13.37	
79,362	47182	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	MILEAGE-ENG	\$2.43	
79,362	47182	10-0000-3271-80010	CONCESSION ST RECON-LABOUR & BURDEN	MILEAGE-ENG	\$1.70	
79,362	47182	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	MILEAGE-ENG	\$17.50	
79,362	47182	10-0000-3268-80010	LABOUR & BURDEN	MILEAGE-ENG	\$10.22	
79,362	47182	01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	MILEAGE-ENG	\$2.43	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.50	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.48	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.27	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.19	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.94	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.12	
79,362	47182	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.27	
79,362	47182	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$68.04
ERTH HOLDINGS INC.						
79,366	47183	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	REPAIR PEDESTRAIN HEADS	\$239.14	
79,366	47183	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR PEDESTRAIN HEADS	\$26.41	
79,366	47183	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR PEDESTRAIN HEADS	\$0.00	\$265.55
79,367	47183	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	REPAIR LOOSE ST LIGHTS	\$190.80	
79,367	47183	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR LOOSE ST LIGHTS	\$21.08	
79,367	47183	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR LOOSE ST LIGHTS	\$0.00	\$211.88
FASTENAL CANADA ***						
79,358	47184	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SAFETY HATS	\$24.32	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAN</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
79,358	47184	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY HATS	\$2.68	
79,358	47184	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY HATS	\$0.00	\$27.00
79,403	47184	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	NUTS + BOLTS	\$105.68	
79,403	47184	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NUTS + BOLTS	\$11.67	
79,403	47184	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS + BOLTS	\$0.00	\$117.35
FORM & BUILD SUPPLY ***						
79,398	47185	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	EXPANSION JOINT+CONCRETE CURE	\$219.60	
79,398	47185	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EXPANSION JOINT+CONCRETE CURE	\$24.25	
79,398	47185	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXPANSION JOINT+CONCRETE CURE	\$0.00	\$243.85
GRA - HAM ENERGY						
79,317	47186	01-3000-4000-41470	VEHICLE FUEL	FIRE HALL VEHICLE FUEL	\$67.06	
79,317	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL VEHICLE FUEL	\$7.41	
79,317	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL VEHICLE FUEL	\$0.00	\$74.47
79,337	47186	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$214.07	
79,337	47186	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$27.83	
79,337	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$241.90
79,341	47186	01-3000-4000-41470	VEHICLE FUEL	FIRE HALL VEHICLE FUEL	\$136.91	
79,341	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL VEHICLE FUEL	\$15.12	
79,341	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL VEHICLE FUEL	\$0.00	\$152.03
79,382	47186	01-3000-4000-41470	VEHICLE FUEL	FIRE HALL VEHICLE FUEL	\$150.61	
79,382	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL VEHICLE FUEL	\$16.64	
79,382	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL VEHICLE FUEL	\$0.00	\$167.25
79,386	47186	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	REPLACE GPI METER ON PUMP	\$304.26	
79,386	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPLACE GPI METER ON PUMP	\$33.61	
79,386	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE GPI METER ON PUMP	\$0.00	\$337.87
79,392	47186	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$507.00	
79,392	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$56.00	
79,392	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$563.00
79,393	47186	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$825.92	
79,393	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$91.23	
79,393	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$917.15
79,394	47186	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$168.21	
79,394	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$18.58	
79,394	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$186.79
79,395	47186	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$904.07	
79,395	47186	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$99.86	
79,395	47186	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$1,003.93

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	79,396	47186 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$354.32	
	79,396	47186 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$39.13	
	79,396	47186 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$393.45
	79,397	47186 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$197.41	
	79,397	47186 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$21.81	
	79,397	47186 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$219.22
GROWER'S CHOICE LANDSCAPE PROD						
	79,335	47187 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GARDEN MULCH	\$1,855.00	
	79,335	47187 01-0000-0200-00325	HST RECEIVABLE100%	GARDEN MULCH	\$241.15	
	79,335	47187 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN MULCH	\$0.00	\$2,096.15
EMPLOYEE REIMBURSEMENT						
	79,360	47188 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$370.55	
	79,360	47188 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$40.93	
	79,360	47188 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$411.48
EMPLOYEE REIMBURSEMENT						
	79,292	47189 01-5200-4100-40620	MILEAGE	MILEAGE-FUSION	\$78.37	
	79,292	47189 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$10.19	
	79,292	47189 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$88.56
HOT,COLD & FREEZING						
	79,304	47190 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION A/C REPAIR	\$120.00	
	79,304	47190 01-0000-0200-00325	HST RECEIVABLE100%	FUSION A/C REPAIR	\$15.60	
	79,304	47190 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION A/C REPAIR	\$0.00	\$135.60
HURON TRACTOR LTD						
	79,336	47191 01-5000-6050-41530	EQUIP REPAIRS & MAINT	WINDOW FOR RIDER	\$371.12	
	79,336	47191 01-0000-0200-00325	HST RECEIVABLE100%	WINDOW FOR RIDER	\$48.25	
	79,336	47191 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINDOW FOR RIDER	\$0.00	\$419.37
IMPERIAL COFFEE & SERVICES INC						
	79,349	47192 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$145.73	
	79,349	47192 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE SUPPLIES	\$11.68	
	79,349	47192 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$157.41
INGERSOLL RENT-ALL ***						
	79,315	47193 10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	CONCRETE MIXER RENT	\$67.37	
	79,315	47193 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE MIXER RENT	\$7.44	
	79,315	47193 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE MIXER RENT	\$0.00	\$74.81
	79,339	47193 01-5100-4100-41540	RENTAL	DRILL RENTAL	\$26.40	
	79,339	47193 01-0000-0200-00325	HST RECEIVABLE100%	DRILL RENTAL	\$3.43	
	79,339	47193 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL RENTAL	\$0.00	\$29.83

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	79,389	47193 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	COUPLING SLEEVE	\$13.18	
	79,389	47193 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COUPLING SLEEVE	\$1.45	
	79,389	47193 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COUPLING SLEEVE	\$0.00	\$14.63
	79,390	47193 01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	AUTOCUT	\$52.86	
	79,390	47193 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUTOCUT	\$5.84	
	79,390	47193 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTOCUT	\$0.00	\$58.70
	79,391	47193 01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	WEED EATER STRING	\$104.89	
	79,391	47193 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEED EATER STRING	\$11.59	
	79,391	47193 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEED EATER STRING	\$0.00	\$116.48
I.T.O.P.A.						
	79,309	47194 01-1000-4000-41000	ADVERTISING	PROG AD ON ITOPA BOARD	\$125.00	
	79,309	47194 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROG AD ON ITOPA BOARD	\$0.00	\$125.00
D.H. JUTZI LIMITED						
	79,295	47195 01-5000-6020-41550	MAINTENANCE CONTRACTS	MARCH WATER TREATMENT	\$375.00	
	79,295	47195 01-0000-0200-00325	HST RECEIVABLE100%	MARCH WATER TREATMENT	\$48.75	
	79,295	47195 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MARCH WATER TREATMENT	\$0.00	\$423.75
	79,338	47195 01-5000-6020-41550	MAINTENANCE CONTRACTS	MAY WATER TREATMENT	\$375.00	
	79,338	47195 01-0000-0200-00325	HST RECEIVABLE100%	MAY WATER TREATMENT	\$48.75	
	79,338	47195 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY WATER TREATMENT	\$0.00	\$423.75
KINETIC SOLUTIONS						
	79,330	47196 01-5100-6070-41530	EQUIP REPAIRS & MAINT	INNER/OUTER THIGH MACHINE CABL	\$101.61	
	79,330	47196 01-0000-0200-00325	HST RECEIVABLE100%	INNER/OUTER THIGH MACHINE CABL	\$12.92	
	79,330	47196 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INNER/OUTER THIGH MACHINE CABL	\$0.00	\$114.53
KOFFEE KORNER INGERSOLL						
	79,340	47197 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$78.75	
	79,340	47197 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$78.75
EMPLOYEE REIMBURSEMENT						
	79,307	47198 01-1300-4000-40600	MEMBERSHIP FEES	CPA MEMBERSHIP	\$976.90	
	79,307	47198 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CPA MEMBERSHIP	\$107.90	
	79,307	47198 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CPA MEMBERSHIP	\$0.00	\$1,084.80
KROWN RUST CONTROL CENTRE						
	79,387	47199 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	T-40 1 CASE	\$82.43	
	79,387	47199 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	T-40 1 CASE	\$9.10	
	79,387	47199 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	T-40 1 CASE	\$0.00	\$91.53
TOWN RESIDENT						
	79,372	47200 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	REFUND DAMDP 2016-63	\$1,000.00	
	79,372	47200 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DAMDP 2016-63	\$0.00	\$1,000.00

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EMPLOYEE REIMBURSEMENT						
79,363	47201	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$253.84	
79,363	47201	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$28.04	
79,363	47201	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$281.88
LIGHTNING EQUIPMENT SALES						
79,344	47202	10-0000-3160-80000	MATERIALS FIRE CHIEF TRUCK	NEW FIRE TRUCK LIGHTS	\$4,983.19	
79,344	47202	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW FIRE TRUCK LIGHTS	\$550.42	
79,344	47202	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW FIRE TRUCK LIGHTS	\$0.00	\$5,533.61
LONG & McQUADE						
79,303	47203	01-5200-6170-40270	NEW EQUIPMENT	FUSION NEW EQUIP	\$403.47	
79,303	47203	01-0000-0200-00325	HST RECEIVABLE100%	FUSION NEW EQUIP	\$52.45	
79,303	47203	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NEW EQUIP	\$0.00	\$455.92
LPL PLUMBING						
79,288	47204	01-5000-6050-41700	BLDG REPAIRS AND MAINT	VPCC LEAK REPAIR	\$81.20	
79,288	47204	01-0000-0200-00325	HST RECEIVABLE100%	VPCC LEAK REPAIR	\$10.56	
79,288	47204	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LEAK REPAIR	\$0.00	\$91.76
79,289	47204	01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE LEAK REPAIR	\$75.00	
79,289	47204	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE LEAK REPAIR	\$9.75	
79,289	47204	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE LEAK REPAIR	\$0.00	\$84.75
79,290	47204	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC CLEAN DRAINAGE	\$189.00	
79,290	47204	01-0000-0200-00325	HST RECEIVABLE100%	VPCC CLEAN DRAINAGE	\$24.57	
79,290	47204	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CLEAN DRAINAGE	\$0.00	\$213.57
79,291	47204	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA LEAK REPAIR	\$90.20	
79,291	47204	01-0000-0200-00325	HST RECEIVABLE100%	ARENA LEAK REPAIR	\$11.73	
79,291	47204	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA LEAK REPAIR	\$0.00	\$101.93
LWR AUTOMOTIVE						
79,404	47205	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	AGRICULTURE BELT	\$53.33	
79,404	47205	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AGRICULTURE BELT	\$5.89	
79,404	47205	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AGRICULTURE BELT	\$0.00	\$59.22
79,407	47205	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	GREASE + GLOVES	\$101.36	
79,407	47205	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GREASE + GLOVES	\$11.20	
79,407	47205	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GREASE + GLOVES	\$0.00	\$112.56
79,408	47205	01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK#15 AIR FILTER	\$84.03	
79,408	47205	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#15 AIR FILTER	\$9.29	
79,408	47205	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#15 AIR FILTER	\$0.00	\$93.32
79,409	47205	01-4500-4230-46395	939500 ELGIN SWEEPER	TOGGLE SWITCH	\$6.30	
79,409	47205	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOGGLE SWITCH	\$0.69	

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LYRECO CANADA INC.	79,409	47205 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOGGLE SWITCH	\$0.00	\$6.99
	79,284	47206 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$93.38	
	79,284	47206 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COFFEE SUPPLIES	\$10.32	
	79,284	47206 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$103.70
FORMER TOWN RESIDENT						
	79,413	47207 01-0000-0090-99910	TAXES - CLEARING	REFUND ON PAP PMT	\$216.49	
	79,413	47207 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND ON PAP PMT	\$0.00	\$216.49
MINISTER OF FINANCE - EHT ***						
	79,348	47208 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	MAY PREMIUM	\$7,342.96	
	79,348	47208 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY PREMIUM	\$0.00	\$7,342.96
NETHERCOTT PRESS INC						
	79,299	47209 01-5100-4000-40200	OFFICE SUPPLIES	ENVELOPES	\$292.00	
	79,299	47209 01-0000-0200-00325	HST RECEIVABLE100%	ENVELOPES	\$37.96	
	79,299	47209 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENVELOPES	\$0.00	\$329.96
OLDE BAKERY CAFE						
	79,297	47210 01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$32.00	
	79,297	47210 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$32.00
	79,323	47210 01-5100-6090-40420	PROGRAM SUPPLIES	PIZZA PARTY CUPCAKES	\$7.20	
	79,323	47210 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PIZZA PARTY CUPCAKES	\$0.00	\$7.20
ONTARIO RECREATION FACILITIES						
	79,310	47211 01-5000-4000-41000	ADVERTISING	JOB AD-FACILITY MGER	\$425.00	
	79,310	47211 01-0000-0200-00325	HST RECEIVABLE100%	JOB AD-FACILITY MGER	\$55.25	
	79,310	47211 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOB AD-FACILITY MGER	\$0.00	\$480.25
ONTARIO SOUTHLAND RAILWAY INC.						
	79,399	47212 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	FLASH LIT MAINT CHRGS	\$2,970.90	
	79,399	47212 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASH LIT MAINT CHRGS	\$0.00	\$2,970.90
ONTARIO ONE CALL LTD.						
	79,365	47213 01-4000-5020-41500	CONTRACTED SERVICES	MAY LOCATE SERVICES	\$120.61	
	79,365	47213 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY LOCATE SERVICES	\$13.32	
	79,365	47213 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY LOCATE SERVICES	\$0.00	\$133.93
ONTARIO TRILLIUM FOUNDATION						
	79,414	47214 01-5200-6195-01569	PROV GRANTS - MISC	REFUND TO TRILLIUM-FINAL PMT	\$19,704.00	
	79,414	47214 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND TO TRILLIUM-FINAL PMT	\$0.00	\$19,704.00
ORCO SIGNS						
	79,324	47215 01-5000-4000-42900	MISCELLANEOUS EXPENSE	SAFE CYCLING COMMITTEE SIGNS	\$425.00	
	79,324	47215 01-0000-0200-00325	HST RECEIVABLE100%	SAFE CYCLING COMMITTEE SIGNS	\$55.25	

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	79,324	47215 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFE CYCLING COMMITTEE SIGNS	\$0.00	\$480.25
PARKS & RECREATION ONTARIO ***						
	79,311	47216 01-5000-4000-41000	ADVERTISING	JOB AD-FACILITY MGER	\$212.38	
	79,311	47216 01-0000-0200-00325	HST RECEIVABLE100%	JOB AD-FACILITY MGER	\$27.61	
	79,311	47216 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JOB AD-FACILITY MGER	\$0.00	\$239.99
PATERSON WELDING						
	79,312	47217 10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	FIRE HALL TRAINING CENTRE WELD	\$7,242.22	
	79,312	47217 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL TRAINING CENTRE WELD	\$799.94	
	79,312	47217 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL TRAINING CENTRE WELD	\$0.00	\$8,042.16
P M HYDRAULICS ***						
	79,388	47218 01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER HOSE	\$87.39	
	79,388	47218 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER HOSE	\$9.65	
	79,388	47218 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER HOSE	\$0.00	\$97.04
PROGRESSIVE WASTE SOLUTIONS						
	79,294	47219 01-5200-4100-41550	MAINTENANCE CONTRACTS	JUN GARBAGE SERVICE	\$203.59	
	79,294	47219 01-5000-6020-41550	MAINTENANCE CONTRACTS	JUN GARBAGE SERVICE	\$238.99	
	79,294	47219 01-5100-4100-41550	MAINTENANCE CONTRACTS	JUN GARBAGE SERVICE	\$238.99	
	79,294	47219 01-5000-6050-41550	MAINTENANCE CONTRACTS	JUN GARBAGE SERVICE	\$238.99	
	79,294	47219 01-5000-6040-41550	MAINTENANCE CONTRACTS	JUN GARBAGE SERVICE	\$238.99	
	79,294	47219 01-0000-0200-00325	HST RECEIVABLE100%	JUN GARBAGE SERVICE	\$26.46	
	79,294	47219 01-0000-0200-00325	HST RECEIVABLE100%	JUN GARBAGE SERVICE	\$31.07	
	79,294	47219 01-0000-0200-00325	HST RECEIVABLE100%	JUN GARBAGE SERVICE	\$31.07	
	79,294	47219 01-0000-0200-00325	HST RECEIVABLE100%	JUN GARBAGE SERVICE	\$31.07	
	79,294	47219 01-0000-0200-00325	HST RECEIVABLE100%	JUN GARBAGE SERVICE	\$31.07	
	79,294	47219 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUN GARBAGE SERVICE	\$0.00	\$1,310.29
	79,381	47219 01-3000-4100-41550	MAINTENANCE CONTRACTS	FIRE HALL GARBAGE PICKUP	\$157.73	
	79,381	47219 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL GARBAGE PICKUP	\$17.42	
	79,381	47219 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL GARBAGE PICKUP	\$0.00	\$175.15
PUROLATOR COURIER LTD						
	79,322	47220 01-1000-4000-40270	NEW EQUIPMENT	COURIER CHRGS	\$40.47	
	79,322	47220 01-5100-6090-40420	PROGRAM SUPPLIES	COURIER CHRGS	\$17.40	
	79,322	47220 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$4.47	
	79,322	47220 01-0000-0200-00325	HST RECEIVABLE100%	COURIER CHRGS	\$2.26	
	79,322	47220 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$64.60
	79,368	47220 01-4000-4000-40240	COURIER CHARGES	REGISTERED DRAWINGS COURIER	\$20.62	
	79,368	47220 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGISTERED DRAWINGS COURIER	\$2.27	
	79,368	47220 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGISTERED DRAWINGS COURIER	\$0.00	\$22.89

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REGIS AUTO PARTS						
79,383	47221	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SAW BELT	\$42.07	
79,383	47221	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAW BELT	\$4.64	
79,383	47221	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAW BELT	\$0.00	\$46.71
79,384	47221	01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK#15 AIR FILTER	\$96.69	
79,384	47221	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#15 AIR FILTER	\$10.68	
79,384	47221	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#15 AIR FILTER	\$0.00	\$107.37
79,385	47221	01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK#15 AIR FILTER	\$271.52	
79,385	47221	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#15 AIR FILTER	\$29.99	
79,385	47221	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#15 AIR FILTER	\$0.00	\$301.51
RELiance HOME COMFORT						
79,345	47222	01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT 4/27-5/25	\$384.93	
79,345	47222	01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT 4/27-5/25	\$50.05	
79,345	47222	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT 4/27-5/25	\$0.00	\$434.98
RESQTECH SYSTEMS INC ***						
79,380	47223	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	WINDSHIELD WIPER	\$394.83	
79,380	47223	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINDSHIELD WIPER	\$43.61	
79,380	47223	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINDSHIELD WIPER	\$0.00	\$438.44
RICHARD E. HAMILTON & ASSOCIAT						
79,305	47224	01-5200-6195-41310	WORKSHOPS/GUEST SPEAKERS	YOUTH ENTRE ACTG WORKSHOP	\$300.00	
79,305	47224	01-0000-0200-00325	HST RECEIVABLE100%	YOUTH ENTRE ACTG WORKSHOP	\$39.00	
79,305	47224	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	YOUTH ENTRE ACTG WORKSHOP	\$0.00	\$339.00
ROOKE, PAUL ***						
79,375	47225	01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	TOWN CENTRE GRASS CUTTING	\$80.00	
79,375	47225	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE GRASS CUTTING	\$0.00	\$80.00
SAFEDESIGN APPAREL LTD						
79,342	47227	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	HELMET	\$389.01	
79,342	47227	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HELMET	\$42.97	
79,342	47227	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HELMET	\$0.00	\$431.98
SAFETY KLEEN						
79,412	47228	01-4500-4230-46431	VEHICLE MAINTENANCE	RECYCLE WASTE OIL FEES	\$50.88	
79,412	47228	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RECYCLE WASTE OIL FEES	\$5.62	
79,412	47228	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RECYCLE WASTE OIL FEES	\$0.00	\$56.50
EMPLOYEE REIMBURSEMENT						
79,361	47229	01-4000-5020-40620	MILEAGE	MILEAGE-ENG	\$3.64	
79,361	47229	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$171.66	
79,361	47229	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.41	

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	79,361	47229 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$18.96	
	79,361	47229 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$194.67
SCOR FOOD HUB						
	79,328	47230 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$362.60	
	79,328	47230 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$362.60
SIMPLISTIC LINES INC.						
	79,331	47231 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	PAINT	\$1,378.14	
	79,331	47231 01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$179.16	
	79,331	47231 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$1,557.30
	79,333	47231 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	PAINT	\$1,507.50	
	79,333	47231 01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$195.98	
	79,333	47231 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$1,703.48
SOAK IT UP INC						
	79,376	47232 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	79,376	47232 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
	79,376	47232 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
	79,377	47232 01-2000-4015-41540	RENTAL	CARRS BLDG MAT RENTAL	\$11.00	
	79,377	47232 01-0000-0200-00325	HST RECEIVABLE100%	CARRS BLDG MAT RENTAL	\$1.43	
	79,377	47232 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS BLDG MAT RENTAL	\$0.00	\$12.43
SPECTRUM COMMUNICATIONS LTD.						
	79,316	47233 10-0000-3160-80000	MATERIALS FIRE CHIEF TRUCK	WIRELESS HEADSET INSTALL	\$166.32	
	79,316	47233 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIRELESS HEADSET INSTALL	\$18.37	
	79,316	47233 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIRELESS HEADSET INSTALL	\$0.00	\$184.69
	79,346	47233 10-0000-3160-80000	MATERIALS FIRE CHIEF TRUCK	NEW FIRE TRUCK RADIO	\$2,450.39	
	79,346	47233 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW FIRE TRUCK RADIO	\$270.66	
	79,346	47233 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW FIRE TRUCK RADIO	\$0.00	\$2,721.05
SPOT MARKETING GROUP						
	79,293	47234 01-5000-4000-42900	MISCELLANEOUS EXPENSE	BANNER LOGO RECREATION+PRINT	\$195.00	
	79,293	47234 01-0000-0200-00325	HST RECEIVABLE100%	BANNER LOGO RECREATION+PRINT	\$25.35	
	79,293	47234 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BANNER LOGO RECREATION+PRINT	\$0.00	\$220.35
PETTY CASH - ARENA						
	79,350	47235 01-5100-4000-40200	OFFICE SUPPLIES	ARENA PETTY CASH FEB-MAY 2016	\$10.49	
	79,350	47235 01-5100-4100-41700	BLDG REPAIRS AND MAINT	ARENA PETTY CASH FEB-MAY 2016	\$0.58	
	79,350	47235 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA PETTY CASH FEB-MAY 2016	\$11.05	
	79,350	47235 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH FEB-MAY 2016	\$1.36	
	79,350	47235 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH FEB-MAY 2016	\$0.07	
	79,350	47235 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA PETTY CASH FEB-MAY 2016	\$0.00	\$23.55

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STAPLES ADVANTAGE						
79,282	47236	01-1000-4000-40200	OFFICE SUPPLIES	STATIONARIES	\$53.87	
79,282	47236	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STATIONARIES	\$5.95	
79,282	47236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$59.82
79,308	47236	01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$69.31	
79,308	47236	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$7.65	
79,308	47236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL STATIONARIES	\$0.00	\$76.96
79,325	47236	01-5100-4000-40200	OFFICE SUPPLIES	VPCC STATIONARIES	\$72.29	
79,325	47236	01-0000-0200-00325	HST RECEIVABLE100%	VPCC STATIONARIES	\$9.40	
79,325	47236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STATIONARIES	\$0.00	\$81.69
79,354	47236	01-1000-4000-40200	OFFICE SUPPLIES	BANKER'S BOXES	\$54.34	
79,354	47236	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BANKER'S BOXES	\$6.00	
79,354	47236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BANKER'S BOXES	\$0.00	\$60.34
ST.MARYS CEMENT INC.						
79,401	47237	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$347.00	
79,401	47237	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$672.63	
79,401	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$38.33	
79,401	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$74.30	
79,401	47237	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,132.26
79,402	47237	01-0000-0250-61177	C16-1029-23 WINDERS-BRKN WTRMN	CONCRETE	\$174.58	
79,402	47237	01-0000-0250-61128	ET15-980-LOT 14-WALKER-CONDUIT	CONCRETE	\$337.38	
79,402	47237	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$500.20	
79,402	47237	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$109.43	
79,402	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$19.28	
79,402	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$37.27	
79,402	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$55.25	
79,402	47237	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$12.10	
79,402	47237	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,245.49
STONETOWN SUPPLY SERVICES(ING)						
79,306	47238	01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$65.02	
79,306	47238	01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$8.45	
79,306	47238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$73.47
79,314	47238	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE HALL JANITORIAL SUPPLIES	\$124.80	
79,314	47238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL JANITORIAL SUPPLIES	\$13.78	
79,314	47238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL JANITORIAL SUPPLIES	\$0.00	\$138.58
79,343	47238	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE HALL JANITORIAL SUPPLIES	\$128.32	
79,343	47238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL JANITORIAL SUPPLIES	\$14.17	

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79,343	47238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL JANITORIAL SUPPLIES	\$0.00	\$142.49
STRONG MACDOUGALL OUDEKERK PRO						
79,352	47239	01-1000-4000-40710	LEGAL FEES	SITE PLAN AGREEMENT TEMPLATE	\$203.52	
79,352	47239	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SITE PLAN AGREEMENT TEMPLATE	\$22.48	
79,352	47239	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SITE PLAN AGREEMENT TEMPLATE	\$0.00	\$226.00
SUN LIFE OF CANADA						
79,321	47240	01-0000-2100-00716	HEALTH CARE PAYABLE	JUNE PREMIUM	\$41,037.17	
79,321	47240	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE PREMIUM	\$0.00	\$41,037.17
TABOR BROS & SONS LTD ***						
79,334	47241	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	PUT NETS OUT G.E. PARK	\$435.00	
79,334	47241	01-0000-0200-00325	HST RECEIVABLE100%	PUT NETS OUT G.E. PARK	\$56.55	
79,334	47241	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUT NETS OUT G.E. PARK	\$0.00	\$491.55
TECH.STANDARDS & SAFETY AUTH *						
79,286	47242	01-5100-4100-40410	LICENCES, TAGS ETC	VPCC ELEVATOR LICENCE	\$105.00	
79,286	47242	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC ELEVATOR LICENCE	\$0.00	\$105.00
THAMESFORD PIZZA						
79,302	47243	01-5200-6090-40420	PROGRAM SUPPLIES	LEON'S MAY MOVIE NITE PIZZA	\$47.62	
79,302	47243	01-0000-0200-00325	HST RECEIVABLE100%	LEON'S MAY MOVIE NITE PIZZA	\$2.38	
79,302	47243	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEON'S MAY MOVIE NITE PIZZA	\$0.00	\$50.00
EMPLOYEE REIMBURSEMENT						
79,364	47244	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$148.32	
79,364	47244	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$16.38	
79,364	47244	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$164.70
EMPLOYEE REIMBURSEMENT						
79,298	47245	01-5000-4000-40620	MILEAGE	MILEAGE-VPCC	\$57.35	
79,298	47245	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$7.45	
79,298	47245	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$64.80
WASTE MANAGEMENT						
79,411	47246	01-4500-4100-41550	MAINTENANCE CONTRACTS	MAY GARBAGE COLLECTION	\$427.20	
79,411	47246	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY GARBAGE COLLECTION	\$47.19	
79,411	47246	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY GARBAGE COLLECTION	\$0.00	\$474.39
WHITECREST MUSHROOMS						
79,326	47247	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$82.50	
79,326	47247	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$82.50
TOWN RESIDENT						
79,373	47248	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	REFUND DAMDP 2014-150	\$1,000.00	
79,373	47248	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DAMDP 2014-150	\$0.00	\$1,000.00

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	79,374	47248 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	REFUND DAMDP 2011-198	\$1,000.00	
	79,374	47248 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DAMDP 2011-198	\$0.00	\$1,000.00
WORK EQUIPMENT LTD.						
	79,400	47249 01-4500-4230-46397	939700 SIDEWALK TRACTOR	SIDEWALK MACHINE REPAIR	\$2,399.84	
	79,400	47249 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK MACHINE REPAIR	\$265.07	
	79,400	47249 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK MACHINE REPAIR	\$0.00	\$2,664.91
INSIGHT CANADA						
	79,415	47250 10-0000-3050-80000	MATERIALS-IT COMPUTER UPGRADES	SERVERS REPLACEMENT	\$36,884.23	
	79,415	47250 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SERVERS REPLACEMENT	\$4,074.06	
	79,415	47250 01-0000-0100-00100	BANK	SERVERS REPLACEMENT	\$0.00	\$40,958.29
ACKLANDS GRAINGER						
	79,594	47251 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	STUDENT HARD HATS	\$126.06	
	79,594	47251 01-0000-0200-00325	HST RECEIVABLE100%	STUDENT HARD HATS	\$16.39	
	79,594	47251 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STUDENT HARD HATS	\$0.00	\$142.45
AFFORDABLE PORTABLES						
	79,521	47252 01-5000-6050-41540	RENTAL	SOCCER FIELDS MAY PORTA POTTY	\$140.00	
	79,521	47252 01-0000-0200-00325	HST RECEIVABLE100%	SOCCER FIELDS MAY PORTA POTTY	\$18.20	
	79,521	47252 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOCCER FIELDS MAY PORTA POTTY	\$0.00	\$158.20
AIR LIQUIDE						
	79,520	47253 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CYLINDER LEASE	\$169.00	
	79,520	47253 01-0000-0200-00325	HST RECEIVABLE100%	CYLINDER LEASE	\$21.98	
	79,520	47253 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CYLINDER LEASE	\$0.00	\$190.98
	79,596	47253 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN	\$13.37	
	79,596	47253 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN	\$1.48	
	79,596	47253 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN	\$0.00	\$14.85
	79,597	47253 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN	\$13.37	
	79,597	47253 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN	\$1.48	
	79,597	47253 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN	\$0.00	\$14.85
	79,598	47253 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN	\$40.11	
	79,598	47253 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN	\$4.43	
	79,598	47253 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN	\$0.00	\$44.54
AKIRA STUDIO LTD						
	79,553	47254 01-5200-6090-41000	ADVERTISING	FUSION WEBSITE SUPPORT	\$95.00	
	79,553	47254 01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEBSITE SUPPORT	\$12.35	
	79,553	47254 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEBSITE SUPPORT	\$0.00	\$107.35
ALEXANDRA HOSPITAL FOUNDATION						
	79,533	47255 01-0100-4000-41020	PROMOTION & MEALS	ALEXANDRA HOSPITAL FUNDRAISER	\$200.00	

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	79,533	47255 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALEXANDRA HOSPITAL FUNDRAISER	\$0.00	\$200.00
	79,615	47255 01-0100-4000-41020	PROMOTION & MEALS	GM CAMI GOLF TOURNAMENT	\$486.29	
	79,615	47255 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GM CAMI GOLF TOURNAMENT	\$53.71	
	79,615	47255 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GM CAMI GOLF TOURNAMENT	\$0.00	\$540.00
AL'S TIRE INGERSOLL						
	79,471	47256 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TIRE FOR RIDER	\$142.83	
	79,471	47256 01-0000-0200-00325	HST RECEIVABLE100%	TIRE FOR RIDER	\$18.56	
	79,471	47256 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE FOR RIDER	\$0.00	\$161.39
BACKYARD BY DESIGN						
	79,484	47257 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$15.72	
	79,484	47257 01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	
	79,484	47257 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
	79,485	47257 01-5000-6050-41720	HORTICULTURAL SUPPLIES	ANNUAL PLANTS	\$3,865.20	
	79,485	47257 01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL PLANTS	\$502.48	
	79,485	47257 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL PLANTS	\$0.00	\$4,367.68
BELFOR (CANADA) INC.						
	79,542	47258 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE WATER DAMAGES	\$855.25	
	79,542	47258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE WATER DAMAGES	\$0.00	\$855.25
	79,543	47258 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE WATER DAMAGES	\$2,639.54	
	79,543	47258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE WATER DAMAGES	\$0.00	\$2,639.54
	79,544	47258 01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	SENIOR CENTRE WATER DAMAGES	\$10,000.00	
	79,544	47258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE WATER DAMAGES	\$0.00	\$10,000.00
BITE MARKETING						
	79,552	47259 01-5200-6090-40550	FUND RAISING	MEDALS+RIBBONS	\$582.40	
	79,552	47259 01-0000-0200-00325	HST RECEIVABLE100%	MEDALS+RIBBONS	\$75.71	
	79,552	47259 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEDALS+RIBBONS	\$0.00	\$658.11
B N H TRUCK & TRAILER SERVICE						
	79,600	47260 01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK#15 REPAIRS	\$102.22	
	79,600	47260 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#15 REPAIRS	\$11.29	
	79,600	47260 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#15 REPAIRS	\$0.00	\$113.51
	79,601	47260 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	TRUCK#5 REPAIR	\$362.27	
	79,601	47260 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#5 REPAIR	\$40.01	
	79,601	47260 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#5 REPAIR	\$0.00	\$402.28
	79,602	47260 01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	TRUCK#8 REPAIR	\$221.38	
	79,602	47260 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#8 REPAIR	\$24.45	
	79,602	47260 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#8 REPAIR	\$0.00	\$245.83
BUTTERWORTH'S SERVICE CENTRE						

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79,503	47261	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	OIL CHANGE+NEW BELT	\$301.61	
79,503	47261	01-0000-0200-00325	HST RECEIVABLE100%	OIL CHANGE+NEW BELT	\$39.21	
79,503	47261	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL CHANGE+NEW BELT	\$0.00	\$340.82
CANADIAN TIRE ASSOCIATE STORE						
79,453	47262	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT SUPPLIES	\$20.47	
79,453	47262	01-0000-0200-00325	HST RECEIVABLE100%	PAINT SUPPLIES	\$2.66	
79,453	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SUPPLIES	\$0.00	\$23.13
79,454	47262	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT SUPPLIES	\$70.96	
79,454	47262	01-0000-0200-00325	HST RECEIVABLE100%	PAINT SUPPLIES	\$9.22	
79,454	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SUPPLIES	\$0.00	\$80.18
79,455	47262	01-5000-6050-41700	BLDG REPAIRS AND MAINT	STEPFLOOR+DRYING TOWEL	\$36.98	
79,455	47262	01-0000-0200-00325	HST RECEIVABLE100%	STEPFLOOR+DRYING TOWEL	\$4.81	
79,455	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STEPFLOOR+DRYING TOWEL	\$0.00	\$41.79
79,456	47262	01-5000-6050-41720	HORTICULTURAL SUPPLIES	WHEEL BARROW	\$89.99	
79,456	47262	01-0000-0200-00325	HST RECEIVABLE100%	WHEEL BARROW	\$11.70	
79,456	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHEEL BARROW	\$0.00	\$101.69
79,457	47262	01-5200-4100-40270	NEW EQUIPMENT	GARDEN HOES	\$26.99	
79,457	47262	01-0000-0200-00325	HST RECEIVABLE100%	GARDEN HOES	\$3.51	
79,457	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN HOES	\$0.00	\$30.50
79,458	47262	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	TIE DOWNS+CAR WASH	\$35.98	
79,458	47262	01-0000-0200-00325	HST RECEIVABLE100%	TIE DOWNS+CAR WASH	\$4.68	
79,458	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIE DOWNS+CAR WASH	\$0.00	\$40.66
79,459	47262	01-5000-6020-41700	BLDG REPAIRS & MAINT	METAL SHELVING	\$439.98	
79,459	47262	01-0000-0200-00325	HST RECEIVABLE100%	METAL SHELVING	\$57.20	
79,459	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	METAL SHELVING	\$0.00	\$497.18
79,460	47262	01-5000-4000-42900	MISCELLANEOUS EXPENSE	BIKE MONTH-SAFETY ITEMS	\$1,802.34	
79,460	47262	01-0000-0200-00325	HST RECEIVABLE100%	BIKE MONTH-SAFETY ITEMS	\$234.30	
79,460	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE MONTH-SAFETY ITEMS	\$0.00	\$2,036.64
79,461	47262	01-5000-6050-41000	ADVERTISING	SIGNS	\$10.74	
79,461	47262	01-0000-0200-00325	HST RECEIVABLE100%	SIGNS	\$1.40	
79,461	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNS	\$0.00	\$12.14
79,462	47262	01-5000-6020-41700	BLDG REPAIRS & MAINT	CABINET DRAWER	\$25.99	
79,462	47262	01-0000-0200-00325	HST RECEIVABLE100%	CABINET DRAWER	\$3.38	
79,462	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABINET DRAWER	\$0.00	\$29.37
79,463	47262	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT SUPPLIES	\$32.94	
79,463	47262	01-0000-0200-00325	HST RECEIVABLE100%	PAINT SUPPLIES	\$4.28	
79,463	47262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SUPPLIES	\$0.00	\$37.22

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CANSEL - TORONTO*****						
79,609	47263	01-4000-4000-40220	TELEPHONE	GPS SERVICE EQUIP	\$264.58	
79,609	47263	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE EQUIP	\$29.22	
79,609	47263	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE EQUIP	\$0.00	\$293.80
CANTERBURY FOLK FESTIVAL						
79,573	47264	01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	ADVERTISING	\$500.00	
79,573	47264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADVERTISING	\$0.00	\$500.00
PETTY CASH - PW, ENG & BLDG INSPECTION						
79,605	47265	01-3400-4000-40240	COURIER CHARGES	PETTY CASH-PW+ENG	\$101.76	
79,605	47265	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-PW+ENG	\$3.05	
79,605	47265	01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-PW+ENG	\$5.40	
79,605	47265	01-4500-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-PW+ENG	\$1.80	
79,605	47265	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-PW+ENG	\$11.24	
79,605	47265	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-PW+ENG	\$0.34	
79,605	47265	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-PW+ENG	\$0.60	
79,605	47265	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-PW+ENG	\$0.20	
79,605	47265	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-PW+ENG	\$0.00	\$124.39
CHIP TIME RESULTS						
79,560	47266	01-5200-6090-40550	FUND RAISING	CHIP TIMING FOR RUN INGERSOLL	\$1,070.00	
79,560	47266	01-0000-0200-00325	HST RECEIVABLE100%	CHIP TIMING FOR RUN INGERSOLL	\$139.10	
79,560	47266	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHIP TIMING FOR RUN INGERSOLL	\$0.00	\$1,209.10
CON. SCOLAIRE VIAMONDE						
79,535	47267	01-1400-9962-75010	PUBLIC SCHOOL BD FR - RES & COMM	TAX INSTALLMENT #2	\$4,385.25	
79,535	47267	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #2	\$0.00	\$4,385.25
CONSEIL SCOLAIRE CATHOLIQUE PR						
79,536	47268	01-1400-9963-75010	SEPARATE SCHOOL BD FR - RES & COMM	TAX INSTALLMENT #2	\$12,405.76	
79,536	47268	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #2	\$0.00	\$12,405.76
DIRECTOR OF FAMILY RESPONSIBIL						
79,565	47269	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 1005697	\$2,345.88	
79,565	47269	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 1005697	\$0.00	\$2,345.88
79,566	47269	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 648113	\$192.00	
79,566	47269	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 648113	\$0.00	\$192.00
EASY WAY CLEANING PRODUCTS LIM						
79,561	47270	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$20.24	
79,561	47270	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$2.24	
79,561	47270	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$22.48
79,579	47270	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$253.08	

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	79,579	47270 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$27.95	
	79,579	47270 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$281.03
EMPLOYEE REIMBURSEMENT						
	79,606	47271 01-4000-4000-40290	UNIFORMS & CLOTHING	ENG CLOTHING ALLOWANCE	\$78.60	
	79,606	47271 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG CLOTHING ALLOWANCE	\$0.00	\$78.60
ERTH HOLDINGS INC.						
	79,608	47272 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	MAY ST LIT MAINT	\$478.78	
	79,608	47272 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY ST LIT MAINT	\$52.89	
	79,608	47272 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY ST LIT MAINT	\$0.00	\$531.67
FASTENAL CANADA ***						
	79,500	47273 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CABLE TIES	\$25.23	
	79,500	47273 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$3.28	
	79,500	47273 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$28.51
	79,502	47273 01-5000-6050-40320	FIRST AID SAFETY SUPPLIES	1ST AID KIT	\$63.55	
	79,502	47273 01-0000-0200-00325	HST RECEIVABLE100%	1ST AID KIT	\$8.26	
	79,502	47273 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID KIT	\$0.00	\$71.81
	79,562	47273 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SHOVEL	\$43.04	
	79,562	47273 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHOVEL	\$4.75	
	79,562	47273 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVEL	\$0.00	\$47.79
	79,604	47273 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	TOOL SET	\$16.18	
	79,604	47273 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOOL SET	\$1.79	
	79,604	47273 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOOL SET	\$0.00	\$17.97
FIDO SOLUTIONS INC.						
	79,610	47274 01-3400-4000-40310	FAX OPERATIONS	BLDG INSPECT CELLPHONE	\$147.55	
	79,610	47274 01-3400-4000-40270	NEW EQUIPMENT	BLDG INSPECT CELLPHONE	\$284.21	
	79,610	47274 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG INSPECT CELLPHONE	\$16.30	
	79,610	47274 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG INSPECT CELLPHONE	\$44.96	
	79,610	47274 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG INSPECT CELLPHONE	\$0.00	\$493.02
FILION WAKELY THORUP ANGELETTI						
	79,466	47275 01-0900-4000-40710	LEGAL FEES	LABOR RELATIONS MATTERS APR'16	\$820.44	
	79,466	47275 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LABOR RELATIONS MATTERS APR'16	\$90.62	
	79,466	47275 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LABOR RELATIONS MATTERS APR'16	\$0.00	\$911.06
FLORAL OCCASIONS ***						
	79,582	47276 01-1000-4000-41160	HONOURS & AWARDS	SYMPATHY FLOWERS	\$72.05	
	79,582	47276 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SYMPATHY FLOWERS	\$7.95	
	79,582	47276 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SYMPATHY FLOWERS	\$0.00	\$80.00
GATTO HOMES						

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	79,451	47277 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND #2011-216	\$1,000.00	
	79,451	47277 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND #2011-216	\$0.00	\$1,000.00
	79,452	47277 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND #2011-187	\$1,000.00	
	79,452	47277 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND #2011-187	\$0.00	\$1,000.00
GRA - HAM ENERGY						
	79,486	47278 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$262.21	
	79,486	47278 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$34.09	
	79,486	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$296.30
	79,491	47278 01-5000-6050-41470	VEHICLE FUEL	DIESEL	\$721.13	
	79,491	47278 01-0000-0200-00325	HST RECEIVABLE100%	DIESEL	\$93.75	
	79,491	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL	\$0.00	\$814.88
	79,501	47278 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$356.10	
	79,501	47278 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$46.29	
	79,501	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$402.39
	79,522	47278 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$147.99	
	79,522	47278 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$19.24	
	79,522	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$167.23
	79,586	47278 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	CLEAR DIESEL	\$313.20	
	79,586	47278 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$34.59	
	79,586	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$347.79
	79,587	47278 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$776.17	
	79,587	47278 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$85.74	
	79,587	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$861.91
	79,588	47278 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	COLORLED DIESEL	\$686.07	
	79,588	47278 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$75.78	
	79,588	47278 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$761.85
GROWER'S CHOICE LANDSCAPE PROD						
	79,489	47279 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	MULCH FOR BEDS	\$1,855.00	
	79,489	47279 01-0000-0200-00325	HST RECEIVABLE100%	MULCH FOR BEDS	\$241.15	
	79,489	47279 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MULCH FOR BEDS	\$0.00	\$2,096.15
HARRISFIELD PUBLIC SCHOOL						
	79,540	47280 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
	79,540	47280 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
HILLSIDE KENNELS						
	79,510	47281 01-3600-4000-41560	CONTRACTS	MAY ANIMAL CONTROL	\$997.25	
	79,510	47281 01-3600-4000-41557	VETERINARY SERVICES	MAY ANIMAL CONTROL	\$703.62	
	79,510	47281 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY ANIMAL CONTROL	\$110.15	

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79,510	47281	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY ANIMAL CONTROL	\$0.00	\$1,811.02
HOT,COLD & FREEZING						
79,469	47282	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC THERMOSTAT REPAIR	\$252.55	
79,469	47282	01-0000-0200-00325	HST RECEIVABLE100%	VPCC THERMOSTAT REPAIR	\$32.83	
79,469	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC THERMOSTAT REPAIR	\$0.00	\$285.38
79,555	47282	01-2000-4015-41700	BLDG REPAIRS & MAINTENANCE	CARRS WLKWAY-ADD DAMPER	\$275.00	
79,555	47282	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWAY-ADD DAMPER	\$35.75	
79,555	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWAY-ADD DAMPER	\$0.00	\$310.75
79,556	47282	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC REPAIR PUMP BEARING	\$692.56	
79,556	47282	01-0000-0200-00325	HST RECEIVABLE100%	VPCC REPAIR PUMP BEARING	\$90.03	
79,556	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC REPAIR PUMP BEARING	\$0.00	\$782.59
79,557	47282	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL REPLACE FUSE	\$122.11	
79,557	47282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL REPLACE FUSE	\$13.49	
79,557	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL REPLACE FUSE	\$0.00	\$135.60
79,558	47282	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL A/C UNIT CHECKUP	\$122.11	
79,558	47282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL A/C UNIT CHECKUP	\$13.49	
79,558	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL A/C UNIT CHECKUP	\$0.00	\$135.60
79,577	47282	01-5000-6040-41700	BLDG REPAIRS & MAINT	SR CENTRE REPAIR HEATING PIPE	\$680.00	
79,577	47282	01-0000-0200-00325	HST RECEIVABLE100%	SR CENTRE REPAIR HEATING PIPE	\$88.40	
79,577	47282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SR CENTRE REPAIR HEATING PIPE	\$0.00	\$768.40
HURON TRACTOR LTD						
79,482	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDER REPAIR	\$700.34	
79,482	47283	01-0000-0200-00325	HST RECEIVABLE100%	RIDER REPAIR	\$91.05	
79,482	47283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDER REPAIR	\$0.00	\$791.39
79,483	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDER PARTS	\$138.93	
79,483	47283	01-0000-0200-00325	HST RECEIVABLE100%	RIDER PARTS	\$18.07	
79,483	47283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDER PARTS	\$0.00	\$157.00
79,490	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDER PARTS	\$9.06	
79,490	47283	01-0000-0200-00325	HST RECEIVABLE100%	RIDER PARTS	\$1.18	
79,490	47283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDER PARTS	\$0.00	\$10.24
79,494	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR HYDRAULIC REPAIR	\$550.69	
79,494	47283	01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR HYDRAULIC REPAIR	\$71.58	
79,494	47283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR HYDRAULIC REPAIR	\$0.00	\$622.27
79,495	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	ISOLATOR	\$104.21	
79,495	47283	01-0000-0200-00325	HST RECEIVABLE100%	ISOLATOR	\$13.55	
79,495	47283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ISOLATOR	\$0.00	\$117.76
79,496	47283	01-5000-6050-41530	EQUIP REPAIRS & MAINT	SNAP RING	\$8.94	

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	79,496	47283 01-0000-0200-00325	HST RECEIVABLE100%	SNAP RING	\$1.16	
	79,496	47283 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNAP RING	\$0.00	\$10.10
	79,497	47283 01-5000-6050-41530	EQUIP REPAIRS & MAINT	RIDER REPAIR	\$892.94	
	79,497	47283 01-0000-0200-00325	HST RECEIVABLE100%	RIDER REPAIR	\$116.08	
	79,497	47283 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDER REPAIR	\$0.00	\$1,009.02
INGERSOLL GLASS & MIRROR ***						
	79,481	47284 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	TRUCK SIDE WINDOW REPAIR	\$112.50	
	79,481	47284 01-0000-0200-00325	HST RECEIVABLE100%	TRUCK SIDE WINDOW REPAIR	\$14.63	
	79,481	47284 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK SIDE WINDOW REPAIR	\$0.00	\$127.13
	79,583	47284 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PAINTING MACHINE PARTS	\$145.72	
	79,583	47284 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINTING MACHINE PARTS	\$16.10	
	79,583	47284 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINTING MACHINE PARTS	\$0.00	\$161.82
	79,611	47284 01-2000-4030-41700	BLDG REPAIRS & MAINTENANCE	REPLACE SLID WINDOW GLASS	\$389.23	
	79,611	47284 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPLACE SLID WINDOW GLASS	\$43.00	
	79,611	47284 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE SLID WINDOW GLASS	\$0.00	\$432.23
INGERSOLL HOME CENTRE LTD						
	79,430	47285 01-5200-4100-41705	SKATE PARK REPAIRS	SKATE PARK REPAIRS	\$18.41	
	79,430	47285 01-0000-0200-00325	HST RECEIVABLE100%	SKATE PARK REPAIRS	\$2.40	
	79,430	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKATE PARK REPAIRS	\$0.00	\$20.81
	79,431	47285 01-5200-6090-40270	NEW EQUIPMENT	VOLLEYBALL NET	\$13.90	
	79,431	47285 01-0000-0200-00325	HST RECEIVABLE100%	VOLLEYBALL NET	\$1.81	
	79,431	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLLEYBALL NET	\$0.00	\$15.71
	79,432	47285 01-5200-4100-41705	SKATE PARK REPAIRS	SKATEPARK	\$41.61	
	79,432	47285 01-0000-0200-00325	HST RECEIVABLE100%	SKATEPARK	\$5.41	
	79,432	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKATEPARK	\$0.00	\$47.02
	79,433	47285 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FLASH LIGHT ANCHORS	\$36.28	
	79,433	47285 01-0000-0200-00325	HST RECEIVABLE100%	FLASH LIGHT ANCHORS	\$4.72	
	79,433	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASH LIGHT ANCHORS	\$0.00	\$41.00
	79,434	47285 01-5200-6090-40500	SPECIAL EVENTS	UNITED WAY+BIKE REPAIR STN+GAR	\$30.88	
	79,434	47285 01-5200-4100-41700	BLDG REPAIRS AND MAINT	UNITED WAY+BIKE REPAIR STN+GAR	\$48.98	
	79,434	47285 01-5200-4100-41705	SKATE PARK REPAIRS	UNITED WAY+BIKE REPAIR STN+GAR	\$22.47	
	79,434	47285 01-0000-0200-00325	HST RECEIVABLE100%	UNITED WAY+BIKE REPAIR STN+GAR	\$4.01	
	79,434	47285 01-0000-0200-00325	HST RECEIVABLE100%	UNITED WAY+BIKE REPAIR STN+GAR	\$6.37	
	79,434	47285 01-0000-0200-00325	HST RECEIVABLE100%	UNITED WAY+BIKE REPAIR STN+GAR	\$2.92	
	79,434	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNITED WAY+BIKE REPAIR STN+GAR	\$0.00	\$115.63
	79,435	47285 01-5200-6090-40500	SPECIAL EVENTS	SPECIAL EVENTS	\$71.21	
	79,435	47285 01-0000-0200-00325	HST RECEIVABLE100%	SPECIAL EVENTS	\$9.26	

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<u>VENDOR NAN</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
79,435	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPECIAL EVENTS	\$0.00	\$80.47
79,439	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LOCKS	\$169.08	
79,439	47285	01-0000-0200-00325	HST RECEIVABLE100%	LOCKS	\$21.98	
79,439	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOCKS	\$0.00	\$191.06
79,440	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CONCRETE SCREWS	\$11.99	
79,440	47285	01-0000-0200-00325	HST RECEIVABLE100%	CONCRETE SCREWS	\$1.56	
79,440	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE SCREWS	\$0.00	\$13.55
79,441	47285	01-5000-6040-41700	BLDG REPAIRS & MAINT	TOILET PARTS	\$13.67	
79,441	47285	01-0000-0200-00325	HST RECEIVABLE100%	TOILET PARTS	\$1.78	
79,441	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET PARTS	\$0.00	\$15.45
79,442	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LAG SCREWS	\$3.96	
79,442	47285	01-0000-0200-00325	HST RECEIVABLE100%	LAG SCREWS	\$0.51	
79,442	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAG SCREWS	\$0.00	\$4.47
79,443	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BRUSHES,LINERS,TRAYS PAINT	\$59.12	
79,443	47285	01-0000-0200-00325	HST RECEIVABLE100%	BRUSHES,LINERS,TRAYS PAINT	\$7.69	
79,443	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRUSHES,LINERS,TRAYS PAINT	\$0.00	\$66.81
79,444	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LAG SCREWS	\$5.52	
79,444	47285	01-0000-0200-00325	HST RECEIVABLE100%	LAG SCREWS	\$0.72	
79,444	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAG SCREWS	\$0.00	\$6.24
79,445	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	RUST PAINT	\$12.98	
79,445	47285	01-0000-0200-00325	HST RECEIVABLE100%	RUST PAINT	\$1.69	
79,445	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RUST PAINT	\$0.00	\$14.67
79,446	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WOOD ADHESIVE	\$8.99	
79,446	47285	01-0000-0200-00325	HST RECEIVABLE100%	WOOD ADHESIVE	\$1.17	
79,446	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD ADHESIVE	\$0.00	\$10.16
79,447	47285	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LEAF SKIMMER	\$22.99	
79,447	47285	01-0000-0200-00325	HST RECEIVABLE100%	LEAF SKIMMER	\$2.99	
79,447	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEAF SKIMMER	\$0.00	\$25.98
79,448	47285	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	FIRE SAFETY VILLAGE	\$40.05	
79,448	47285	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE	\$4.43	
79,448	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE	\$0.00	\$44.48
79,449	47285	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	FIRE SAFETY VILLAGE CONCRETE	\$204.44	
79,449	47285	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE CONCRETE	\$22.58	
79,449	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE CONCRETE	\$0.00	\$227.02
79,592	47285	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SPRAYER	\$59.82	
79,592	47285	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRAYER	\$6.61	
79,592	47285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAYER	\$0.00	\$66.43

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	79,593	47285 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	WOOD	\$32.62	
	79,593	47285 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$3.61	
	79,593	47285 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$36.23
INGERSOLL RENT-ALL ***						
	79,487	47286 01-5000-6050-41530	EQUIP REPAIRS & MAINT	CHAINSAW CHAIN	\$26.95	
	79,487	47286 01-0000-0200-00325	HST RECEIVABLE100%	CHAINSAW CHAIN	\$3.50	
	79,487	47286 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAINSAW CHAIN	\$0.00	\$30.45
	79,589	47286 01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	HEDGE TRIMMER RENTAL	\$33.58	
	79,589	47286 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEDGE TRIMMER RENTAL	\$3.71	
	79,589	47286 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEDGE TRIMMER RENTAL	\$0.00	\$37.29
	79,590	47286 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	APPLIANCE CART	\$22.39	
	79,590	47286 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	APPLIANCE CART	\$2.47	
	79,590	47286 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APPLIANCE CART	\$0.00	\$24.86
	79,591	47286 01-4500-4000-40630	STAFF TRAINING	SCISSOR LIFE RENTAL	\$81.41	
	79,591	47286 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCISSOR LIFE RENTAL	\$8.99	
	79,591	47286 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCISSOR LIFE RENTAL	\$0.00	\$90.40
FORMER TOWN RESIDENT						
	79,465	47287 01-0000-0090-99910	TAXES - CLEARING	TITLE CHANGE FEES REFUND	\$20.00	
	79,465	47287 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TITLE CHANGE FEES REFUND	\$0.00	\$20.00
KALOS ENGINEERING INC.						
	79,474	47288 01-5000-6040-41550	MAINTENANCE CONTRACTS	SENIOR CENTRE STRUCTURE REVIEW	\$2,513.12	
	79,474	47288 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE STRUCTURE REVIEW	\$326.71	
	79,474	47288 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE STRUCTURE REVIEW	\$0.00	\$2,839.83
LAURIE HAWKINS PUBLIC SCHOOL						
	79,541	47289 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
	79,541	47289 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
LAW ENGINEERING (LONDON) INC						
	79,607	47290 10-0000-3228-80000	MATERIALS-TUNIS ST RECON	GEOTECH WORK	\$565.92	
	79,607	47290 10-0000-3271-80000	MATERIALS	GEOTECH WORK	\$282.95	
	79,607	47290 10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECH WORK	\$282.95	
	79,607	47290 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK	\$62.50	
	79,607	47290 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK	\$31.26	
	79,607	47290 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK	\$31.26	
	79,607	47290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK	\$0.00	\$1,256.84
LIFESAVING SOCIETY						
	79,511	47291 01-5100-6060-41450	LEADERSHIP	1ST AID,BRONZE CROSS AWARDS	\$130.25	
	79,511	47291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID,BRONZE CROSS AWARDS	\$0.00	\$130.25

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,512	47291 01-5100-6060-41450	LEADERSHIP	EMERG 1ST AID	\$9.50	
	79,512	47291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMERG 1ST AID	\$0.00	\$9.50
	79,513	47291 01-5100-6060-41450	LEADERSHIP	1ST AID STANDARD	\$74.00	
	79,513	47291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	1ST AID STANDARD	\$0.00	\$74.00
	79,514	47291 01-5100-6060-41450	LEADERSHIP	ALERT+LIFESAVING MANUAL	\$824.81	
	79,514	47291 01-0000-0200-00325	HST RECEIVABLE100%	ALERT+LIFESAVING MANUAL	\$43.71	
	79,514	47291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALERT+LIFESAVING MANUAL	\$0.00	\$868.52
	79,515	47291 01-5100-6060-41450	LEADERSHIP	STANDARD 1ST AID W. CPR	\$74.00	
	79,515	47291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STANDARD 1ST AID W. CPR	\$0.00	\$74.00
LONDON CIVIC EMPLOY,LOCAL 107						
	79,567	47292 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	JUNE UNION DUES	\$1,404.54	
	79,567	47292 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE UNION DUES	\$0.00	\$1,404.54
LONDON DIST. CATH. SCHOOL BD.						
	79,534	47293 01-1400-9961-75010	SEP SCHOOL BD - ENG. - RES & COMM	TAX INSTALLMENT #2	\$201,545.42	
	79,534	47293 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #2	\$0.00	\$201,545.42
TIM LOVETT INSTALLATIONS INC.						
	79,470	47294 01-5000-6050-41700	BLDG REPAIRS AND MAINT	ARENA HAND DRYER REPLACE	\$1,218.00	
	79,470	47294 01-0000-0200-00325	HST RECEIVABLE100%	ARENA HAND DRYER REPLACE	\$158.34	
	79,470	47294 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA HAND DRYER REPLACE	\$0.00	\$1,376.34
	79,472	47294 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LIGHTS REPAIR	\$300.09	
	79,472	47294 01-0000-0200-00325	HST RECEIVABLE100%	VPCC LIGHTS REPAIR	\$39.01	
	79,472	47294 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LIGHTS REPAIR	\$0.00	\$339.10
LPL PLUMBING						
	79,507	47295 01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	WATER SOFTNER INSTALL	\$834.43	
	79,507	47295 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER SOFTNER INSTALL	\$92.17	
	79,507	47295 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER SOFTNER INSTALL	\$0.00	\$926.60
MAR-CO						
	79,499	47296 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	POLY CAP,PLUGS & TOOLS	\$1,608.05	
	79,499	47296 01-0000-0200-00325	HST RECEIVABLE100%	POLY CAP,PLUGS & TOOLS	\$209.05	
	79,499	47296 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POLY CAP,PLUGS & TOOLS	\$0.00	\$1,817.10
	79,519	47296 01-5000-6050-41530	EQUIP REPAIRS & MAINT	BASE PLUGS	\$163.40	
	79,519	47296 01-0000-0200-00325	HST RECEIVABLE100%	BASE PLUGS	\$21.24	
	79,519	47296 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASE PLUGS	\$0.00	\$184.64
EMPLOYEE REIMBURSEMENT						
	79,524	47297 01-1300-4000-40620	MILEAGE	MILEAGE	\$61.66	
	79,524	47297 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE	\$6.81	
	79,524	47297 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE	\$0.00	\$68.47

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MCCABE PROMOTIONAL ADVERT.						
79,571	47298	01-7000-4000-41000	ADVERTISING	UMBRELLA W. TOWN LOGO	\$668.56	
79,571	47298	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	UMBRELLA W. TOWN LOGO	\$73.85	
79,571	47298	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UMBRELLA W. TOWN LOGO	\$0.00	\$742.41
TOWN RESIDENT						
79,480	47299	01-4500-4000-01104	ROAD ALLOWANCE	RD ALLOWANCE PART REFUND	\$40.00	
79,480	47299	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RD ALLOWANCE PART REFUND	\$0.00	\$40.00
MILLCREEK PRINTING INC						
79,504	47300	01-3000-4000-41010	GRAPHICS & PRINTING	R BAKER BUSINESS CARDS	\$22.51	
79,504	47300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	R BAKER BUSINESS CARDS	\$2.49	
79,504	47300	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	R BAKER BUSINESS CARDS	\$0.00	\$25.00
79,570	47300	01-7000-4000-41010	GRAPHICS & PRINTING	SNAPSHOT	\$128.50	
79,570	47300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SNAPSHOT	\$14.20	
79,570	47300	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SNAPSHOT	\$0.00	\$142.70
79,581	47300	01-0100-4000-41100	RECEPTIONS & PUBLIC MEETINGS	POETRY BOOKS	\$134.00	
79,581	47300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POETRY BOOKS	\$14.80	
79,581	47300	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POETRY BOOKS	\$0.00	\$148.80
MINISTRY OF FINANCE (OPP)***						
79,525	47301	01-3200-4000-40450	OPP CONTRACTED SERVICES	JUNE OPP SERVICE	\$211,869.00	
79,525	47301	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE OPP SERVICE	\$0.00	\$211,869.00
NETHERCOTT PRESS INC						
79,467	47302	01-5100-4000-40200	OFFICE SUPPLIES	GIFT CERT W. ENVELOPES	\$178.00	
79,467	47302	01-0000-0200-00325	HST RECEIVABLE100%	GIFT CERT W. ENVELOPES	\$23.14	
79,467	47302	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIFT CERT W. ENVELOPES	\$0.00	\$201.14
OLDE BAKERY CAFE						
79,473	47303	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$16.00	
79,473	47303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$16.00
79,576	47303	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$32.00	
79,576	47303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$32.00
OLDE TYME TAXI						
79,532	47304	01-1001-4000-41560	CONTRACTS	MAY PARA TAXI	\$3,576.57	
79,532	47304	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAY PARA TAXI	\$395.05	
79,532	47304	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY PARA TAXI	\$0.00	\$3,971.62
O.M.E.R.S. ***						
79,569	47305	01-0000-2100-00704	OMERS (15000)	JUNE OMERS	\$84,057.78	
79,569	47305	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE OMERS	\$0.00	\$84,057.78
ORCO SIGNS						

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79,488	47306	01-5000-6050-41010	GRAPHICS & PRINTING	PARK SIGNS	\$490.00	
79,488	47306	01-0000-0200-00325	HST RECEIVABLE100%	PARK SIGNS	\$63.70	
79,488	47306	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SIGNS	\$0.00	\$553.70
79,516	47306	01-5000-6050-41010	GRAPHICS & PRINTING	BY LAW SIGNS	\$375.00	
79,516	47306	01-0000-0200-00325	HST RECEIVABLE100%	BY LAW SIGNS	\$48.75	
79,516	47306	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BY LAW SIGNS	\$0.00	\$423.75
79,517	47306	01-5000-6050-41010	GRAPHICS & PRINTING	AED SIGNS	\$262.50	
79,517	47306	01-0000-0200-00325	HST RECEIVABLE100%	AED SIGNS	\$34.13	
79,517	47306	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AED SIGNS	\$0.00	\$296.63
OXFORD COUNTY ***						
79,527	47307	01-0000-2550-00915	DEBENTURE PAYABLE-PARKS SHOP	DB PMT 5012-2008	\$23,250.00	
79,527	47307	01-0000-2550-00920	DEBENTURE PAYABLE-ENGINEERING 2008	DB PMT 5012-2008	\$25,462.45	
79,527	47307	01-1600-6050-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5012-2008	\$23,250.00	
79,527	47307	01-1600-6050-42500	INTEREST - DEBT REPAYMENT	DB PMT 5012-2008	\$3,322.20	
79,527	47307	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5012-2008	\$25,462.45	
79,527	47307	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5012-2008	\$3,638.34	
79,527	47307	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5012-2008	\$0.00	\$48,712.45
79,527	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5012-2008	\$0.00	\$55,672.99
79,528	47307	01-0000-2550-00942	DEBT PAYABLE - LED STREETLIGHTS	DB PMT 5516-2013	\$100,750.00	
79,528	47307	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5516-2013	\$100,750.00	
79,528	47307	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5516-2013	\$24,569.53	
79,528	47307	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5516-2013	\$0.00	\$100,750.00
79,528	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5516-2013	\$0.00	\$125,319.53
79,529	47307	01-0000-2550-00943	DEBT - WTRMN EXT BL5359-2012A	DB PMT 5359-2012A LAI	\$37,240.93	
79,529	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5359-2012A LAI	\$0.00	\$37,240.93
79,530	47307	01-0000-2550-00945	DEBENTURE PAYABLE - ROYLAND ETC/HOLCROFT	DB PMT 5637-2014	\$42,650.00	
79,530	47307	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5637-2014	\$42,650.00	
79,530	47307	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5637-2014	\$25,433.45	
79,530	47307	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5637-2014	\$0.00	\$42,650.00
79,530	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5637-2014	\$0.00	\$68,083.45
79,531	47307	01-0000-2550-00944	DEBT - WTRMN EXT BL5359-2012B	DB PMT 5359-2012B LAI	\$4,138.44	
79,531	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5359-2012B LAI	\$0.00	\$4,138.44
79,538	47307	01-1400-9950-75010	COUNTY OF OXFORD - GENERAL	TAX INSTALLMENT #2	\$1,503,205.00	
79,538	47307	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #2	\$0.00	\$1,503,205.00
OXFORD TROPHIES						
79,554	47308	01-5200-6090-40420	PROGRAM SUPPLIES	Laurie Hawkins G8 Grad Award	\$17.25	
79,554	47308	01-0000-0200-00325	HST RECEIVABLE100%	Laurie Hawkins G8 Grad Award	\$2.24	

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	79,554	47308 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Laurie Hawkins G8 Grad Award	\$0.00	\$19.49
OXFORD CREATIVE CONNECTIONS IN						
	79,614	47309 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	HALL'S CREEK FEST GRANTS	\$3,000.00	
	79,614	47309 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HALL'S CREEK FEST GRANTS	\$0.00	\$3,000.00
PARKSMART INC.						
	79,506	47310 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCEMENT MAY 2016	\$476.24	
	79,506	47310 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCEMENT MAY 2016	\$52.60	
	79,506	47310 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCEMENT MAY 2016	\$0.00	\$528.84
PERMANENT PAVING						
	79,578	47311 01-0000-0250-60470	C12-321 KING W- SANITARY LATERALS	KING ST W REHAB 2% HOLDBACK	\$2.70	
	79,578	47311 01-0000-0250-60673	C14-525-KING W-WTR SERV RPLC	KING ST W REHAB 2% HOLDBACK	\$4.23	
	79,578	47311 10-0000-3254-80100	PRIME CONTRACT	KING ST W REHAB 2% HOLDBACK	\$94.23	
	79,578	47311 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	KING ST W REHAB 2% HOLDBACK	\$5,746.75	
	79,578	47311 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KING ST W REHAB 2% HOLDBACK	\$645.92	
	79,578	47311 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KING ST W REHAB 2% HOLDBACK	\$0.00	\$6,493.83
PRODUCE EXPRESS						
	79,547	47312 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$73.75	
	79,547	47312 01-5200-6090-40500	SPECIAL EVENTS	FUSION PROGRAM SUPPLIES	\$32.08	
	79,547	47312 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$105.83
TOWN RESIDENT						
	79,545	47313 01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	INSURANCE DEDUCTIBLE	\$2,825.00	
	79,545	47313 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSURANCE DEDUCTIBLE	\$0.00	\$2,825.00
RAINFOREST LIGHTHOUSE						
	79,518	47314 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	DEWAN IRRIGATION SYS CONTROL	\$635.00	
	79,518	47314 01-0000-0200-00325	HST RECEIVABLE100%	DEWAN IRRIGATION SYS CONTROL	\$82.55	
	79,518	47314 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEWAN IRRIGATION SYS CONTROL	\$0.00	\$717.55
REALTAX INC						
	79,479	47315 01-0000-0090-99910	TAXES - CLEARING	TAX REGISTRATION FEE	\$442.66	
	79,479	47315 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX REGISTRATION FEE	\$48.89	
	79,479	47315 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX REGISTRATION FEE	\$0.00	\$491.55
REGIS AUTO PARTS						
	79,492	47316 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	FLASH TUBE FOR TRUCK	\$39.12	
	79,492	47316 01-0000-0200-00325	HST RECEIVABLE100%	FLASH TUBE FOR TRUCK	\$5.09	
	79,492	47316 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASH TUBE FOR TRUCK	\$0.00	\$44.21
RESIDEX CANADA INC.						
	79,498	47317 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FERTILIZER	\$840.00	
	79,498	47317 01-5000-6030-41740	LAND MAINT & IMPROVEMENTS	FERTILIZER	\$840.00	

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79,498	47317	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$1,680.00
RESURFICE CORP ***						
79,468	47318	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLADE SHARPENING	\$407.50	
79,468	47318	01-0000-0200-00325	HST RECEIVABLE100%	BLADE SHARPENING	\$52.98	
79,468	47318	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADE SHARPENING	\$0.00	\$460.48
ROGERS (WIRELESS)						
79,564	47319	01-1300-4000-40220	TELEPHONE EXPENSE	JUNE MOBILE PHONE CHRGS	\$56.12	
79,564	47319	01-4500-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$110.10	
79,564	47319	01-5200-6090-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$52.05	
79,564	47319	01-4000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$80.74	
79,564	47319	01-5000-6020-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$88.31	
79,564	47319	01-5200-6090-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$52.05	
79,564	47319	01-1002-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$105.06	
79,564	47319	01-0100-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$88.38	
79,564	47319	01-5200-6090-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$58.55	
79,564	47319	01-0900-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$64.82	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$109.05	
79,564	47319	01-5000-6020-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$59.35	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$22.15	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-6050-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.55	
79,564	47319	01-5000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$54.85	
79,564	47319	01-0100-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$52.97	
79,564	47319	01-4500-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$74.83	
79,564	47319	01-0100-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$93.98	
79,564	47319	01-1002-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$77.02	
79,564	47319	01-1000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$70.16	
79,564	47319	01-3000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$19.89	
79,564	47319	01-3000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$65.08	
79,564	47319	01-4000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$80.66	
79,564	47319	01-4000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$53.07	
79,564	47319	01-4000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$52.97	

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	79,564	47319 01-7000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$183.14	
	79,564	47319 01-4000-4000-40220	TELEPHONE	JUNE MOBILE PHONE CHRGS	\$84.02	
	79,564	47319 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE MOBILE PHONE CHRGS	\$145.80	
	79,564	47319 01-0000-0200-00325	HST RECEIVABLE100%	JUNE MOBILE PHONE CHRGS	\$82.34	
	79,564	47319 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE MOBILE PHONE CHRGS	\$0.00	\$2,274.36
ROYAL ROADS PUBLIC SCHOOL						
	79,539	47320 01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
	79,539	47320 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
SHERK, MELISSA						
	79,559	47321 01-5200-6090-40550	FUND RAISING	BALLOON TWISTING:RI	\$225.00	
	79,559	47321 01-0000-0200-00325	HST RECEIVABLE100%	BALLOON TWISTING:RI	\$29.25	
	79,559	47321 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BALLOON TWISTING:RI	\$0.00	\$254.25
SHOPPERS DRUG MART						
	79,549	47322 01-5200-6090-40420	PROGRAM SUPPLIES	MAY PROGRAM SUPPLIES	\$10.58	
	79,549	47322 01-0000-0200-00325	HST RECEIVABLE100%	MAY PROGRAM SUPPLIES	\$0.52	
	79,549	47322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY PROGRAM SUPPLIES	\$0.00	\$11.10
SOAK IT UP INC						
	79,612	47323 01-2000-4015-41540	RENTAL	CARRS MAT RENTAL	\$11.00	
	79,612	47323 01-0000-0200-00325	HST RECEIVABLE100%	CARRS MAT RENTAL	\$1.43	
	79,612	47323 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS MAT RENTAL	\$0.00	\$12.43
	79,613	47323 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	79,613	47323 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
	79,613	47323 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
SOUTH-WEST OXFORD, THE TWP. OF						
	79,475	47324 01-0000-0090-99910	TAXES - CLEARING	DRAINAGE CHRGS	\$64.75	
	79,475	47324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAINAGE CHRGS	\$0.00	\$64.75
SPECTRUM COMMUNICATIONS LTD.						
	79,505	47325 01-3000-4000-41520	COMMUNICATION	FIRE HALL RADIO REPAIRS	\$151.09	
	79,505	47325 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL RADIO REPAIRS	\$16.69	
	79,505	47325 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL RADIO REPAIRS	\$0.00	\$167.78
ST.MARYS CEMENT INC.						
	79,584	47326 01-0000-0250-61191	B16-1043-KIRWIN-CABLE	CONCRETE	\$22.20	
	79,584	47326 01-0000-0250-61176	R16-1028-133-155 KING E-CABLE	CONCRETE	\$71.05	
	79,584	47326 01-0000-0250-61155	C16-1007-119 CHARLES W-BRKN WTRMN	CONCRETE	\$136.17	
	79,584	47326 01-0000-0250-61160	C16-1012-21 WELLINGTON-WTR	CONCRETE	\$136.17	
	79,584	47326 01-0000-0250-61108	C15-960-159 THAMES S-WTR SERV	CONCRETE	\$87.33	
	79,584	47326 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$396.78	

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79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$2.46	
79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$7.85	
79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$15.04	
79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$15.04	
79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$9.65	
79,584	47326	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$43.81	
79,584	47326	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$943.55
STONETOWN SUPPLY SERVICES(ING)						
79,493	47327	01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$170.41	
79,493	47327	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$22.15	
79,493	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$192.56
79,508	47327	01-5100-4100-40210	JANITORIAL SUPPLIES	DESCALER	\$48.60	
79,508	47327	01-0000-0200-00325	HST RECEIVABLE100%	DESCALER	\$6.32	
79,508	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DESCALER	\$0.00	\$54.92
79,509	47327	01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$77.56	
79,509	47327	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$8.57	
79,509	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$86.13
79,523	47327	01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$120.00	
79,523	47327	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$15.60	
79,523	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$135.60
79,551	47327	01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$104.73	
79,551	47327	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$13.61	
79,551	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$118.34
79,585	47327	01-4500-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$133.69	
79,585	47327	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$14.77	
79,585	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$148.46
79,603	47327	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	GLOVES	\$21.58	
79,603	47327	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GLOVES	\$2.39	
79,603	47327	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLOVES	\$0.00	\$23.97
SUPERIOR ELECTRIC MOTORS INC						
79,574	47328	01-5100-4100-41530	EQUIP REPAIRS & MAINT	MOTOR REPAIR	\$66.40	
79,574	47328	01-0000-0200-00325	HST RECEIVABLE100%	MOTOR REPAIR	\$8.63	
79,574	47328	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOTOR REPAIR	\$0.00	\$75.03
THAMES VALLEY DIST. SCHOOL BD.						
79,537	47329	01-1400-9960-75010	PUBLIC SCHOOL BD ENG - RES & COMM	TAX INSTALLMENT #2	\$968,434.09	
79,537	47329	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #2	\$0.00	\$968,434.09
THAMESFORD PIZZA						

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	79,546	47330 01-5200-6090-40420	PROGRAM SUPPLIES	LEON'S MOVIE NIGHT 6/11	\$47.62	
	79,546	47330 01-0000-0200-00325	HST RECEIVABLE100%	LEON'S MOVIE NIGHT 6/11	\$2.38	
	79,546	47330 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEON'S MOVIE NIGHT 6/11	\$0.00	\$50.00
TOROMONT INDUSTRIES LTD						
	79,599	47331 01-4500-4230-46392	939200 2012 BACKHOE LOADER	TRUCK#12 PARTS	\$750.26	
	79,599	47331 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#12 PARTS	\$82.87	
	79,599	47331 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#12 PARTS	\$0.00	\$833.13
TREMBLETT'S YOUR INDEPENDENT G						
	79,418	47332 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$16.62	
	79,418	47332 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$1.37	
	79,418	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$17.99
	79,419	47332 01-0100-4000-41020	PROMOTION & MEALS	COUNCIL MEETING SNACKS	\$167.21	
	79,419	47332 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COUNCIL MEETING SNACKS	\$8.47	
	79,419	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COUNCIL MEETING SNACKS	\$0.00	\$175.68
	79,420	47332 01-5000-6020-40430	CANTEEN SUPPLIES	HOT DOG + BUNS	\$20.76	
	79,420	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOT DOG + BUNS	\$0.00	\$20.76
	79,421	47332 01-5000-6020-40430	CANTEEN SUPPLIES	HOT DOG + BUNS	\$27.27	
	79,421	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOT DOG + BUNS	\$0.00	\$27.27
	79,422	47332 01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION PURCHASES	\$126.58	
	79,422	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION PURCHASES	\$0.00	\$126.58
	79,423	47332 01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER/NUTRITION	\$89.50	
	79,423	47332 01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER/NUTRITION	\$0.05	
	79,423	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER/NUTRITION	\$0.00	\$89.55
	79,424	47332 01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER	\$23.55	
	79,424	47332 01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER	\$0.01	
	79,424	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER	\$0.00	\$23.56
	79,425	47332 01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER+NUTRITION	\$107.83	
	79,425	47332 01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER+NUTRITION	\$0.03	
	79,425	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER+NUTRITION	\$0.00	\$107.86
	79,426	47332 01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER+NUTRITION	\$30.10	
	79,426	47332 01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER+NUTRITION	\$44.77	
	79,426	47332 01-0000-0200-00325	HST RECEIVABLE100%	TRACY'S DINER+NUTRITION	\$0.01	
	79,426	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER+NUTRITION	\$0.00	\$74.88
	79,427	47332 01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION	\$6.47	
	79,427	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION	\$0.00	\$6.47
	79,428	47332 01-5200-6090-40460	NUTRITION PURCHASES	TRACY'S DINER+NUTRITION	\$60.30	
	79,428	47332 01-5200-6090-40420	PROGRAM SUPPLIES	TRACY'S DINER+NUTRITION	\$38.26	

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	79,428	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACY'S DINER+NUTRITION	\$0.00	\$98.56
	79,526	47332 01-1000-4000-41160	HONOURS & AWARDS	SYMPATHY BASKET	\$40.69	
	79,526	47332 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SYMPATHY BASKET	\$4.50	
	79,526	47332 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SYMPATHY BASKET	\$0.00	\$45.19
UPPER THAMES RIVER CON.AUTH.						
	79,464	47333 01-1000-4000-40710	LEGAL FEES	APPLY CLARK RD E PLAN AMEND	\$300.00	
	79,464	47333 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APPLY CLARK RD E PLAN AMEND	\$0.00	\$300.00
WALMSLEY BROS LTD						
	79,595	47334 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$1,430.94	
	79,595	47334 01-0000-0250-61177	C16-1029-23 WINDERS-BRKN WTRMN	ASPHALT	\$803.91	
	79,595	47334 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$158.06	
	79,595	47334 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$88.80	
	79,595	47334 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$2,481.71
JACK WATSON SPORTS INC.						
	79,476	47335 01-5100-6060-40420	PROGRAM SUPPLIES	AQUABELT	\$185.96	
	79,476	47335 01-5100-4000-40435	PRO SHOP SUPPLIES	AQUABELT	\$35.44	
	79,476	47335 01-0000-0200-00325	HST RECEIVABLE100%	AQUABELT	\$24.17	
	79,476	47335 01-0000-0200-00325	HST RECEIVABLE100%	AQUABELT	\$4.61	
	79,476	47335 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUABELT	\$0.00	\$250.18
	79,477	47335 01-5100-6060-40420	PROGRAM SUPPLIES	AQUABELT	\$13.35	
	79,477	47335 01-0000-0200-00325	HST RECEIVABLE100%	AQUABELT	\$1.74	
	79,477	47335 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUABELT	\$0.00	\$15.09
PSB REIMBURSEMENT						
	79,478	47336 01-3230-4000-41520	COMMUNICATION	REIMBURSE-PSB	\$58.97	
	79,478	47336 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$6.51	
	79,478	47336 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-PSB	\$0.00	\$65.48
PETTY CASH - FUSION						
	79,550	47337 01-5200-6090-40200	OFFICE SUPPLIES	PETTY CASH 5/03-6/08	\$4.00	
	79,550	47337 01-5200-6090-40590	YTH COMMITTEE EXPENSES	PETTY CASH 5/03-6/08	\$6.00	
	79,550	47337 01-5200-6090-40500	SPECIAL EVENTS	PETTY CASH 5/03-6/08	\$153.02	
	79,550	47337 01-5200-6090-40320	FIRST AID SAFETY SUPPLIES	PETTY CASH 5/03-6/08	\$19.50	
	79,550	47337 01-5200-6090-40420	PROGRAM SUPPLIES	PETTY CASH 5/03-6/08	\$11.01	
	79,550	47337 01-5200-4100-41530	EQUIP REPAIRS & MAINT	PETTY CASH 5/03-6/08	\$16.00	
	79,550	47337 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH 5/03-6/08	\$0.52	
	79,550	47337 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH 5/03-6/08	\$0.78	
	79,550	47337 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH 5/03-6/08	\$9.84	
	79,550	47337 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH 5/03-6/08	\$2.54	

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	79,550	47337 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH 5/03-6/08	\$1.44	
	79,550	47337 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH 5/03-6/08	\$0.00	\$224.65
WOODSTOCK PRINT & LITHO						
	79,572	47338 01-7000-4000-41010	GRAPHICS & PRINTING	BROCHURE & EVENT GUIDE	\$1,058.30	
	79,572	47338 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BROCHURE & EVENT GUIDE	\$116.90	
	79,572	47338 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BROCHURE & EVENT GUIDE	\$0.00	\$1,175.20
WORKPLACE SAFETY & INS. BOARD						
	79,568	47339 01-0000-2100-00708	WSIB PAYABLE	JUNE WSIB PREMIUM	\$16,598.65	
	79,568	47339 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE WSIB PREMIUM	\$0.00	\$16,598.65
SEARLES MOTOR PRODUCTS LIMITED						
	79,631	47340 10-0000-3555-80000	MATERIALS	NEW DODGE DAKOTA TRUCK	\$28,220.08	
	79,631	47340 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW DODGE DAKOTA TRUCK	\$3,114.92	
	79,631	47340 01-0000-0100-00100	BANK	NEW DODGE DAKOTA TRUCK	\$0.00	\$31,335.00
PSB REIMBURSEMENT						
	79,630	47341 01-3230-4000-40610	MEETINGS & CONFERENCES	REIMBURSE-PSB	\$534.54	
	79,630	47341 01-3230-4000-41020	PROMOTION & MEALS	REIMBURSE-PSB	\$30.99	
	79,630	47341 01-3230-4000-40630	STAFF TRAINING	REIMBURSE-PSB	\$351.20	
	79,630	47341 01-3230-4000-40620	MILEAGE	REIMBURSE-PSB	\$156.59	
	79,630	47341 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$59.04	
	79,630	47341 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$3.42	
	79,630	47341 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$38.80	
	79,630	47341 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$17.29	
	79,630	47341 01-0000-0100-00100	BANK	REIMBURSE-PSB	\$0.00	\$1,191.87
POETRY EVENING READER						
	79,629	47342 01-0100-4000-41100	RECEPTIONS & PUBLIC MEETINGS	READER @ POETRY EVENING	\$50.00	
	79,629	47342 01-0000-0100-00100	BANK	READER @ POETRY EVENING	\$0.00	\$50.00
UNION GAS						
	79,416 EFT	01-5000-6020-40350	NATURAL GAS	GAS APR-MAY	\$289.76	
	79,416 EFT	01-3200-4100-40350	NATURAL GAS	GAS APR-MAY	\$32.34	
	79,416 EFT	01-3000-4000-40350	NATURAL GAS	GAS APR-MAY	\$34.28	
	79,416 EFT	01-5000-6050-40350	NATURAL GAS	GAS APR-MAY	\$388.76	
	79,416 EFT	01-4500-4100-40350	NATURAL GAS	GAS APR-MAY	\$205.18	
	79,416 EFT	01-5000-6040-40350	NATURAL GAS	GAS APR-MAY	\$253.25	
	79,416 EFT	01-5000-6040-40350	NATURAL GAS	GAS APR-MAY	\$52.11	
	79,416 EFT	01-5100-4100-40350	NATURAL GAS	GAS APR-MAY	\$3,599.88	
	79,416 EFT	01-5200-4100-40350	NATURAL GAS	GAS APR-MAY	\$407.57	
	79,416 EFT	01-6200-4100-40350	NATURAL GAS	GAS APR-MAY	\$63.36	

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	79,416 EFT	01-6200-4100-40350	NATURAL GAS	GAS APR-MAY	\$24.32	
	79,416 EFT	01-2000-4010-40350	NATURAL GAS	GAS APR-MAY	\$59.35	
	79,416 EFT	01-2000-4025-40350	NATURAL GAS	GAS APR-MAY	\$728.13	
	79,416 EFT	01-2000-4015-40350	NATURAL GAS	GAS APR-MAY	\$63.13	
	79,416 EFT	01-2000-4015-40350	NATURAL GAS	GAS APR-MAY	\$29.04	
	79,416 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS APR-MAY	\$684.16	
	79,416 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS APR-MAY	\$106.87	
	79,416 EFT	01-0000-0100-00100	BANK	GAS APR-MAY	\$0.00	\$7,021.49
ROYAL BANK VISA						
	79,617 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA MAY 2016-MUSEUM	\$10.08	
	79,617 EFT	01-6200-4100-40210	JANITORIAL SUPPLIES	VISA MAY 2016-MUSEUM	\$29.97	
	79,617 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAY 2016-MUSEUM	\$3.89	
	79,617 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-MUSEUM	\$0.00	\$43.94
ROYAL BANK VISA						
	79,618 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA MAY 2016-FUSION	\$7.99	
	79,618 EFT	01-5200-6090-40240	COURIER CHARGES	VISA MAY 2016-FUSION	\$26.65	
	79,618 EFT	01-5200-6090-40550	FUND RAISING	VISA MAY 2016-FUSION	\$26.00	
	79,618 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAY 2016-FUSION	\$3.46	
	79,618 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-FUSION	\$0.00	\$64.10
ROYAL BANK VISA						
	79,619 EFT	01-1000-4000-41160	HONOURS & AWARDS	VISA MAY 2016-CLERK	\$72.05	
	79,619 EFT	01-1000-4000-40710	LEGAL FEES	VISA MAY 2016-CLERK	\$32.77	
	79,619 EFT	01-6200-4000-40620	MILEAGE	VISA MAY 2016-CLERK	\$110.40	
	79,619 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-CLERK	\$7.95	
	79,619 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-CLERK	\$2.69	
	79,619 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-CLERK	\$0.00	\$225.86
ROYAL BANK VISA						
	79,620 EFT	01-5100-6090-40420	PROGRAM SUPPLIES	VISA MAY 2016-VPCC	\$162.45	
	79,620 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA MAY 2016-VPCC	\$130.85	
	79,620 EFT	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	VISA MAY 2016-VPCC	\$279.99	
	79,620 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAY 2016-VPCC	\$18.43	
	79,620 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAY 2016-VPCC	\$9.67	
	79,620 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA MAY 2016-VPCC	\$36.40	
	79,620 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-VPCC	\$0.00	\$637.79
ROYAL BANK VISA						
	79,621 EFT	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	VISA MAY 2016-PW	\$343.35	
	79,621 EFT	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	VISA MAY 2016-PW	\$408.86	

Town of Ingersoll
 Monthly Cheque Disbursements
 June 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,621 EFT	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	VISA MAY 2016-PW	\$35.41	
	79,621 EFT	01-4500-4000-42900	MISCELLANEOUS EXPENSE	VISA MAY 2016-PW	\$12.00	
	79,621 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-PW	\$37.92	
	79,621 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-PW	\$45.17	
	79,621 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-PW	\$3.91	
	79,621 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-PW	\$0.00	\$886.62
ROYAL BANK VISA						
	79,623 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-BLDG INSPECT	\$96.17	
	79,623 EFT	01-3400-4000-40270	NEW EQUIPMENT	VISA MAY 2016-BLDG INSPECT	\$30.53	
	79,623 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-BLDG INSPECT	\$762.18	
	79,623 EFT	01-3400-4000-40270	NEW EQUIPMENT	VISA MAY 2016-BLDG INSPECT	\$40.69	
	79,623 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-BLDG INSPECT	\$24.43	
	79,623 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-BLDG INSPECT	\$3.37	
	79,623 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-BLDG INSPECT	\$84.19	
	79,623 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-BLDG INSPECT	\$4.50	
	79,623 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-BLDG INSPECT	\$0.00	\$1,046.06
ROYAL BANK VISA						
	79,624 EFT	01-3000-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-FIRE HALL	\$457.39	
	79,624 EFT	01-3000-4000-41470	VEHICLE FUEL	VISA MAY 2016-FIRE HALL	\$37.83	
	79,624 EFT	01-3000-4000-41020	PROMOTION & MEALS	VISA MAY 2016-FIRE HALL	\$61.74	
	79,624 EFT	01-3000-4000-40630	STAFF TRAINING	VISA MAY 2016-FIRE HALL	\$400.89	
	79,624 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-FIRE HALL	\$47.21	
	79,624 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-FIRE HALL	\$4.18	
	79,624 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-FIRE HALL	\$4.25	
	79,624 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-FIRE HALL	\$44.28	
	79,624 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-FIRE HALL	\$0.00	\$1,057.77
ROYAL BANK VISA						
	79,625 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA MAY 2016-ECON DEVEL	\$55.03	
	79,625 EFT	01-7000-4000-41010	GRAPHICS & PRINTING	VISA MAY 2016-ECON DEVEL	\$904.95	
	79,625 EFT	01-7000-4000-40620	MILEAGE	VISA MAY 2016-ECON DEVEL	\$36.59	
	79,625 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA MAY 2016-ECON DEVEL	\$20.70	
	79,625 EFT	01-7000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAY 2016-ECON DEVEL	\$12.00	
	79,625 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ECON DEVEL	\$5.06	
	79,625 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ECON DEVEL	\$99.96	
	79,625 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ECON DEVEL	\$3.66	
	79,625 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ECON DEVEL	\$2.02	
	79,625 EFT	01-0000-0100-00100	BANK	VISA MAY 2016-ECON DEVEL	\$0.00	\$1,139.97

Town of Ingersoll
 Monthly Cheque Disbursements
 June 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 73,433.07

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ROYAL BANK VISA						
79,626	EFT	01-0100-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-CAO	\$267.05	
79,626	EFT	01-0900-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-CAO	\$133.57	
79,626	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-CAO	\$27.62	
79,626	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-CAO	\$13.77	
79,626	EFT	01-0000-0100-00100	BANK	VISA MAY 2016-CAO	\$0.00	\$442.01
ROYAL BANK VISA						
79,627	EFT	01-4000-4000-40610	MEETINGS & CONFERENCES	VISA MAY 2016-ENG	\$1,372.49	
79,627	EFT	01-4000-4000-40630	STAFF TRAINING	VISA MAY 2016-ENG	\$714.36	
79,627	EFT	01-4000-4000-42900	MISCELLANEOUS EXPENSE	VISA MAY 2016-ENG	\$12.00	
79,627	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ENG	\$150.84	
79,627	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-ENG	\$78.90	
79,627	EFT	01-0000-0100-00100	BANK	VISA MAY 2016-ENG	\$0.00	\$2,328.59
ROYAL BANK VISA						
79,628	EFT	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA MAY 2016-IT	\$674.58	
79,628	EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA MAY 2016-IT	\$779.78	
79,628	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA MAY 2016-IT	\$2,556.33	
79,628	EFT	01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA MAY 2016-IT	\$169.82	
79,628	EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA MAY 2016-IT	\$662.86	
79,628	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-IT	\$7.42	
79,628	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-IT	\$253.86	
79,628	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA MAY 2016-IT	\$18.76	
79,628	EFT	01-0000-0100-00100	BANK	VISA MAY 2016-IT	\$0.00	\$5,123.41
DISTRIBUTION TOTALS:					\$3,812,866.62	\$3,812,866.62



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-018-16

COUNCIL DATE: July 11th, 2016

TITLE: CAO Monthly Report July

OBJECTIVE:

To Provide Council with an overview of meeting activities for the Month of June 2016

Meetings:

1. Met with General Manager of Coil Plus to discuss issues relating to the proposed amendment to the site plan agreement and the requirements to gain approval.
2. Met with CAOs from Woodstock and Tillsonburg to discuss issues of mutual concern, including the County Official Plan Amendment to change the requirements for cross border servicing.
3. Met with representatives from the Upper Thames River Conservation Authority on issues concerning proposed developments within the regulated flood plain. The O Town Engineer, Mayor and Deputy Mayor were also in attendance.
4. Met with representatives of Ingrox Ltd and the Mayor to discuss development constraints on 31 Thames Street South and discuss possible solutions to issues.
5. Site plan meeting with representatives of the Town, County and Coil Plus.

RECOMMENDATION:

THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-018-16 as information.

Prepared by: William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-029-16

COUNCIL MEETING DATE: July 11, 2016

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

Nothing to report at this time.

2. Upcoming Legislation

Nothing to report at this time.

3. Museum

SUMMARY: Two summer students (Kevin Yeandle and Olivia De Brandabare) have been hired to work at the museum this summer. Partial funding for both salaries is coming from Young Canada Works and Summer Canada Jobs. Group tour bookings are continuing. We have had some school tours this past month and there are two more to go.

Buildings & Grounds: Don Rumble had to rebuild a section of rail fence that had been knocked down. The town is investigating all of the security systems in place at the different facilities and may look at tendering for a new contract. Repairs to the system in the factory have been completed.

Tours: Schools from Mt. Elgin and Norwich have come for programming. St. Jude School came at the end of June, as did Harrisfield and Hickson Public Schools. We also had a large number of home school children come for a visit this past month.

Bus tours came on June 21 and group tours on June 22nd and the 28th, which included a group of Korean cheesemakers arriving with a professor from the University of Guelph. The WDDS Youth Camp from Woodstock will be coming on July 8th. We have also taken bookings this week from a Red Hat Society in London for an October visit, and the Salford Seniors Club for a September visit.

ATTACHMENTS

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Office

Attachment "A" Clerk's Department Monthly Statistics

Service Offered	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
Marriage Licences	27	34	79%	99	100	99%
In Town Marriage Licences	5	10	50%	26	24	108%
Out-of-Town Marriage Licences	22	24	92%	73	76	96%
Civil Weddings	2	1	200%	15	25	60%
Ceremonies Held	1	1	100%	9	12	75%
Ceremonies Booked	1	0	0%	6	13	46%
Burial Permits	3	13	23%	86	129	67%
In Town Burial Permits	1	3	33%	24	25	96%
Out-of-Town Burial Permits	2	10	20%	62	104	60%
Commissioners of Oaths	13	22	59%	88	108	81%
Paratransit Tickets	389	410	95%	1975	1954	101%
Parking Passes	0	0	0%	14	17	82%
Day Parking Passes	0	0	0%	3	10	32%
Evening Parking Passes	0	0	0%	8	8	107%
24-Hour Parking Passes	0	0	0%	3	0	0%
Plaques Ordered	2	0	0%	4	5	80%
Commemorative Plaques	2	0	0%	4	5	80%
Certificates Ordered	0	0	0%	0	0	0%
Transient Traders Licenses	0	1	0%	1	1	100%
Lottery Licenses	0	3	0%	4	8	50%
Lunch Wagon Permits	0	0	0%	2	0	0%



DEPARTMENT: Economic Development

REPORT NO: D-010-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Economic Development Monthly Staff Report

Department Activities:

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

- 1. SOMA** – The Executive Directors of SOMA, which includes Ingersoll, have been working to plan the details of the Japan/China Mission in October. The mission will include participation in the provincial mission as well as additional meetings in both countries where possible with embassy staff and representatives. With a number of changes in the embassy in Japan it will be important to meet both the new federal and provincial appointees in place.
SOMA attended the Eastpak show in New York with both targeted meetings with companies at the show and also with additional meetings with the consulate staff in New York city. The APMA meetings in Windsor were also attended by SOMA representatives in June, focusing on the automotive parts sector. Trade show schedule resumes in the autumn with a number of events running from September to the end of November.
- 2. BIA Bike Racks Downtown** - The BIA has installed the individual bike racks throughout the downtown area on the former meter posts. The installation is part of BIA's continued investment to improve features in the downtown area and welcome new and regular customers to walk, bike or drive downtown. The racks were installed to coincide with the Ingersoll Safe Cycling Committee's June bike month campaign but the BIA welcomes customers to make use of the racks throughout the summer months as a way to be active and be downtown at the same time.
- 3. Oxford Connection** – The Economic Development Director has sent the invitations for the upcoming familiarization (FAM) tour in September and thus far we have received a number of enthusiastic responses. In addition, Ingersoll was

the host for an Agri-Food and Food Processing seminar on June 23rd which saw eight local companies represented to get additional information and insights into the funding available to help that sector grow.

Furthermore, Oxford Connection presented to the Ministry of Agriculture, Food and Rural Affairs representatives in Guelph this month. The OMAFRA office has been an active source of lead generation in the recent months as the agri-food and food processing sectors continue to grow in Southwestern Ontario. Representatives from OMAFRA are expected to be joining us on the FAM tour in September as well.

4. **Ingersoll District Chamber of Commerce** – The Chamber of Commerce golf tournament was hosted at Tamarack Ridge in Putnam in June with over 110 participants from local businesses out to support the event. We congratulate the chamber on a very busy, event filled first half of 2016.
5. **CMBG Gateway Event** – In conjunction with other Oxford County Economic Developers, Oxford Workforce Development and Tourism Oxford, the Oxford Connection group exhibited at the Canadian Municipal Business Gateway event in Markham. The CMBG group has been a long time partner of Oxford County by demonstrating to the Chinese business community in Markham and the GTA the benefits and opportunities in the region outside Toronto. Both elected officials and local businesses were in attendance including our Mayor, Ted Comiskey who brought greetings along with former Mayor of Mississauga, Hazel McCallion. We look forward to hosting additional CMBG groups to tour our area in the near future.
6. **Auto Mayors Roundtable** – In support of the Auto Mayors efforts to further the automotive industry in Ontario, the Economic Development Committee has recommended contributing \$500 from the Economic Development promotion and marketing budget to help offset meeting and promotional costs already incurred by the group which has to date been entirely funded by the Town of Oakville.

Prepared by: Kale Brown, Director of Economic Development

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-010-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Month End Report

FIRE CALLS

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

- 1 – Assembly
- 1 – Residential
- 1 – Industrial
- 8 – Vehicles / M.V.C.
- 2 – Rubbish/Dumpster
- 2 – Medical
- 2 – Carbon Monoxide
- 2 – Miscellaneous Property
- 1 – Public Hazard

There was a \$0 loss during the month of June.

TRAINING

Personnel were instructed on fire control and search and rescue techniques when entering a structure from the second floor. Firefighters were also taught how to pump water using a second pumper to help move water over distances of 100 feet or more. This process is referred to relay pumping.

The Rope Rescue portion of training found fire fighters practicing their lowering and hauling skills with a Rescue Basket.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

7 – Fully paid totaling \$70.00

1 – Late Fee totaling \$20.00

1 – Partially paid totaling \$15.00

2 – Service Fees totaling \$32.00

FIRE PREVENTION INSPECTIONS

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

2 – Residential

3 – Assembly

2 – Industrial

PUBLIC EDUCATION

- The Fire Department participated in the Health and Wellness show at the Ingersoll Senior's Centre.
- Captain Johnson taught youths about fire safety for the Home Alone Program.
- Fire Fighters took the fire truck to Laurie Hawkins Public School for a truck tour and public education talk.

BY-LAW ENFORCEMENT

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

6 – Regulating & Restricting Dogs – By-Law #09-3989

4 – No Permit Signs – By-Law #08-4432

1 – Traffic By-Law – By-Law #06-4327

There were 11 by-law investigations during the month of June. Three (3) are on-going and 8 were resolved.

OTHER ACTIVITIES

- I would like to welcome Jordan Kuipers as the successful candidate for the Full Time Firefighter position with the Town of Ingersoll. Jordan will commence his duties effective August 1, 2016.
- I would like to wish Deputy Chief Don Wright a happy and healthy retirement. Don will be starting his retirement on August 1, 2016 after 32 years of service with the Town of Ingersoll's fire department.

- Fire Department participated in this year's I.D.C.I. Car-b-q;
- Deputy Chief Wright attended the Tim Hortons Camp Day fund raiser;
- Fire Fighters attended a public education event at Laurie Hawkins Public school;
- Fire Fighters attended the Ingersoll Relay for Life event.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-016-16

COUNCIL MEETING DATE: June 13, 2016

TITLE: May Operations Report

Worked on a number of Site Plans, Consents and Zoning applications and reviewed them with the applicants.

Facilitated at meeting with the residents of Princess Park Road dealing with a parking problem originating from Royal Roads Public School. A separate report on tonight's Council meeting will deal with the outcome of that meeting.

A second Public Information Consultation was held for the Tunis Street reconstruction, this meeting with the contractor in attendance. About 28 residents were able to discuss their properties with the contractor, Town and County staff. The residents are looking forward to the reconstruction of the street.

The George Street watermain project was awarded to AAR-CON Excavating of Delaware, Ontario. This is a joint project between the County and Town to replace the cast iron watermain from Cathcart Street to North Town Line and repave the road.

Engineering Services responded to 179 requests for locates or re-locates during May. This included emergency locates.

Respectfully Submitted

Sandra Lawson, P.Eng.

Town Engineer

A. Chief Building Official and Facilities Manager

Facilities Management

No update at this time.

By-Law Enforcement

Total Complaints for 2016	36
Total # of letters sent	19
Total # closed to date, completed	11
Waiting for Compliance/Under Investigation	15
To be investigated	10

Complaint Summary

Total Complaints to Date (2016)

Property Standards/Lot Maintenance	25
Building without permit	4
Zoning	7
Parking	0
Fencing	4
Swimming Pool	0
May 2016 Complaints	
Total # of Complaints	15
Fencing	1
Property Standards	11
Derelict Vehicles	2
Long Grass	9
Debris	2
BWOP	3

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

Under May 2016 Complaints the indented topics (weeds, trees etc) is a breakdown of what type of Property Standards complaint we have received.

Please note staff is still investigating/cleaning up complaints from 2015.

Building Department

Facilities

Carrs Walkway – Spot Marketing Group has extended the lease for the 2nd floor suite until July 2017. Spot Marketing Group has also rented the 1st floor office (prior Chambers Office) until July 2017.

Town Centre - The boiler tender has been awarded to Hot Cold & Freezing.

Building Permits

May 2016 Permits – 21 building permits for construction valued at \$1,762,925.00 were issued for the month of May.

- a. Total permits fees collected **\$24,167.77**
- b. Single and Multi-Unit for May– 6 single family dwellings & 0 Multi-Units (0 units) & 1 Semi-detached (2 units)
- c. **Total Single & Multi units permits over year to date (2016);**
 - 21 Single Family Dwelling permits
 - 1 Semi-detached Dwelling permits- 2 units
 - 1 Multi-Unit permits - 4 Units
- d. Total May Sewer Permits - 4
- e. May Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 5/1/2016 to 5/31/2016

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	7	\$560.00	\$0.00	\$0.00	\$0.00	\$90,745	9	\$3,162.84	\$0.00	\$0.00	\$0.00	\$91,950
Commercial	1	\$3,140.00	\$0.00	\$0.00	\$0.00	\$350,000	1	\$2,100.00	\$0.00	\$0.00	\$0.00	\$40,000
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	2	\$908.00	\$0.00	\$0.00	\$0.00	\$88,000	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$150.00	\$0.00	\$0.00	\$0.00	\$4,000
Residential	11	\$13,554.80	\$27,896.00	\$0.00	\$116,352.00	\$1,539,262	10	\$18,754.93	\$28,376.00	\$0.00	\$118,800.00	\$1,626,975

	Previous Year	Current Year
Total Permits Issued	21	21
Total Dwelling Units Created	4	6
Total Permit Value	\$2,068,007.00	\$1,762,925.00
Total Permit Fees	\$18,162.80	\$24,167.77

TOWN OF INGERSOLL Permit Summary From 5/1/2016 to 5/31/2016

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$91,950	9	\$86,950	7	\$5,000	2	\$0	0	\$0	0	\$0	0
Residential	\$1,626,975	10	\$1,566,975	7	\$60,000	3	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$40,000	1	\$0	0	\$40,000	1	\$0	0	\$0	0	\$0	0
Industrial	\$4,000	1	\$0	0	\$0	0	\$0	0	\$4,000	1	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTALS	\$1,762,925	21	\$1,653,925	14	\$105,000	6	\$0	0	\$4,000	1	\$0	0

Respectfully Submitted, Shannon Vanderydt, Chief Building Official

B. Public Works Manager

MAINTENANCE

- Public Works crews have completed filling and seeding stump holes from the 2016 tree maintenance contract.
- Several sink holes in various streets have been repaired after storm drains have developed holes.
- Sidewalk, curb and gutter repairs have begun and will continue throughout the summer along with asphalt repairs.

Street Sweeping

- Street sweeping has been completed and crews will begin catch basin cleaning

Line Painting

- Line painting will begin early June

Summer Staff

- Summer students have started and have completed necessary training and have begun working with full time employees

Solvent Spill

- Public Works responded, controlled and facilitated clean-up of a solvent spill that entered our storm water sewer system and discharged through John Lawson Park. The clean-up has been completed with the help of Harold Marcus Ltd from Bothwell Ont.

Respectfully Submitted, Doug Wituik, Public Works Manager

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Parks & Recreation

REPORT NO: R-022-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: 2016 July Monthly Report

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

Oxford Trails Council Meeting

Monday, July 4th, 2016 – Walking Tour of the Trans Canada Trail Section

(Former Railways Corridor, Norwich)

Ingersoll Recreational Trails Meeting

Tuesday, July 26, 2016 - 6 pm – Town Hall

Committee members will be at the Canterbury Fold Festival promoting the Recreational Trails Committee and the 2016-2020 Goals and Objectives.

Multi Use Recreation Centre Ad Hoc Committee Meeting

Wednesday, September 28, 2016 – 6:30 pm

Town Hall – JC Herbert Room

Dog Park Committee Meeting

Council Presentation – Monday, September 12, 2016

The Dog Park Committee continues to fund raise in the community are hoping to achieve their fundraising goal in August 2016.

2. 2016 July Additional Work Projects:

- Multi Use Recreation Centre Ad Hoc Committee – Preparing draft Request For Proposals for the hiring of a Consultant;
- Canada 150th Celebration – Coordination of activities & special events;
- Ingersoll Recreational Trails Committee – Development of Promotional Brochure and Display Board highlighting proposed Goals & Objectives & Trails Master Plan;
- Safe Cycling Committee – 2016 June Bike Month Evaluation & Thank You Letters;
- Summer Day Camp & Aquatic Swim Lessons Implementation – week of July 4th, 2016

3. VPCC/Arena/Parks Highlights

- Butternut Woods Update: The Upper Thames Conservation Authority has now completed marking all the hazard trees along the current Butternut Woods Recreational Trails. There are approximately 70 trees on Town property that have been identified as hazardous for cutting down. The UTCA is suggesting that the trees be bucked to a height of 3 feet or less.

There are also approximately 25 trees on the adjacent school properties that need to be cut down. Staff will send letters to both School Boards notifying them of the hazard trees on their existing trails.

Staff will obtain quotations for the tree cutting on Town property only.

- On behalf of the Parks & Recreation Department I would like to extend our thanks and appreciation to the Ingersoll Community Foundation for their donation of \$16,174 that goes towards our summer day camp participant subsidization program.

4. Fusion Highlights

- June 3 – Facilitated two assemblies at Harrisfield & Laurie Hawkins in order to promote the Bike Challenge & End of School Bash;
- The PA Day Scooter & Bike Competition took place on June 10th. There was a total of 30 youth that participated in the competition and approximately 50 youth came out to watch the event, play volleyball and soccer;
- During the week of June 13th-17th – Fusion facilitated the “Ride Your Bike To School” Challenge” Between the 4 elementary schools. Over 400 youth rode their bikes to school at least once during the week. One class from each school who

had the highest participation won a pizza party. The pizza parties all took place on June 23 & 24th;

- As of June 27th there have been a total of 1,142 youth visits;
- Received a \$1,000 Donation from Parkside Child Care Centre to be used for nutrition programs;
- Run Ingersoll: Sprint into Summer 2016 took place on June 12, 2016 and raised over \$6,000. We had 148 people participate in the event. 47 in the 1K, 71 in the 5K and 30 in the 10K;
- Fusion staff prepared, cooked, served and cleaned up after the Town of Ingersoll Staff Appreciation BBQ on June 22nd.;
- United Way “Day Of Caring” took place on June 2nd at Fusion. Volunteers helped paint around the building;
- On June 18th Fusion had an information table at the Oxford Pride Celebration that was held at Southside Park;
- On June 30 – Fusion is hosted an End of School Bash Celebration. Water games, outdoor concert, BBQ and a Slip & Slide;
- Andrea Brown and Craig Boddy are participating in United Way Oxford’s community of practice with partner agencies that fit under the “All that kids can be” priority area
- Andrea Brown is part of the Community Oxford committee – the Index of Wellbeing survey is complete and results will be released in July;
- RBC Grant renewal and end of year report was submitted on June 3rd;
- Loblaw’s Healthy Kids grant due on June 30th
- The kitchen at Fusion has now been rented on a monthly basis with Justin Picknell;
- Senior Camp for the Town of Ingersoll (ages 9-12) will be held at Fusion this summer and will run from July 4th until August 19th;
- The Ingersoll Youth Committee requests Council approval to recruit new members through the Clerk’s office. The committee will benefit from additional members, particularly youth members, in order to strengthen the application for Ingersoll’s Youth Friendly Status and to ensure that youth have a voice in our community.

2016 Program Stats – Jan to June

2016 Aquatic Monthly Stats Public Swimming & Rentals

Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Length Swim 19 hrs/wk	850	956	986	877	707	674							
Community Swim 7 hrs/wk	1126	1281	1434	1350	849	665							
Aquafit 9 ½ hrs/wk	1891	2014	847	865	837	781							
Family Swim 1 hr/wk	170	290	263	265	142	76							
Swim Team 8 hrs/wk	304	319	362	344	275	155							
Birthdays/ Rentals/Schools	78	50	95	392	95	397							
Camps													
Kinderkids 1 hr/wk	85	96	70	96	103	90							
TOTAL	4504	4910	4057	4089	3008	2838							
2015	3373	3183	4350	3464	2312	2775	3525	3185	2253	2976	2912	2774	37,263

2016 Aquatic Session Program Stats

Activity	Winter	Spring 1	Spring 2	Summer	Fall 1	Fall 2	TOTAL
Recreational Synchro	6	8					
Bronze Star, Medallion, Cross	4	7	2				
NLS AWSI WSI		13					
*Lessons	553	596	391				
TOTAL							
2015	563	624	393	429	614	475	2,657

Program Drop-in Monthly Stats – 2016

Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	2015
Aerobics	278	240	238	248	222	139							1365	2503
Day Passes	69	72	60	75	49	29							354	758
Flick 'N Dip	208	306	178	383	269	192							1536	1742
Pre-Teen Dances	-	-	-	-	-	-	-	-						241
Squash	136	154	234	182	116	104							926	684
Wallyball	28	8	64	28	40	36							204	398
Personal Training	17	15	19	5	27	12							95	135
TOTAL	736	795	793	921	723	512							4480	
2015	744	645	669	751	644	371	324	225	476	549	615	448		6461

2016 Registration Programs – Program Participant Stats

Activity	Winter	Spring	Summer	Fall	Total
Adult Programs	110	176	18 teams = 324		610
Youth Programs (includes day camp)	171	137			308
Pre-school Programs	78	113			191
TOTAL	359	426	324		1109
2015	370	371	801	454	1996

Membership Sold Stats – 2016

Activity	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2016	2015
Family Membership	19	13	17	13	5	11							78	146
Adult Membership	48	29	20	25	9	16							147	239
Student Membership	13	16	8	11	11	9							68	184
Senior Membership	19	30	26	23	13	19							130	312
Corporate Family Membership		2	2	1	1								6	5
Corporate Adult Membership			2	1									3	6
2016	99	90	75	74	39	55							432	
2015	92	75	98	87	64	53	49	50	71	71	75	103		892

VPCC Membership Visits – 2016

Month	2016	TOTAL 2016	TOTAL 2015
January	2521	2521	2573
February	2395	4916	4605
March	2392	7308	7300
April	2232	9540	9690
May	2172	11,712	11,779
June	1790	13,502	14,002
July			15,767
August			17,461
September			19,149
October			21,162
November			23,457
December			25,388

Fusion Youth Centre Monthly Program Visits made by Youth

Month	2009	2010	2011	2012	2013	2014 CLASS	2014 Sign In BOOK	2015 CLASS	2015 Sign IN Book	2016
January	1681	1889	1821	1453	1501	1227	1301	1111	1320	1326
February	1601	1760	1708	1714	1360	1495	1580	1030	1116	1501
March	1808	2146	2008	1440	1999	1867	1960	1250	1383	1508
April	1739	2026	1902	1469	1801	1973	2001	1237	1382	1566
May	1866	1845	1845	1654	1667	1788	1898	1150	1254	1379
June	1747	1628	1674	1620	1916	1613	1593	1125	1262	1142
July	1424	1907	1405	1822	1766	1445	1468	1000	1188	
August	1422	1821	1619	1780	1726	1258	1258	1018	1150	
September	1875	2040	1818	1757	1872	1677	1690	1112	1234	
October	1782	1483	1397	1563	1332	1494	1511	1020	1115	
November	1799	1557	1288	1600	1759	1308	1321	1091	1112	
December	1525	1345	1310	996	1130	983	983	962	975	
Total	20,269	22,447	19,795	18,868	19,829	18,128	18,564	13,106	14,491	8422

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



DEPARTMENT: Treasury Department

REPORT NO: T-016-16

COUNCIL MEETING DATE: July 11th, 2016

TITLE: Treasury Department Monthly Report

Mayor Comiskey and Members of Council:

Department Activities and Information for the month of June 2016:

Treasury

1. Finishing up the consolidated 2015 financial statements. The audited statements and auditors report will be presented at August Council meeting.
2. Attended a two days Annual CityWide User Group Conference with two representatives from the Town's Engineering Department.
3. In the process of completing a Reserve and Reserve Funds policy before the end of this year.
4. In the process of completing an Investment Policy for the Town and Cash Flow analysis and projections.
5. In the process of completing worksheets for the 2017 operating and capital budgets. The forms will be distributed in July to commence 2017 budget preparation.

6. Finance and Property Tax Statistics:

242	2016 Property Tax Title Changes YTD
4	Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2017)
3	Extension Agreements

0	Properties to be sold by tax sale in 2016
\$135,387	Taxes on Supplemental / Omitted Assessments YTD
\$1,314,345	Property Taxes O/S June 30, 2016
\$17,515	Revenue – Treasurer Certificates, Title Changes, Other
\$40,153	Interest Earned
\$117,994	Interest on Overdue Taxes

Information Technology

1. Revamped Town of Ingersoll Mobile Device Policy to address concerns regarding over usage, billing, and personal devices.
2. Setup a new Active Directory Domain for the replacement servers.
3. Implemented Centralized data and backup strategy for the Pass Perfect System.
4. IT Department Statistics:

Closed Tickets – 83

Opened Tickets – 80

Still outstanding – 3

Websites Stats

Users – 8,792

Page Views – 22,053

Prepared by: Iryna Koval, Director of Finance, Treasurer
 Approved by: William Tigert, Chief Administrative Officer

Town of Ingersoll -Zone Change Status Table

File	Owner/Applicant	Address	Purpose of Application		Application Received	Public Meeting(s)	Council Decision date	Council Decision	STATUS	Comments
			From Zone	To Zone						
ZN6-15-06	Wierenga/Black	213 Cherry Street	R1	R2	Feb. 5/16	June 13/16				Severance was approved on April 7/16
ZN 6-16-03	Sifton	35 Chatfield Street	R3	R1	April 14/16				In circulation	
ZN 6-16-04	Sifton	1 Chamberlain Avenue	R3	R2-special	April 29/16				In circulation	
ZN 6-16-05	Town of Ingersoll	140 Clark Road East	Development (D)	OS & MG-special	April 29/16	June 13/16	June 13/16	Deferred		
OP 16-02-6 & ZN 6-16-06	Town of Ingersoll	All industrial lands	MR	amended MR	May 4/16	July 11/16				
ZN 6-16-07	Ingersoll Support Services	189 Oxford Street	EC-3	EC	June 13/16				In circulation	
ZN 6-16-08	Reeves Land Corporation	62 Clark Road W.	Development (D)	R1	June 16/16				Received	

Town of Ingersoll - Minor Variance Status Table

File	Owner/Applicant	Address	Purpose	Public Meeting(s)	Committee Decision	Notice of Decision	Final Notice	STATUS	Comments
A03-16	Reeves Realty Corporation	2 -8 Kendell Lane	To reduce the minimum lot depth	July 11/16					
A04-16	R & K Vanleeuwen	237 Victoria Street	To increase the maximum lot coverage for an accessory structure	July 11/16					

Town of Ingersoll Site Plan Control Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Revised Drawing Received	Decision	Agree. Register on Title	Building Permit Issued	STATUS
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			2nd submission comments received; meeting scheduled with staff and applicant
SP 6-14-05	Coilplus Canada Inc.	18 Underwood Road	Proposed 1,858 sq m (20,000 sq ft) warehouse addition	August 19/14	Sept 4/14					Waiting for 2nd submission
SP 6-15-04	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	Dec 11/15	Dec 17/15					1st submission has been circulated
SP 6-15-05	2123432 Ontario Inc (Louie's)	440 Bell St	Construct a 2 storey addition (1,039 ft2)	Dec 16/15	Dec 17/15	Pending				Ready for final approval
SP6- 15-06	1904862 Ontario Inc. (McLaughlin)	390 Thomas St	Proposed parking lot addition	Dec 18/15	Dec 23/15					Final Approval on June 20/16
SP 6-16-02	McLaughlin Brothers	50 Chisholm Drive	Proposed warehouse addition	March 30/16	April 14/16					Ready for final approval

SP 6-16-03	Sifton	Block 62, Plan 41M-309	Proposed 14 townhouse units	April 14/16	April 28/16					2nd submission in circulation
SP 6-16-04	Ingrox	265 Ingersoll Street S.	Warehouse addition	April 18/16	April 20/16					Final Approval on June 15/16
SP 6-16-05	Sifton	Block 63, Plan 41M-309	Proposed 14 townhouse units	April 29/16	May 9/16					2nd submission in circulation
SP 6-14-02-1	B & E Clayton	90 Clark Road W.	Amended site plan	May 19/16	May 31/16					2nd submission in circulation

Town of Ingersoll Draft Plan of Subdivision Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Public Meeting	County Public Meeting	County Council Decision	Draft Plan Lapsing Date	Phases (Regstn. Dates)	Status	Comments
SB 12-03-6 (OP 12-06-6 & ZN 6-12-03)	ATSA Corporation Inc.	228 Whiting St	Create 21 SF Residential Lots & 1 Open Spcae block	June 26/12	June 28/12	Dec 10/12	Jan 9/13	Approved with conditions	Oct 23/16		Approved	Request for draft approval extension
SB 13-01-6 (OP13-06-6 & ZN6-13-01)	ATSA Corporation Inc.	38 Glenn Ave	Create 14 SF Residential lots & 5 part lots	June 27/13	July 5/13	Oct 15/13	Oct 23/13	Approved with conditions	Oct 23/16		Approved	Request for draft approval extension
SB14-02-6 (ZN6-14-03)	Sifton Properties Ltd.	n/s Clarke Rd East - west of Harris St	Create 132 SF Resid. Lots, 3 TH Blocks, 2 Comm Blocks, 1 Park Block, 4 walkway blocks	Apr 11/14	Apr 17/14 and Oct 18/14	Mtg #1: Nov 10/14 Mtg #2 - May 11/15	May 27/15	Draft Plan Approved	June 10/18	Dec 21/15	Phase 1 & 2 are registered	
32T-87004 (amendment)	Oak Country Homes Ltd.	Fuller Dr / Walker Rd	Amend DA Conditions to allow next 2 phases to proceed w/o Walker Rd southerly extension from David St	June 5/14	June 9/14	Aug 11/14	Aug 13/14	Approves with Agreement	n/a	Oct 6/15	Walker Road Phase 1 is registered	



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-019-16

COUNCIL DATE: July 11th, 2016

TITLE: SWOX Boundary Adjustment Update – July 2016

OBJECTIVE: To provide information and seek direction on behalf of the Boundary Adjustment Committee.

BACKGROUND: The Boundary adjustment Committee for Ingersoll has been meeting with its respective counterparts from SWOX for more than a year. Although there has been significant dialogue and excellent discussion, there has not been significant agreement on a final negotiated agreement. The parties are closer on resolving some of the issues than they are to others.

The last three meetings have been primarily discussion back and forth with very little in the way of documented positions. The Ingersoll Committee, chaired by Deputy Mayor Freeman, feel that it would be appropriate to restate the Town's position to facilitate an agreement pending further discussion.

In that respect Staff have drafted a summary report on where the Ingersoll committee stands on the issues and is seeking Council direction to finalize and share with SWOX.

ANALYSIS: The draft summary identifies both the compensation offer to be presented to SWOX, as well as the response on some of SWOX requests for development timelines, energy efficiencies, employment densities and developmental densities.

Compensation

The Committee is proposing two options for compensating SWOX for any lands transferred under a boundary adjustment.

The first is a payment of SWOX existing taxes with an indexing factor along with a growth component of 12 percent of future Ingersoll taxes on employment lands (Commercial or Industrial)

The second, is based on a Current Valuation of the payments noted above into a onetime payment. This payment fairly and reasonably captures the growth of the existing tax base as well as future development.

Both scenarios have Ingersoll assume all risks going forward. A significant risk could include any future write-offs from the existing tax base.

The Town of Ingersoll would also assume any restructuring risk with the current value calculation. Should the Municipal structure change in less than 20 years, the estimated time of debt retirement that involves any type of amalgamation or incorporation of a single tier, than the upfront payment benefits will be lost to the taxpayers of Ingersoll.

INTERDEPARTMENTAL IMPLICATIONS: Boundary adjustments will have numerous and significant impacts across the entire corporation.

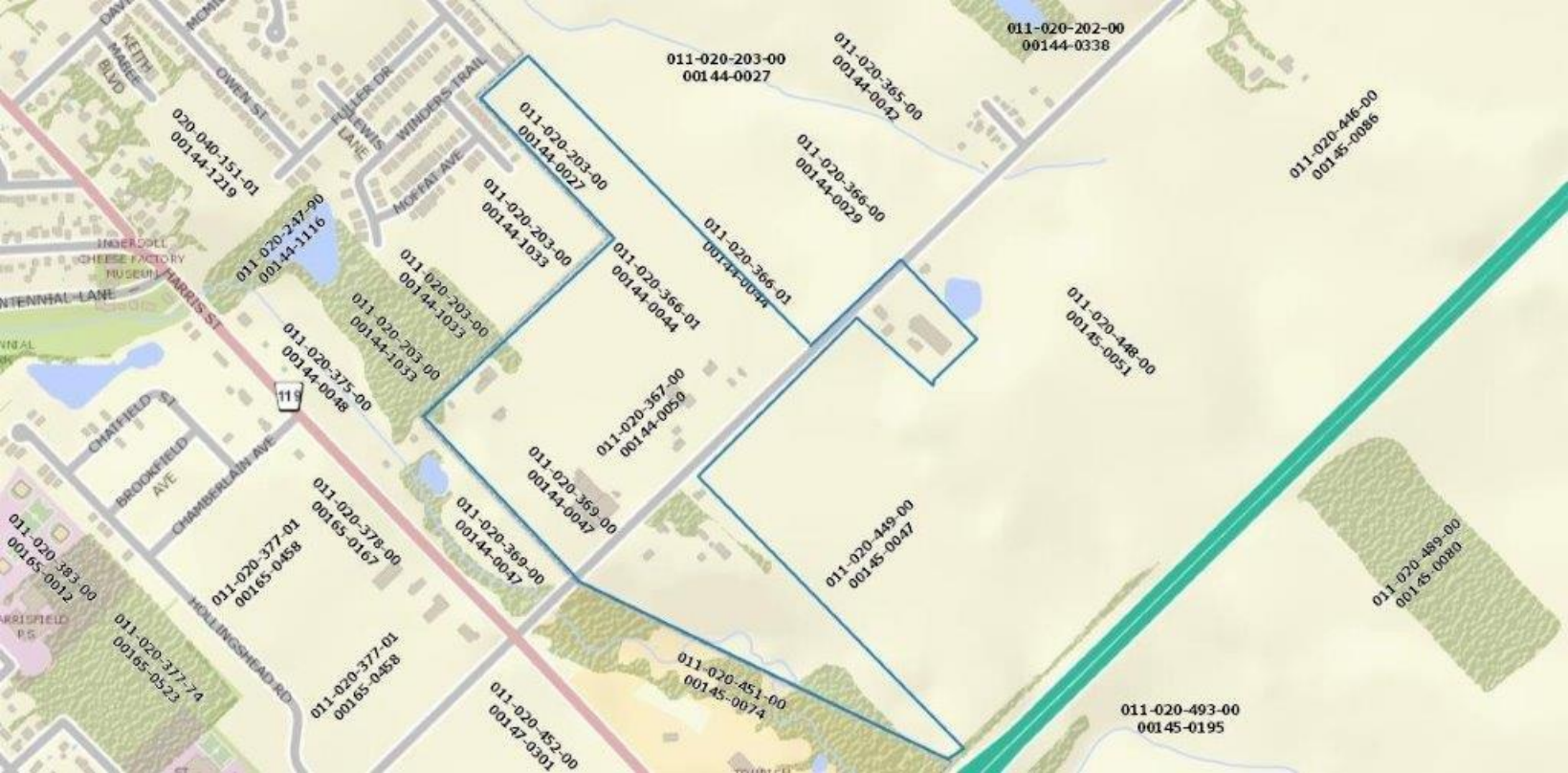
FINANCIAL IMPLICATIONS: The significant financial implications are identified within the draft summary.

RECOMMENDATION:

THAT the report numbered A-019-16 be received for information;

AND FURTHER Council provide direction to the Ingersoll Boundary Adjustment Committee on the summary offer to be presented to SWOX prior to the next regularly scheduled meeting on August 12th 2016.

Prepared by: William J. Tigert, Chief Administrative Officer



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00144-1219

011-020-247-90
00144-1116

011-020-375-00
00144-0048

011-020-377-01
00165-0458

011-020-377-01
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011-020-383-00
00165-0012

011-020-377-74
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00165-0167

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Ingersoll Boundary Adjustment Summary Offer

Compensation package offered:

1. SWOX existing taxes currently levied by SWOX, in perpetuity indexed annually at the average tax rate increase for the Town of Ingersoll. With twelve percent (12%) of Ingersoll taxes billed on all employment lands, industrial or commercial, once developed, in perpetuity Or;
2. Present value calculation paid in full to SWOX as a lump sum payment, calculated to capture existing taxes plus a component for growth, of five million dollars (\$5,000,000).

Note: Both of these foregoing scenarios transfers all future risk in dealing with the ongoing operations of CAMI, the eventual mothballing of the site as well as the ongoing assessment appeals from CAMI to the Town of Ingersoll.

3. A onetime lump sum payment of \$250 dollars for each residential unit, paid annually to SWOX for homes developed on lands transferred to the Town by SWOX under this agreement.

Density Requirements and Cost Sharing Residential Development

As discussed are part of the public planning process with requirements both stipulated by the Provincial Policy Statements and the County of Oxford Official Plan.

Since developer's have the right and the ability to challenge planning decision at the Ontario Municipal Board, the Town of Ingersoll can only commit to its best efforts to meet the average development densities that are established within the Official Plan.

The Town will not agree to any conditions that would impose financial penalties on the ratepayers of Ingersoll, outside of its legislative authority to demand.

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

It is unfeasible to pay a portion of the taxes that are developed for residential uses beyond the existing levy currently paid to SWOX from their existing tax base. To add to that burden an additional burden of 12% plus for residential development is financially unsustainable for Ingersoll.

It is the new residents that place the demands for soft services, such as recreation and trails, that are expensive and do not lend themselves to cost recovery. To share in this already negative revenue resource is not viable in the long term for the Town.

Combining that with a density target and penalties as suggested by the SWOX compensation request is not feasible or financially viable for Ingersoll.

Ingersoll believes that there is already sufficient controls both in the Provincial Policy Statements and the County Official Plan to regulate reasonable levels of development. To **add**

another layer of requirements would negatively impact development proposals within the Town making alternative opportunities in neighbouring communities more attractive.

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

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

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

To impose these higher levels of densities than what is required by the Provincial Policy Statements and the County Official Plan would be indefensible on appeal by the developers to the OMB.

Energy Efficiency Requirements:

The Town is obligated to administer the Ontario Building Code. As such it is not in a position in which it can dictate and demand construction at levels higher than what is specified in the OBC. Therefore it cannot agree to any conditions that would incur a financial liability on the ratepayers of Ingersoll for failing to meet a higher energy efficiency level than required by law.

As the Province moves forward in creating new requirements for higher levels of efficiency in home construction, the Town will follow in any legislated changes.

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

Ingersoll does not see the ability and therefore cannot support the requirements to require energy efficiencies beyond the mandated requirements of the Building Code. Should and when higher energy efficiency requirements be enacted as part of the OBC, Ingersoll will see to their implementation.

Any such requirement that Ingersoll tried to impose in a unilateral manner, without legislative authority, would be problematic for a number of reasons:

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

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

Penalties for failing to meet these unsupported requirements cannot be agreed to by Ingersoll.

Development Timeline:

SWOX has indicated that it wishes to see lands develop within a specified timeframe, failing to do so would incur financial penalties on the Town.

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

Years	Target Development	Representation of Total Town Tax Levy (2015 Figure= \$2,867,118.56)	Total Remitted to the Township if Target not Met
0-5 years		\$0.00	0.00
6-10 years	25%	\$ 716,779.64	25% of shortfall
11-15 years	50%	\$ 1,433,559.28	50% of shortfall
16-20 years	75%	\$ 2,150,338.92	75% of shortfall
21-25 years	100%	\$ 2,867,118.56	100% of shortfall

*** Ingersoll total area is 3,187 acres. 2015 Tax Levy for Town purposes is \$13,206,442.00. Annexation lands total acreage is 691.79 acres, which would represent a 21.71% increase in total Town acreage. $13,206,442 \times 21.71\% = \$2,867,118.56$**

As of 2014 the Town of Ingersoll had approximately a 14 year supply of residential lands, based on historic development. The Town is optimistic that growth will accelerate and the need for land will be sooner than 14 years.

Currently the Town should be maintaining a 20 year supply and realistically it could take 5 years or more to bring land from current designation to residential designations. Which could well mean that the Town would be in a position to have only half or less of its required inventory available for development.

The 2014 County inventory also indicated that the Town is currently deficient in its employment lands inventory by approximately 165 acres. There is an immediate need to bring more lands on and move them to market readiness.

Ingersoll, cannot and will not expose its ratepayers to a penalty on arbitrary timelines that it of and by itself does not have the power to control.

Ingersoll will not agree to any boundary adjustment agreement that sets a hard deadline for development and imposes financial penalties if they are not realized. Ingersoll has pledged to

make SWOX financially better off with any boundary adjustment, but cannot consider such a financial risk to the Town's taxpayers on future development.

Ingersoll reminds SWOX that boundary adjustments do not convey ownership of any lands into the Town's possession so it is outside of the Council's powers to regulate the timing of future development. Imposing an unenforceable timeline would inappropriately bind future councils to unguaranteed results and significant financial penalties.

Partnership on Industrial Lands:

SWOX has requested that the Town support the creation of a SWOX Industrial Park in this term of council through cooperation in cross border servicing to whatever extent is required through the full process including the Official Plan amendment.

Ingersoll will not support the development of a SWOX industrial park on the fringe of Ingersoll utilizing the current settlement services.

However, the Town currently has 110 acres of land bounded by Clark Road to the North, Harris Street (119) to the east and 401 to the South.

The Town has heard the need of SWOX to find new sources of revenue and an ability to grow its tax base.

For a number of reasons the Town cannot support the development of an Industrial Park by SWOX in close proximity to the settlement area of Ingersoll. These reasons have been discussed at length. It would not be supported by the Provincial Policy Statement nor the County Official Plan. However there are two options that the Town would consider:

1. The shared development of the current Town owned lands designated for development. If SWOX wished to partner with Ingersoll on the joint development of this property, there would be a possibility of moving forward.

Currently the Town has approximately 4 million dollars invested in the property through acquisition costs. It is estimated that it will cost between 2 – 5 million dollars to develop the property to market fully.

If SWOX wished to participate on a split of the costs on a 55/45 split for all capital, development related and ongoing maintenance costs (Ingersoll/SWOX), whereby Ingersoll would be solely responsible for the timing, development and marketing of the property. Future tax revenues would be split on the aforementioned basis.

Should this model prove to be successful, the Town would be willing to consider future joint ventures on other lands within Ingersoll's boundaries for Employment land development.

2. If SWOX wishes to develop one of its settlement areas like Mount Elgin, Brownsville or Dereham Centre or some other agreeable location, for industrial lands by providing the necessary public infrastructure, then the Town would consider being supportive of this initiative.

Summary Compensation package offered:

3. SWOX existing taxes currently levied by SWOX, in perpetuity indexed annually at the average tax rate increase for the Town of Ingersoll. With twelve percent (12%) of Ingersoll taxes billed on all employment lands, industrial or commercial, on lands transferred to the Town by SWOX under this agreement once developed, in perpetuity. Or;
4. Present value calculation paid in full to SWOX as a lump sum payment, calculated to capture existing taxes plus a component for growth, of five million dollars (\$5,000,000).

Note: Both of these foregoing scenarios transfers all future risk in dealing with the ongoing operations of CAMI, the eventual mothballing of the site as well as the ongoing assessment appeals from CAMI to the Town of Ingersoll.

5. A onetime lump sum payment of \$250 dollars for each residential unit, paid annually to SWOX for homes developed on lands transferred to the Town by SWOX under this agreement.
6. No additional development density requirements outside of approved planning requirements. No provisions for financial penalties.
7. No additional energy efficiency requirements beyond the requirements of Ontario Building Code. No provision for financial penalties.
8. No employment densities requirements, or financial penalty provisions.
9. No developmental time line requirement or associated financial penalties.
10. The shared development of the current Town owned lands designated for development on a 55/45 split (Ingersoll/SWOX), whereby Ingersoll would be solely responsible for the timing, development and marketing of the property. Future tax revenues would be split on the aforementioned basis.



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-020-16

COUNCIL DATE: July 11th 2016

TITLE: Coil Plus Site Plan Amendment

OBJECTIVE: To provide Council information and receive direction to proceed with the finalization of the Site Plan Agreement Amendment.

BACKGROUND: In the late summer of 2015 Coil Plus made application to amend their existing site plan agreement requesting a vehicular access onto the reconstructed Clark Road.

Council became aware that there were concerns being expressed by neighbouring residential properties, due to traffic movement, noise lights and safety. In recognition of these concerns the Council directed staff to hold a public open house to catalogue the issues that the neighbours were expressing. This meeting was held in early September. Representatives of Coil Plus were in attendance and provided a summary overview of their request. Members of the public restated their concerns dealing with noise, truck traffic, lights and overall safety.

Staff then met later in September with Coil Plus and reviewed the issues and requested the consideration of a noise study to identify the levels and to assist in determining if a noise barrier was required. Coil Plus did not agree with the requirement and remained adamant that their operation was relatively quiet and that the previous noise study from approximately ten years prior demonstrated that.

Late in September we took the unresolved issue to Council with a recommendation that Council, by resolution require a noise study be completed prior to any approvals. If the updated study showed that the noise levels were within acceptable standards then they would move forward. However should the study confirm the noise levels were in excess of reasonable amounts then a noise wall would be required for any site plan amendment.

After that resolution Coil Plus appealed twice to Council, once by delegation and once by correspondence requesting that the requirement to conduct a noise study be rescinded. Council determined to stand by the original requirement.

In June of 2016 Coil Plus approached Staff and suggested that they were now willing to construct the Noise wall barrier in the same manner and form that exists behind their neighbouring industrial use. They have offered to do this rather than spend the funds on a study and would rather put those resources into resolving the issue on a more permanent basis.

They have also offered to work with the neighbouring properties across Clark Road from the proposed access, to provide additional screening.

They have committed to the construction of the Noise wall in the manner and location suitable to Staff.

They have agreed to limit the use of the access when granted to 6 am to 10 pm.

ANALYSIS: Based on these negotiations Staff are of the opinion that the site plan amendment can proceed subject to Coil Plus agreeing as part of their updated agreement to build and maintain the noise wall at their sole expense. With the noise wall being constructed, the need for a noise study would not be necessary in Staff's opinion.

There remains a question of whether the noise wall, which will be located near the top of the existing berm, will be on Town or Coil Plus property. Should the noise wall be located on Town property, the Town's Lawyer has suggested an encroachment agreement will be required allowing for the construction and the requirement for ongoing maintenance.

If Council is satisfied with this proposal, Staff would recommend that they move the application forward based on these factors. It would then not be necessary to bring the issue back before Council prior to approval should no new issues be identified.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: With the agreement from Coil Plus to construct and maintain the noise wall, and work to mitigate other issues with the neighbouring properties it removes potential costs on enforcing Council's requirements.

RECOMMENDATION: That Council receives report numbered A-020-16 as information;

AND FURTHER authorizes Staff to proceed with the finalization of the Site Plan Amendment for Coil Plus, subject to the following;

1. Coil Plus agrees to and builds the noise barrier at the rear of their property to the same standards and specification as that of the existing noise wall adjacent to their property.
2. That an encroachment agreement if necessary will be entered into specifying location, construction and long term maintenance.

3. That the proposed access is limited for use to between the hours of 6 am to 10 pm daily.
4. That Coil Plus demonstrates through their best efforts to work with neighbouring properties across from the proposed access to screen and other wise mitigate the impacts of truck lights using the access.

Prepared by: William J. Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-030-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Request for funding assistance for Athlete competing at National Level

OBJECTIVE

To discuss the possibility of granting funds to athletes competing at the National level.

BACKGROUND

Previously Council has made grants to individual athletes that have been successful enough to compete at the National level. The most recent grants were to athletes competing at the World Games and Nationals. Both athletes were granted \$200. Another athlete that was competing at Pan Am Games was given \$500.

Staff have received a request from Victoria Rode on behalf of herself and Kieran and Brayden Wilson (see request attached). The three of them will be competing in Spain from October 5th to October 10th, 2016 at the World Martial Arts World Championships. They are requesting any help and support that they can receive.

ANALYSIS

Ideally these requests would come up during the grant process but from time to time they come up mid-year. In those cases it has been common for Council to still grant an amount to athletes that are competing at a National level.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

This will be a minor financial impact to the Clerk's budget.

RECOMMENDATION

THAT Council of the Town of Ingersoll grants \$_____ to Victoria Rode, \$ _____ to Kieran Wilson and \$ _____ to Brayden Wilson to support their athletic pursuits of competing at the World Martial Arts Championships.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



Michael Graves <mgraves@ingersoll.ca>

Fwd:

Fred Freeman <ffreeman@ingersoll.ca>
To: Graves Michael <mgraves@ingersoll.ca>

Mon, Jun 20, 2016 at 5:13 PM

Sent from Fred Freeman's iPhone

Begin forwarded message:

From: Victoria Rode <victoria_rode@hotmail.com>
Date: June 20, 2016 at 10:45:19 AM EDT
To: "ffreeman@ingersoll.ca" <ffreeman@ingersoll.ca>

Hello,

How are you?

I belong to the Ingersoll Goju Ryu Karate Club and last weekend we competed in a tournament that allowed us to qualify to compete internationally. Kieran and Brayden Wilson and I earned spots on the Canadian team and we will be travelling to Spain October 5-10 this year to compete in the World Martial Arts World Championships.

The trip is going to cost each of us approximately \$5000. We will be there from October 5 to 10th, 2016. I was wondering if the town had any grants for these opportunities. We would appreciate any help we can receive to fund this experience.

For all three of us, this will be our first time competing internationally. Kieran and Brayden have been doing karate for 3 years. They have been training 4-5 days a week for the past year to improve their abilities. They both compete regularly on the provincial level as well to earn spots on the Ontario team to compete at the Karate Canada nationals.

I have been doing karate for about 8 years now. I train 4-5 times a week in Ingersoll and I also travel to Hamilton twice a month to train with the former coach for the Russian team. I have been competing with Karate Ontario for three years now and qualified for the Karate Canada nationals three times.

Our coach and instructor, Isao Yabunaka will also be travelling with us. He has led the club in Ingersoll for 27 years.

We would greatly appreciate any help and support we can receive for this trip.



DEPARTMENT: Clerk's Department

REPORT NO: C- 031-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Request for the Town to accept George Johnson Boulevard

OBJECTIVE

To discuss the possibility of receiving George Johnson Boulevard as a Town Road from the County of Oxford.

BACKGROUND

The Town was approached by County staff regarding George Johnson Boulevard. It appears that this road was constructed in 2008 by the County with the intent that once it was built it would become a local road and be transferred in ownership to the Town of Ingersoll. For whatever reason, this transfer never occurred and the road is still in the ownership of the County.

ANALYSIS

The County has now requested that the Town accept the ownership of this road. In order to accept the ownership the Town should pass a by-law to accept the road allowance.

INTERDEPARTMENTAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS

This will be a minor financial impact to the roads department in order to maintain the road allowance.

RECOMMENDATION

THAT Council of the Town of Ingersoll receives report C031-016 as information;
AND THAT a by-law be brought forward for Council consideration to accept George Johnson Blvd as a Town of Ingersoll road allowance.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

TO: K. Whiteford, CAO/Clerk

FROM: M. Campbell, Operations Manager
R. Walton, Director of Public Works

SUBJECT: Road Transfer – Town of Ingersoll

RECOMMENDATION:

That a by-law be raised to transfer a local road, George Johnston Boulevard, to the Town of Ingersoll.

PURPOSE:

The purpose of this report is to complete the transfer of a road, built as part of a County capital project, to the Town of Ingersoll.

BACKGROUND:

The Ingersoll Street extension project, which has been completed and opened to the public, provides a grade separation for crossing the Canadian National Railway (CN) tracks. It provides uninterrupted crossing for emergency vehicles and a safer route across the tracks. An access road, George Johnston Boulevard, connecting Ingersoll Street to McKeand Street was built as a part of the project. This road provides safe, uninterrupted access to the section of McKeand Street south of the CN tracks permitting closure of the McKeand Street level crossing (see Attachment No. 1).

This street, built as part of a County capital project, is currently a County road. It serves as a local collector road and the road was built with the intention of making it a Town of Ingersoll Street. A by-law is necessary to transfer this road from the County of Oxford to the Town of Ingersoll.

COMMENTARY:

Town of Ingersoll staff and County Public works staff are in agreement with this transfer and County staff recommend that George Johnston Boulevard be transferred to the Town of Ingersoll. This transfer will have no appreciable impact on the Urban Maintenance Agreement between the Town of Ingersoll and the County of Oxford.

“Deb Goudreau for Michael Campbell”

Michael Campbell, MSc, P.Eng.
Operations Manager

“Shahab Shafai for Robert Walton”

Robert Walton, P.Eng.
Director of Public Works

“Ken Whiteford”

Ken Whiteford
CAO/Clerk

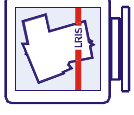
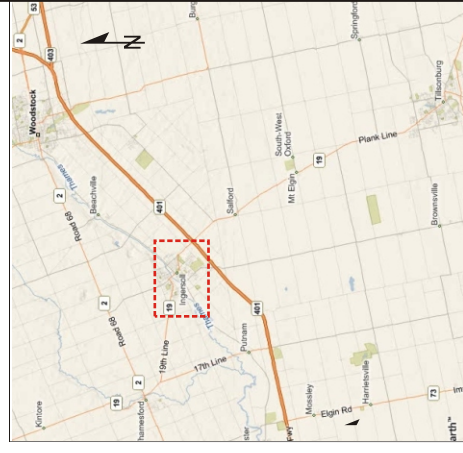
Dated: September 22, 2008

**MAP
SHOWING
THE VILLAGE OF
INGERSOLL
IN THE
COUNTY OF OXFORD**

**George Johnston Blvd.
Access-McKead Street.**



NOT TO SCALE



COUNTY OF OXFORD

BY-LAW NO. 4992-2008

BEING a By-law to transfer a local road, George Johnston Boulevard, to the Town of Ingersoll.

WHEREAS, the Table to Section 11 and Section 52 (3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, prescribes that specified highways are within the jurisdiction of the County of Oxford for all matters relating to those highways, including parking and traffic.

AND WHEREAS, the Ingersoll Street (Oxford County Road 10) extension project has been completed and opened to the public.

AND WHEREAS, a County access road, George Johnston Boulevard, connecting Ingersoll Street to McKeand Street, Ingersoll, was built as part of the project.

AND WHEREAS, Council has adopted Public Works Report No. D-7 2008-85, dated September 24, 2008.

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

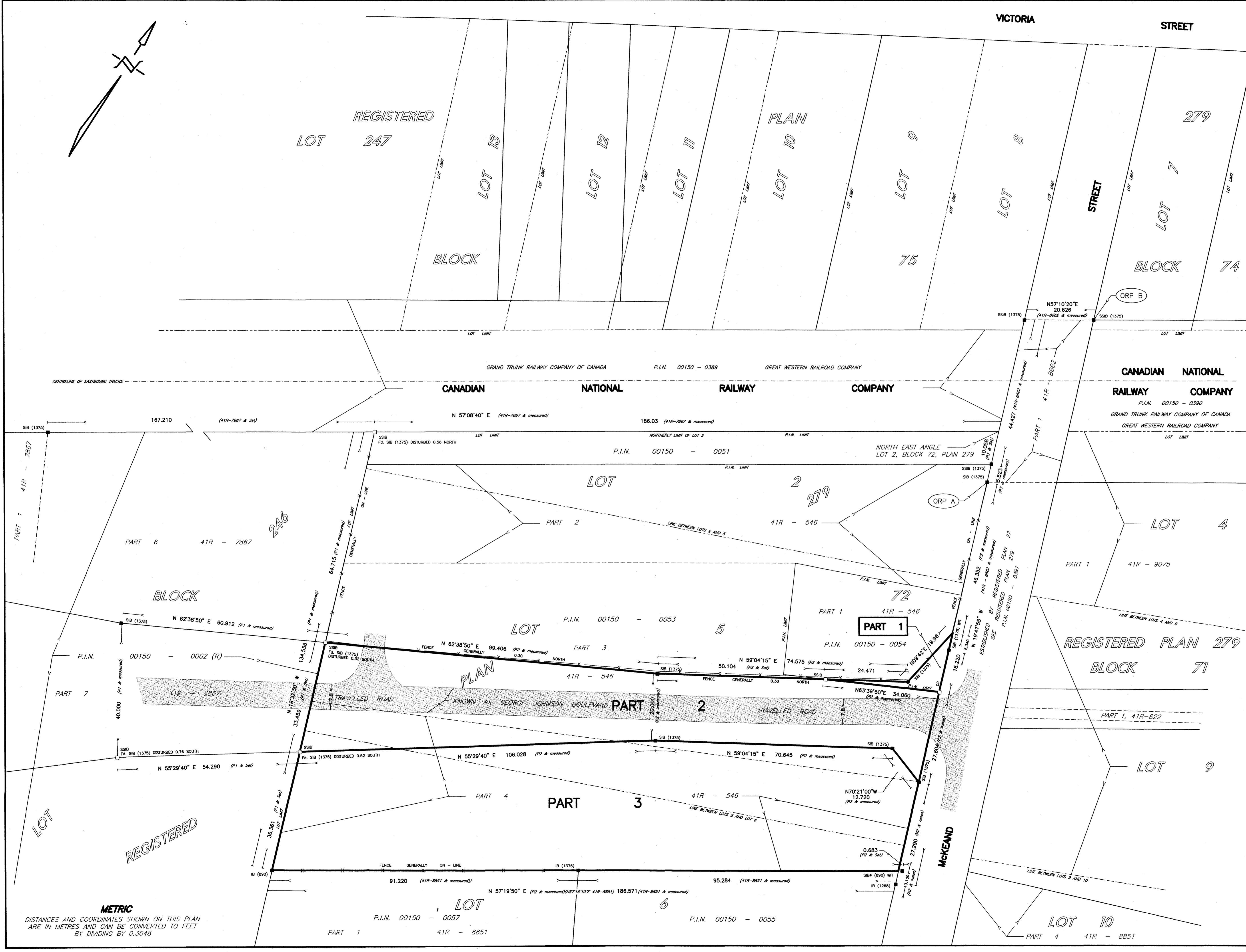
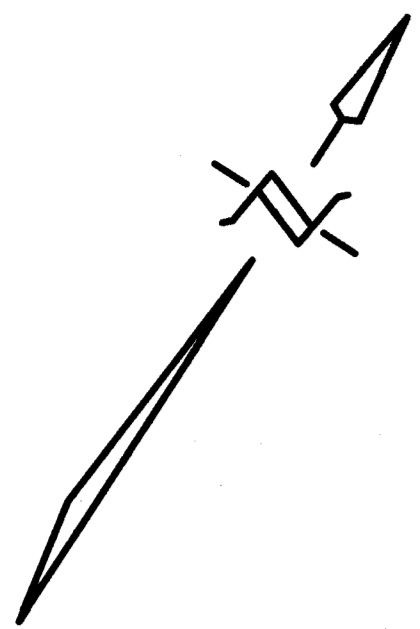
1. That jurisdiction over George Johnston Boulevard in the Town of Ingersoll is transferred from the County of Oxford to the Town of Ingersoll.

READ a first and second time this 8th day of October, 2008.

READ a third time and finally passed in this 8th day of October, 2008.

"Paul J. Holbrough"
PAUL J. HOLBROUGH, WARDEN

"Brenda J. Tabor"
BRENDA J. TABOR, DEPUTY CLERK



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT
 2016 JANUARY 15
 DATE
Paul J. Benedict
 PAUL J. BENEDICT,
 ONTARIO LAND SURVEYOR

PLAN 41R-9295
 RECEIVED AND DEPOSITED
 2016-JAN. 19
 DATE
K.J.
 REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF LONDON (No. 41)

SCHEDULE				
PARTS	LOT	PLAN	P.I.N.	AREA
1	PART OF LOT 5 (WEST SIDE OF MCKEND STREET) BLOCK 72	REGISTERED PLAN 279	PART OF 00150-0054	122.9m ²
2	PART OF LOTS 5 and 6 (WEST SIDE OF MCKEND STREET) BLOCK 72		PART OF 00150-0053	4358.5m ²
3				6908.6m ²

PART 1 COMPRISES PART OF P.I.N. 00150-0054; AND PARTS 2 and 3 COMPRISE PART OF P.I.N. 00150-0053

PLAN OF SURVEY
 OF PART OF
LOTS 5 and 6
 (WEST SIDE OF MCKEND STREET)
BLOCK 72
 REGISTERED PLAN 279
 IN THE
TOWN OF INGERSOLL
COUNTY OF OXFORD

SCALE: 1 : 500 METRIC

BENEDICT • RATHBY INC

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS ACT, AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 16th DAY OF SEPTEMBER, 2015.

2016 JANUARY 15
 DATE
Paul J. Benedict
 PAUL J. BENEDICT,
 ONTARIO LAND SURVEYOR

LEGEND AND NOTES:

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, FROM THE CANSEL CAN-NET REAL TIME NETWORK UTM ZONE 17 NAD83 (CSRS-1997)

DISTANCES ON THIS PLAN ARE ADJUSTED GROUND LEVEL DISTANCES AND CAN BE USED TO COMPUTE GRID CO-ORDINATES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999563

OBSERVED REFERENCE POINTS ARE DERIVED FROM GPS OBSERVATIONS USING THE CANSEL CAN-NET VRS NETWORK AND ARE REFERRED TO UTM ZONE 17 (81°00' LONGITUDE WEST) NAD83 (CSRS 1997)

COORDINATES TO URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O. REG 216/10

POINT ID	NORTHING	EASTING
ORP A	4764849.49	508439.40
ORP B	4764907.72	508439.76

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ROTATE THE ASTRONOMIC BEARINGS SHOWN ON DEPOSITED PLANS 41R-546, 41R-7867 0°11'20" COUNTER-CLOCKWISE TO COMPARE TO THE UTM ZONE 17 NAD83 (CSRS 1997) GRID BEARINGS SHOWN HEREON.

- * DENOTES FOUND SURVEY MONUMENT (1375 UNLESS NOTED OTHERWISE)
- ⊕ DENOTES PLANTED SURVEY MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SIB# DENOTES ROUND STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CP DENOTES CONCRETE PIN
- RIB DENOTES ROUND IRON BAR
- meas DENOTES MEASURED
- WT DENOTES WITNESS
- PIN DENOTES PROPERTY IDENTIFIER NUMBER
- ORP DENOTES OBSERVED REFERENCE POINT
- P1 DENOTES DEPOSITED PLAN 41R-7867
- P2 DENOTES INFORMATION FROM THE FILES OF BRSE (S-8908-1)
- P3 DENOTES DEPOSITED PLAN 41R-8662

METRIC
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

OxfordCounty
 growing stronger...together

BENEDICT RATHBY inc.
 Surveying • Engineering

871 DUNDAS STREET
 WOODSTOCK, ONTARIO, N4S 1G8
 T (519) 537 8212 F (519) 421 0234
 WWW.BENEDICTRATHBY.COM INFO@BENEDICTRATHBY.COM

DATE: 2016 JANUARY 15 DRAWN BY: T.A.S./P.J.B. CHECKED BY: P.J.B.
 FILE No.: **S-15-12783**



DEPARTMENT: Economic Development

REPORT NO: D-011-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: 401 Signage Project

OBJECTIVE: To obtain approval from Council on the project plan for installation of the highway signage at the 401 on the Town industrial land on Clarke Road.

BACKGROUND: In 2013, Council approved a re-branding which included new Town entrance signs, an additional Town logo, a new Town website and a 401 location sign. At the time of the rebranding, there was a three phase plan to fund and complete these items. Economic Development has completed all of these items other than the 401 location sign due to an extended negotiation with the Ministry of Transportation around location and permission.

At the time of the installation of the entrance signs, a tender process was completed and Banner Promotions was selected to complete the design, construction and installation of the five entrance signs.

ANALYSIS: At this time, the Ministry of Transportation is prepared to issue the permit for the location sign subject to a number of conditions including:

- Removal of all non-permitted signs in the area
- Removal of specified trees in the 401 right of way which will obstruct the sign
- Planting of a new row of trees at the rear of the new location sign

There are a number of components in this project, and I would like to outline them here so it is clear what all is involved in this project.

1. Site preparation – earth movement and tree removal
2. Cement work – sona tubes and cement pad for solar battery cabinet
3. Sign design and engineering – preliminary design work already completed for application to MTO
4. Solar lighting design – configuration of power and panel requirements
5. Sign construction and installation – including solar power lighting
6. Landscaping – earth movement, stone retaining wall and tree planting

We have received a preliminary quote from Banner Promotions to continue on with the design theme of the Town entrance signs and construct and install the signs including a full solar lighting system for the sign. This quote includes an amount for the sub contracted cement work necessary to support the sign and the solar lighting components.

The quote covers some but not all of the items needed in the project but Economic Development believes there is an opportunity to improve some of the pricing on the sub contracted elements including the solar specifications, which could possibly lead to a cost savings on the cement work necessary as a result.

Site preparation and landscaping costs were not included in the quotation.

INTERDEPARTMENTAL IMPLICATIONS:

Public Works – possible assistance with site preparation and tree removal

Parks and Recreation – possible assistance with landscaping and tree planting

FINANCIAL IMPLICATIONS: The 2016 capital budget included \$50,000 to complete this project.

Budget: \$50,000

Quote: \$39,323 plus tax, engineering and design

\$47,500 approximate total*, not including tax recovery

*Items not included and still to be confirmed include site preparation and landscaping costs

RECOMMENDATION:

THAT the Council for the Town of Ingersoll receives Report D- 0011-16 as information.

AND FURTHER THAT Council approves the Economic Development Department to proceed with project plan for the 401 location sign at the south portion of the property at 200 Clarke Road.

AND FURTHER THAT Council approves the Economic Development Department to proceed with Banner Promotions on the design, construction and installation of the 401 location sign.

AND FURTHER THAT Council approves the Economic Development Department to continue to seek the best possible price in accordance with our purchasing and procurement policy for the sub contracted elements of the 401 location sign.

ATTACHMENTS:



Image 1: Proposed 401 Sign Design

Prepared by: Kale Brown, Director of Economic Development

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-017-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Petition for a Municipal Drain

OBJECTIVE

To inform Council of a petition for a Municipal Drain for lands abutting Clark Road being Lot 21, Concession 2, Ingersoll.

BACKGROUND

The property owner located on Lot 21, Concession 2 in the Town of Ingersoll in the former Township of South West Oxford, has a request for new drainage works for the affected area. A location map is attached for your review. The drainage area is part of the Whiting Creek Municipal Drain. A petition was filed under Section 4 of the Drainage Act to construct a municipal drain.

ANALYSIS

Construction of a municipal drain will provide for a legal outlet for the above mentioned area that has seen major flooding over the last several years.

Under Section 4 of the Drainage Act, Council may accept a petition for new drainage works. If accepted, under Section 8(1) of the Drainage Act an Engineer can be appointed to prepare a report.

There are three area consulting firms that specialize in Municipal Drains, those being Dietrich Engineering out of Kitchener, Spriet and Associates out of London and R. J. Burnside and Associates out of Stratford. Considering Spriet and Associates did the Whiting Creek Municipal Drain report for South West Oxford in 1976, staff is suggesting that Spriet and Associates be appointed to prepare the report.

FINANCIAL IMPLICATIONS

N/A

RECOMMENDATION

THAT staff report OP-017-16 be received as information;

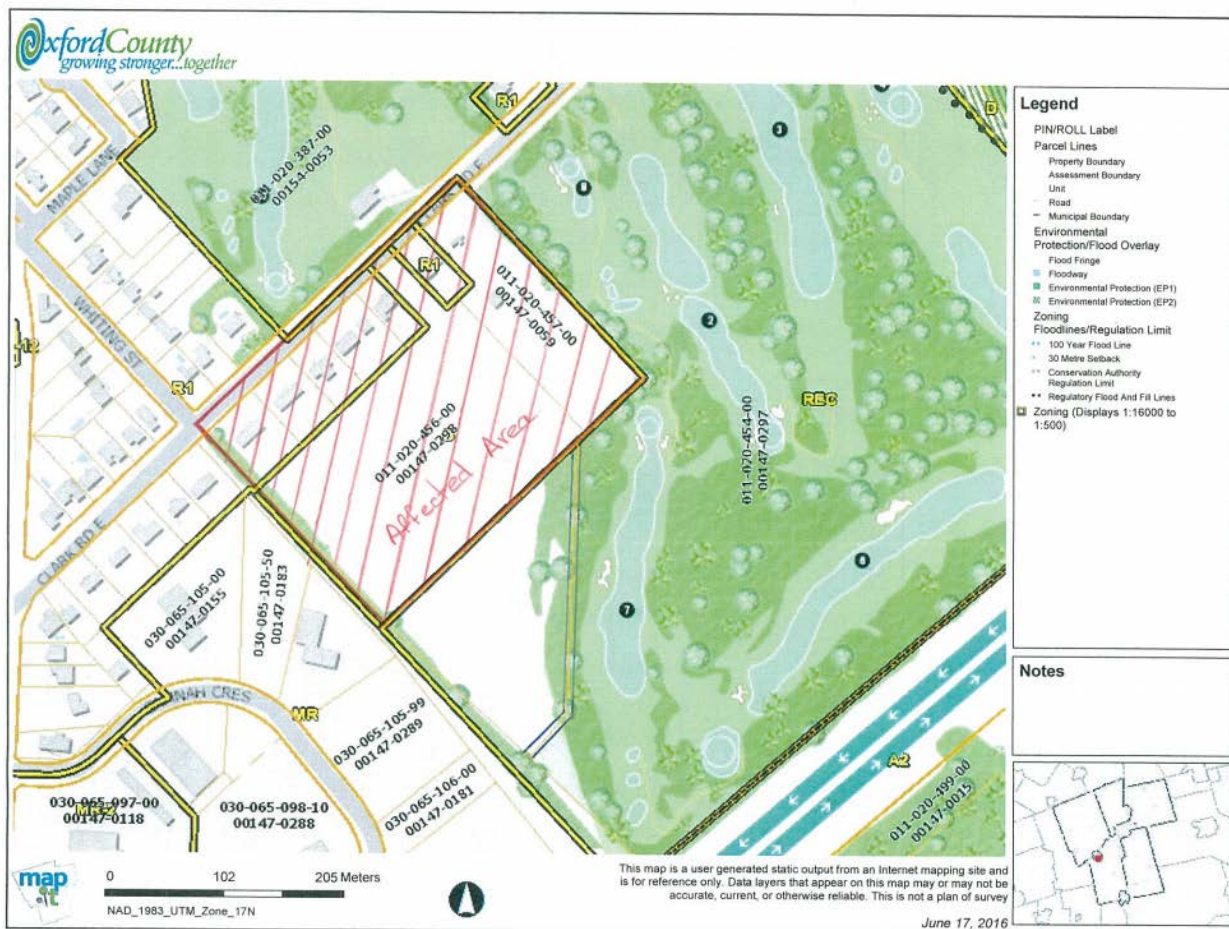
AND THAT Council accepts the petition for drainage works for the lands abutting Clark Road being Lot 21, Concession 2, Ingersoll and the engineer (Spriet and Associates) as appointed under Section 78 of the Drainage Act be notified of the request and prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Town of Ingersoll requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

ATTACHMENT

Location Map

Prepared by: Sandra Lawson P.Eng., Town Engineer

Approved by: William Tigert, Chief Administrative Officer





DEPARTMENT: Parks and Recreation

REPORT NO: R-023-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Draft RFP Multi-Use Recreation Centre Project

OBJECTIVE

To provide a copy of the draft RFP for Council's review and comments for the Multi-Use Recreation Centre Project.

BACKGROUND

In August of 2015 Council approved the creation of a Multi-Use Recreation Centre Ad Hoc Committee – R-55-15.

The Multi-Use Recreation Centre Ad Hoc Committee was established to advise Council, Administration and the Project Management Team on specific matters as they pertain to the preparation and delivery of the Ingersoll Multi-Use Recreation Facility.

The overall purpose of the Ad Hoc Committee is to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement and that by playing this key role, the community will have a strong sense of ownership and support the development of the facility.

In 2016 Council approved funds in the Capital Budget to engage the services of a Consulting Firm to undertake a comprehensive Community Multi-Use Recreation Centre Study.

ANALYSIS

The specific requirements for the "Request for Proposal" are broken into four phases:

Phase One	-A Community Recreation Facility Needs Study
Phase Two	-Facility Partnership Plan
Phase Three	-Facility Site(s) Review & Recommendations
Phase Four	-Facility Conceptual Drawings, Capital Construction Cost Estimates & Construction Phasing Plan

The proposed schedule/timetable for the RFP for planning purposes only is:

Council Review of RFP	-Monday, July 11, 2016
Council Approval of RFP	-Monday, August 8, 2016
Posting of RFP	-Mid August 2016
Deadline Date for RFP	-Friday, September 23, 2016
Evaluation & Interviews	-Completed by end of October 2016
Consultant Selection	-Mid-November 2016
Council Approval of Consultant	-December 12, 2016
Work Plan Approval	-January 2017
Draft Report	-August 2017
Final Report Presentation	-September 2017

On June 15th, 2016 staff presented the draft “Request for Proposal” for the hiring of a consulting firm to the Multi-Use Recreation Centre Ad Hoc Committee for their review and comments.

The MURC Ad Hoc Committee endorsed the draft RFP with minor amendments.

Staff are seeking Council’s input and comments on the draft “Request for Proposal” and will be bringing back a report for approval at the August 8th, 2016 Council meeting.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT Council of the Corporation of the Town of Ingersoll receives this report as information;

AND FURTHER THAT Council provides input and comments to staff with regard to the draft “Request for Proposal” for the Multi-Use Recreation Centre Project.

ATTACHMENTS

Draft RFP for the Multi-Use Recreation Centre Project

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

The Corporation of the Town of Ingersoll

DRAFT

REQUEST FOR PROPOSAL

MULTI-USE RECREATION CENTRE

FACILITY NEEDS STUDY, PARTNERSHIP PLAN, FACILITY SITE REVIEW,

CONCEPTUAL DRAWINGS, CAPITAL COST ESTIMATES &

PHASING PLAN

June 2016

The Corporation of the Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario

N5C 2V5

Phone (519)-485-0120

Facsimile (519)-425-4151

www.ingersoll.ca

**Multi-Use Recreation Centre
Facility Needs Study, Partnership Plan
Conceptual Drawings, Capital Cost Estimates & Phasing Plan**

June 2016

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C Project Deliverables	12 - 15
D General Conditions	16 - 20

SECTION A – INFORMATION FOR APPLICANTS

1. PROPOSAL NAME

This Request for Proposal will be referred to as the “RFP – Multi –Use Recreation Centre Facility Needs Study, Partnership Plan, Conceptual Drawings, Capital Cost Estimates and Phasing Plan.

2. INTRODUCTION/BACKGROUND

The Town of Ingersoll is a growing community with a population in excess of 12,100 and is poised between the larger communities of London and Woodstock. Ingersoll is roughly the geographic center of Oxford County with access to Highway 401 and 19 providing for easy access to Ingersoll by surrounding residents within the County and neighboring municipalities.

Over the past several years there has been public and user group interest in replacing the Ingersoll District Memorial Arena as well as constructing a second ice pad.

The Ingersoll and District Memorial Arena was originally constructed in 1959. In 2002 the arena was renovated with mechanical, electrical, accessibility upgrades and cosmetic enhancements.

In 2014 the Town engaged an Architectural Firm to undertake a Facility Condition Assessment of the Arena. The Facility Condition Assessment estimated that the Arena would require approximately \$2,500,000 in upgrades in the next 15 years.

In response, the Town has determined to look to the development of a Multi-Use Recreational Facility to replace the current aging infrastructure. The plan will be to construct a new arena and additional amenities with the intent to plan for the ultimate build of a multi-use recreation facility that will meet the recreational and social needs of the community today and into the future.

During the 2015 Capital Budget deliberations it was the decision of Council to be “reactive” with the building and equipment repairs versus “proactive”. Council approved \$250,000 to go into a capital reserve to be used towards emergency repairs and to start to build a reserve fund for a replacement Arena.

In 2000 the Town entered into a twenty year lease with CAMI Automotive to lease lands for the construction of nine (9) soccer fields and to renovate the Cami/Suzuki House into a Seniors Activity Centre and Soccer Change rooms/washroom facilities.

The current lease was to expire on December 31st, 2020. In 2009 General Motors of Canada Ltd took ownership and operation of the CAMI Plant and the Town began discussions to request that they consider extending the lease agreements on these facilities.

Through negotiations the Town was able to receive a 10 year extension, this extension is a temporary solution for these community facilities and the lease will end in 2030. Therefore the Town of Ingersoll needs to replace these current facilities in a new location.

In 2015 the Town of Ingersoll engaged an Architectural Firm to undertake a Facility Condition Assessment of the Cami/Suzuki House and in 2016 conducted a Structural Examination of the facility to determine its life expectancy and future capital costs.

The Town of Ingersoll also recently established Strategic Priorities for the next four years. One of the priorities was the building of a new indoor and outdoor space which would include a new arena, possibly new soccer fields and community gathering space.

In August 2015 Council approved the creation of a Multi-Use Recreation Centre Ad Hoc Committee to provide input, suggestions and recommendations towards the development of a Multi-Use Recreation Centre.

As well as the Ad Hoc Committee, the Consultant and Project Management team was established to develop the formal plan with recommendations for Council approval. This team will consist of the Consultant hired and the CAO, Director of Parks and Recreation and the Treasurer.

3. PURPOSE OF MULTI-USE RECREATION CENTRE AD HOC COMMITTEE

The Multi-Use Recreation Centre Ad Hoc Committee has been established to advise Council, Administration and the Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the Ingersoll Multi-Use Recreation Facility.

The overall purpose of the Ad hoc Committee is to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement, and that by playing this key role, the community will have a strong sense of ownership and support the development of the facility. In this way the Ad hoc Committee will help to ensure that future development of the facility and the property is appropriate to the community, and of the highest possible quality.

A copy of the full Terms of Reference of the Multi-Use Recreation Centre is attached to the RFP as Appendix A.

4. SCOPE OF WORK

The Town of Ingersoll wishes to engage the services of a consulting firm to complete the following:

- A Community Recreation Facility Needs Study
- Facility Partnership Plan
- Facility Site Review and Recommendations
- Facility Conceptual Drawings, Capital Construction Cost Estimates & Construction Phasing Plan

The Consultant must be sensitive to the community's needs and desires relative to the development of this project and the municipalities overall financial capability to fund the capital construction.

The Consultant must be capable of preparing a Conceptual Drawing(s) for the Proposed Design and Construction of the Multi Use Recreation Facility.

The Consultant must be experienced in preparing and performing public meetings, presentations, especially on potentially controversial issues.

The Consultant must deliver this RFP on time and on budget.

5. PROPOSAL CLOSING TIME AND DATE

Proposal Documentation

Proposal and Fees and Expenses Schedule should be submitted as per requirements of the RFP.

The price quote should be inclusive. If the price excludes certain fees or charges, you must provide detailed list of excluded fees with a complete explanation of the nature of those fees.

Security Requirement - There is no security requirement associated with this Request for Proposal (RFP).

Facsimile (fax) or email responses for this RFP will **NOT** be accepted.

6. PROPOSAL SUBMISSIONS

Proposals must be received at Town Hall **no later than 3:00pm on Friday, September 23rd, 2016**. The consultant firms will be required to submit **six (6) copies** of the proposals **in a sealed envelope** marked:

RFP – Town of Ingersoll - Multi-Use Recreation Centre

At the following address:

The Corporation of the Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario

N5C 2V5

Attention: Michael Graves, Town Clerk

Any proposal received after the specified closing time will not be accepted.

7. PROPOSAL OPENING

The opening of the Proposals shall commence at 3:15 pm on Friday, September 23rd, 2016, unless the Clerk or designate postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

As this is a Proposal document for which a number of criteria will be evaluated, only the names of the Proponents will be disclosed at the opening.

8. CONTACT PERSON – INQUIRIES

Inquiries should be directed to:

Bonnie Ward, Director of Parks & Recreation

Phone: (519)-425-1181

Email : bward@ingersoll.ca

If, as a result of questions or visits, it is felt additional information is required, an addendum to the proposal will be issued.

9. GENERAL TERMS & CONDITIONS

This RFP is subject to the Town's Procurement Policies and Procedures as outlined in the Town's Purchasing By-Law #15-4804 (Attached as Appendix B).

If a Consultant discovers any inconsistency, discrepancy, ambiguity, error, or omission in this RFP, they must notify the Town immediately in writing.

It shall be the Consultant's responsibility to clarify any points in question with the Contact Person of the Town prior to submitting the proposal.

Responses to inquiries will be forwarded to all Consultants.

RFPs must be signed by the person authorized to sign on behalf of the Consultant and bind the Consultant to statements made in the response to this RFP.

The Town reserves the right to:

- 1) Cancel the Proposal call and not accept any Proposals at all and/or re-issue the proposal in its original or revised form.
- 2) Reject any Proposals that fail to comply with the response requirements. Adherence to the response requirements is required to ensure an effective evaluation of all Proposals.
- 3) Negotiate terms and specifications/scope of work with the preferred Consultant after the selection review process.
- 4) If an agreement cannot be negotiated, the right to negotiate with any other Consultant.
- 5) Select the appropriate Consultant based on the most qualified proposal, in accordance with the criteria specified
- 6) Request any Consultant to clarify the submitted proposal, or to supply additional material deemed necessary to assist in the selection process.

The lowest or any RFP will not necessarily be accepted. In submitting a Proposal, the Consultant acknowledges the Town's right to accept other than the lowest fee Proposal and expressly waves all rights for damages or redress as may exist in common law stemming from the Town's decision to accept a Proposal which is not the lowest fee Proposal, if it is deemed to be in the Town's best interest to do so.

The Town has outlined the requirements herein in as much detail as is currently known. Please provide any questions, additional information, or suggestions that will aid the Town in the selection process.

The Town, or any of its associated entities, shall not be obligated in any way to the respondent's response to this document. Respondent's costs related to the preparation of a response to the document shall be entirely the responsibility of the respondent.

Expenses of any nature incurred by the respondent prior to the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from the Town or its associated entities in any manner, shape or form.

10. SCHEDULE/TIMETABLE

The following schedule is provided for planning purposes only.

Posting of RFP - Mid August 15, 2016

Deadline Date for RFP Submissions - Friday, September 23, 2016

Evaluation of RFP Proposals & Consultant Interviews - End of October

Consultant Selection - Mid - November

Council Approval of Consultant – December 12, 2016

Work Plan – January 2017

Draft Report – August 2017

Final Report Presentation – September 2017

11. SELECTION PROCESS

Based on submissions of the proposals a selection committee will rank and shortlist Applicant(s) for interviews. Applicant(s) will be evaluated based on the following criteria:

- Completeness, clarity and the quality of proposal;
- Experience in similar projects & qualifications of staff team;
- Proposed Approach and Methodology;
- Demonstration of ability to complete similar projects within specified time frames;
- Work plan and deliverables;
- Proposed fees and disbursements.

12. CONFIDENTIALITY

The Town and the Consultant agree that the content of each response to this RFP will be held in the strictest confidence and details of any response will not be discussed with any other party. By submitting a response to this RFP, each Consultant agrees to disclose only information subject to the Municipal Freedom and Protection of Privacy Act. The Town agrees to notify the Proponent should a request for information be received.

SECTION B – SPECIFIC REQUIREMENTS OF THE RFP

PHASE ONE – COMMUNITY RECREATION FACILITY NEEDS STUDY

The successful consultant will study and report conclusions on, after holding public, user group and staff input meetings, the results of the Community Recreation Facility Needs Study. The specific activities to be undertaken by the successful consultant in conducting Phase One will include, but not necessarily be limited to, the following:

Research

- i) Obtain existing information and data that is relevant from the Town of Ingersoll that can be used in the study i.e. Town of Ingersoll Strategic Plan, Town of Ingersoll Cultural Plan, Town of Ingersoll Strategic Priorities 2015-2019, Current Recreation Facility Condition Assessments, 2007 Arena & Community Facility Needs Assessment Study.
- ii) Research and consider any relevant sector usage trends as well as demographic trends.

Consultation and Facilitation Input

- i) To work closely with the MURC Ad Hoc Committee, Project Management Team and Council to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement. In doing this it will ensure that the future facility development and site(s) is appropriate to the community, and of the highest possible quality.
- ii) To conduct individual meetings with the MURC Ad Hoc Committee Facility User Groups to obtain their organizations data and information as it relates to their facility needs, requirements and site(s) preference: Ingersoll Girls Hockey, Ingersoll Minor Hockey, Ingersoll Figure Skating Club, Ingersoll Minor Baseball, Ingersoll Soccer Club and the Ingersoll Seniors Centre.
- iii) To conduct a mandatory meeting with the Town of Ingersoll Senior Management Team and Parks & Recreation Managers to obtain their input with regards to the future facility development and site(s).
- iv) The consultant will send out letters to local Ingersoll area Profit & Non Profit Recreational/Cultural providers, service clubs and local community organizations to determine if they are interested in becoming potential facility partners. The consultant will then conduct individual meetings with the potential partners to obtain data on their facility needs, requirements and site(s) preference. i.e. Ingersoll Curling

Club, Ingersoll Creative Arts Centre, Ingersoll Theatre of Performance Arts, Service Clubs etc.

- v) To conduct a minimum of one public information meetings with community organizations and residents to ensure that their recreation facility needs and site(s) preference are represented during the course of the study.
- vi) The consultant will contact and have individual meetings with Senior Management staff from two municipalities in Oxford County (Zorra and South West Oxford) to determine if there is any interest in potential facility partners.
- vii) Provide content for a public on-line survey regarding community's needs, facility priorities and site(s) preference. Analyse results of the public on-line survey. Ensure that all public communication is AODA compliant.

PHASE TWO – RECREATION FACILITY PARTNERSHIP PLAN

Based on the consultation and facilitation input obtained from Phase One the Consultant will develop a Recreation Facility Partnership Plan that includes:

- i) **Participants / Proponents**
 - Identification of Facility User Groups that need/want be part of the new Multi- Use Recreation Facility.
 - Outline the facility need(s) as it relates to this project.
- ii) **Nature of Partnership**
 - Address Municipality/User Groups needs, wants and desires i.e. facility components/amenities, size, layout etc .
 - Address intended utilization periods, duration and type.
 - Document the objectives, intended results and activities.
 - Comment on the compatibility between each proponent partner and the Town of Ingersoll.
- ii) **Financial Matters**
 - Document how each Facility Partner intends to contribute financial, human, or material resources related to the implementation and/or operation of the facility.
 - Identify the appropriate organizational and management structure.
 - Identify the various governance models that may be suitable in a potential partnership approach with the Town of Ingersoll.

PHASE THREE – FACILITY SITE REVIEW AND RECOMMENDATIONS

As part of Phase One & Two the consultant will obtain feedback from user groups and the public regarding facility site preferences. The site(s) preferences will be identified by the Town of Ingersoll.

The consultant will clearly identify and define the strengths, weaknesses, opportunities and challenges of the site(s).

The consultant will work closely with the MURC Ad Hoc Committee, Project Management Team and Council to make recommendations on Facility Site Options and Preferences.

PHASE FOUR - FACILITY CONCEPTUAL DRAWINGS, CONSTRUCTION COST ESTIMATES AND PHASING OPTIONS

After the completion of Phase One, Two and Three the consultant will prepare a conceptual facility report with recommendations that includes preliminary facility components/amenities, facility size and space requirements, parking requirements, and preliminary site plan concepts.

The report will include options for the facility layout and proposed sites. The consultants will prepare the advantages and disadvantages of each option along with their recommendation.

Upon completion of the conceptual preliminary report the consultant will then work with the MURC Ad Hoc Committee, Project Management Team and Council in preparing the final facility conceptual drawings and architectural design. The final concept drawings will include site plan location, building site plan, building/facility architectural concept, access, service, existing buildings, parking, lighting and related existing outdoor facilities.

Capital construction estimates will be based on the final concept drawing(s).

The consultant will also develop facility construction phasing options based on the capital construction estimates and the Town's financial capacity to fund the facility construction.

SECTION C – PROJECT DELIVERABLES

PROJECT DELIVERABLES

The project deliverables, defined below, are the minimum requirements for the execution of the study. Should the respondent feel that it is desirable to produce additional information, these should be described explicitly in the proposal:

- i) Work Plan
- ii) Consultation Plan - MURC Ad Hoc Committee, Project Management Group, User Group, Potential Partners, Public and Town Council
- iii) Individual Draft reports on the information obtained from Phase One, Two, Three & Four of the RFP requirements
- iv) Draft Final Report
- v) Final Report

WORK PLAN

Upon notification that a respondent is the successful bidder, and before commencing the project, the respondent shall prepare a Work Plan, which shall take the form of a detailed description of the steps to be followed in the study process. This plan will indicate the sequencing and staging of tasks, key decision points, the expected completion date for each task and the interrelationship between the completion of the tasks and the preparation of the project deliverables. The Work Plan shall be delivered to the MURC Ad Hoc Committee and a meeting scheduled for review and approval of the Work Plan prior to commencing work.

DRAFT REPORT

The respondent shall prepare a Draft Report for general circulation and review by the Multi-Use Recreation Centre Ad Hoc Committee at the completion of each phase. After the review by the Committee of the Draft Reports a complete Final Report shall be prepared.

The Draft Report shall be considered a “dry run” for the Final Report – all topics to be covered by the Final Report shall be addressed, and the Draft Report shall not be prepared until study work is sufficiently far advanced that no significant new information will be introduced between the Draft Report preparation and preparation of the Final Report.

FINAL REPORT

The respondent shall prepare the Final Report for acceptance by the Multi-Use Recreation Centre Ad Hoc Committee following a thorough review of the Draft Reports and satisfactory resolution of all issues raised during the review period. The Final Report shall include, but not be limited to, the following information:

Final Report:

- A. Executive Summary;
- B. Results & Analysis of Community Facility Needs Study;
- C. Development of a Facility Partnership Plan & Development Options;

- D. Facility Site Reviews/Evaluation, Options and Final Recommendation(s)
- F. Final Conceptual Site Plans(s)
- G. Conceptual Architectural Design(s)
- H. Capital Costs Estimate;
- K. Phasing/Implementation Plan;
- L. Summarization and Conclusion of Study.

MEETING

The following are mandatory meetings to be attended by the successful respondent:

- i) Presentation of the Work Plan to the Ad Hoc Committee.
- ii) Facilitated meetings/sessions with Facility User Groups, Potential Facility Partners, Community Organizations and Residents with a presentation of the findings of Phase One to the MURC Committee.
- i) Presentation of Phase Two Facility Partnership Plan findings to the MURC Committee and Council.
- ii) Presentation of Phase Three Facility Site Reviews, Options and Final Recommendations to MURC Committee and Council.
- iii) Presentation of Facility Conceptual Site Plan(s), Conceptual Architectural Design(s), Cost Estimates and Implementation/Phasing Plan to the MURC Committee and Council.
- iv) Presentation of Draft Report to the MURC Ad Hoc Committee.
- i) Presentation of the Final Report to Town Council.

All meetings will be held in the Town of Ingersoll. The respondent shall indicate in the proposal the personnel expected to attend each of the meetings identified above. Other meetings may be required at the discretion of the respondent and/or the MURC Ad Hoc Committee to satisfactorily execute this RFP and/or Strategy.

REQUIREMENTS

EXPERIENCE

The respondent shall exhibit the required experience that must comprise, but is not limited to, the following:

General:

- i) Research and analysis techniques;
- ii) Facilitation and public presentation experience;
- i) Preparation of similar studies in the past;
- i) Specific proven knowledge of developing new Multi Use Recreation Centres;

References:

- i) Identify at least three similar projects successfully completed and provide references for each project.

PROPOSAL FORMAT

All respondents must submit six (6) hard page copies and one (1) electronic copy of their proposal containing the detailed information to fulfill the project deliverables, described above, for all project phases.

FIRM IDENTIFICATION AND CONTACT

Each respondent should provide the full legal corporate name of each corporation identified in the proposal, and the name, title, address, telephone number, facsimile number and e-mail address of the individual to be contacted with respect to the submission. Include the URLs (website address), if applicable.

PROJECT TEAM EXPERIENCE

The respondent should identify all proposed team members and their role in the project. For each proposed member include:

- Name and firm association, if different from contact;
- Role in the project;
- A brief description of the individual's qualifications and their experience both professional and practical;
- A list of relevant previous assignments and brief description of their roles;
- Three references for similar projects.

COMPREHENSION OF THE ASSIGNMENT

Indicate your understanding of the scope and complexity of the assignment. Indicate the problems/ issues likely to be encountered.

APPROACH

Describe your methodology, method of research, session plans, and any additional reference material and source documentation resources to be used. Describe any other relevant and/or unique attributes of your approach.

PROJECT PLAN AND SCHEDULE

The respondent should include a proposed project plan including schedule/timetable and deliverables, with the identification of the team member involvement.

FEES AND EXPENSES

Proposal and Fees and Expenses Schedule should be submitted as per requirements of the RFP.

The price quote should be inclusive. If the price excludes certain fees or charges, you must provide detailed list of excluded fees with a complete explanation of the nature of those fees. The selected respondent is responsible for any and all costs and expenses incurred while carrying out the terms of the study. The proposal shall specify and state a firm, not-to-exceed price, including total fees and expenses (excluding HST), in order to complete the project. The price must be broken down by each phase of the RFP, taking into consideration:

- i) Hours by project team members;
- ii) Hourly rate by project team members;
- iii) Total charge by project team members;
- iv) Expenses by major category (i.e. travel, accommodation, photocopying, long-distance telephone, etc.).

The activities listed in the RFP are the minimum requirements to be undertaken. The respondent may also provide separate pricing on additional requirements that may benefit the Study Committee in meeting their goal.

The proposal should include hourly rates for project team members' time if required to provide additional services over and above those noted in the proposal. The proposal should also include the policy with respect to billings, should the actual time taken be less than that indicated in the proposal.

Pricing provided under this Request for Proposal shall remain for a period of sixty (60) days from the date of closing this Request for Proposal. Unless otherwise specified in the RFP, bids must be in Canadian currency.

CONTRACT AWARD

The award of a contract from this RFP is conditional upon the successful respondent entering into an agreement to perform the services and other obligations as required by the RFP. The Study Committee is under no obligation to award a contract. The Study Committee is not obligated to accept the lowest or any of the bids.

PAYMENT OF FEES

The Town will pay the Consultant its fees based on the completion of milestones as defined within the Consultant's proposal, and in accordance with Proposal Fees and Expense Schedule, as contained in this document.

The Consultant to provide payment fee schedule in their proposal.

SECTION D– GENERAL CONDITIONS

GENERAL CONDITIONS

The following section forms an integral part of this RFP and must be considered in completing a response to this Proposal.

CLAUSES AND CONDITIONS

The Consultant must agree to abide by all the clauses and conditions laid out in this Proposal.

AGREEMENT

Should the Consultant's Proposal be acceptable to the Owner then the Consultant shall enter into agreement with the Owner.

DEFINITIONS

Wherever the words "Owner", "Town" or "Municipality" are used in these documents, it shall be understood that it means The Corporation of the Town of Ingersoll as represented by the Director of Parks and Recreation.

Wherever the words "satisfactory", "approved", "adequate", "suitable", or similar words or phrases are used in these documents, it shall be understood that they mean, unless the context provides otherwise, "satisfactory to the owner", "approved by the owner", "adequate to the owner's satisfaction", "suitable to the owner", etc.

Whenever the words "Request for Proposal" or "Proposal" are used it shall mean and include the agreement to do the work entered into with the Town of Ingersoll, the Response Requirements, the General Conditions, the Terms of Reference, the Proposal and other documents referred to or connected with the said Request for Proposal.

Whenever the word "Successful Consultant" is used it shall mean the individual, firm, or company to whom a contract is awarded, pursuant to this RFP, by the Town of Ingersoll.

Whenever the singular or masculine is used in this document, it should be considered as if the plural or feminine has been used where the context so requires.

WITHDRAWAL

Proposals may be withdrawn at any time prior to the closing date and time at the Consultant's discretion. Withdrawal notification must be in written form, signed and must be submitted to the Clerks Department, 130 Oxford Street, Ingersoll, ON N5C 2V5, Attention: Michael Graves, Clerk. No facsimile, telegrams, or telephone calls will be accepted. After the official closing date and time, all Proposals received shall be irrevocable.

AWARD OF CONTRACT

The award of this contract is subject to approval by the Town Council and such approval is to be finalized no later than sixty (60) days after the Proposal closing. This condition is for the benefit of the Town only and may be waived by the Town at any time. In no event will the successful The Consultant be permitted to alter or withdraw the bid during that time period. Should the contract not be approved by Town Council, the Town reserves the right to reject all Proposals.

INSURANCE

COMPREHENSIVE GENERAL

The successful Consultant shall, at their expense, obtain and keep in force during the term of this contract, Comprehensive General Liability Insurance satisfactory to the Town, including the following:

- i) Have a limit of comprehensive general liability of not less than **\$5,000,000.00** inclusive for any occurrence.
- ii) Be comprehensive liability insurance covering all operations and liability assumed under this agreement with the Town.
- iii) Include insurance against liability for bodily injury and property damage caused by vehicles owned by the Contractor and used on the work, and in addition, shall include insurance against liability for bodily injury and property damage caused by vehicles not owned by the Contractor and used on the work. Each such insurance shall have a limit of liability of not less than **\$2,000,000.00** inclusive for any one occurrence. A "vehicle" shall be as defined in the *Highway Traffic Act*.
- iv) Be endorsed to provide that the policy or policies will not be altered, cancelled, or allowed to lapse without sixty (60) days prior notice to the Town.
- v) Name the Town and the Municipality wherein the work is to be undertaken as insured parties.

PROOF OF INSURANCE

The successful Consultant shall provide, together with its executed agreement, a certificate(s) of insurance or certified copy(ies) of the above referred to policies, satisfactory to the Town together with proof of renewal at least ten (10) days prior to expiry.

Provided that a certificate is given, all requirements as above set forth must be shown on said certificate and notwithstanding the provision of any certificate, the Town may require that the successful Proponent provide a certified copy of the policy.

WORKPLACE SAFETY & INSURANCE

The Consultant shall furnish evidence of compliance with all requirements of the *Workplace Safety and Insurance Act* and the Workplace Safety and Insurance Board. Such evidence to include a certificate of good standing issued prior to the execution of the Contract, and a further certificate issued annually on or before the anniversary date of each year.

COMPLIANCE WITH LAWS, REGULATIONS AND POLICIES

The Consultant shall comply with all labour, police, health, environment, sanitary and other laws and regulations imposed by public bodies having jurisdiction during the Term.

The Consultant shall be, or shall become, familiar with all such laws, regulations and policies which in any manner affect the performance of the Contract, those engaged or employed in the work, or affect facilities or equipment used in the work, or which in any way may affect the conduct of the work and no plea of misunderstanding will be considered on account of ignorance thereof. Without limiting the generality of the aforesaid, it shall be the Consultant's responsibility to comply with:

- i) *Environmental Protection Act* and Regulations;
- ii) *Workplace Safety and Insurance Act*;
- iii) *Occupational Health and Safety Act*;
- iv) Safety or other Policies established by the Authority or the Town;
- v) *Construction Lien Act* and Regulations;
- vi) Ministry of Transportation Regulations including the Commercial Vehicle Operating Regulations; and
- vii) Electrical Safety Authority.

The Consultant shall indemnify and hold harmless the Town and its RFP - Multi-Use Recreation Centre employees against and from all suits or actions arising from any Health and Safety violations as well as the cost to defend such charges as a result of any violation.

The Consultant shall comply with all applicable municipal, provincial and federal laws pertaining to the Proponent's services provided herein to the Town including, without limiting generality, all labour, police, health, environmental, public health and sanitation laws and regulations imposed by public bodies having jurisdiction over such matters.

Please be advised that the Owner has a Policy on Health & Safety. The successful contractor is requested to ensure that employees are advised and have a sound knowledge of this policy

SAFETY AND FIRST AID

Without limiting the generality of Section 1.8 "Compliance with Laws, Regulations and Policies", the successful proponent shall:

Provide and maintain the necessary items and equipment as called for under the First Aid Regulations of the *Workplace Safety and Insurance Act* and the *Occupational Health and Safety Act*.

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada. Deliver copies of WHMIS data sheets to the Town on delivery of materials.

Take all necessary precautions to ensure the continuous safety of any contract workers, the owner and general public at large on the Owner's property.

Provide the company's Health and Safety Policy prior to commencement of the agreement.

MINISTRY OF LABOUR SITE VISIT

In the event of a site visit from the Ministry of Labour and in the event this Ministry of Labour person gives written warning to any contravention to the *Occupational Health and Safety Act*, a written copy is to be given to the Town of Ingersoll.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

The successful consultant shall ensure that all its employees, agents, volunteers, or others for whom the Proponent is legally responsible receive training regarding the provisions of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the *Accessibility for Ontarians with Disabilities Act, 2005* as amended (the "Act").

The Consultant shall ensure that such training includes, without limitation, a review of the purpose of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Proponent shall submit to the Town, as required from time to time, documentation describing its customer service training policies,

practices and procedures and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents, volunteers, or others who received such training.

The Town reserves the right to require the Consultant to amend its training policies to meet the requirements of the Act and the Regulation.

INDEMNIFICATION

The successful Consultant shall indemnify and save harmless the Town and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of this Agreement, save and except for damage caused by the negligence of the Town or their employees.

ASSIGNMENTS

The successful Consultant shall not assign, transfer, or sublet this contract or any part thereof without the written consent of the Town. This contract and everything therein contained shall be binding upon the parties hereto, their respective successors and assigns.

INTERPRETATION

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final.

VERBAL ARRANGEMENT

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The successful Consultant must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Town, or in prosecuting any claim against the Town.

FAILURE TO PERFORM

If the successful Consultant fails to provide the services agreed, within the time specified, the Town reserves the right to cancel the contract and obtain services from alternate sources.



DEPARTMENT: Treasury

REPORT NO: T-017-16

COUNCIL MEETING DATE: July 11, 2016

TITLE: Operating Budget Variance Report for 6 months, ended June 30, 2016

OBJECTIVE

To provide Council with a financial review of operations for the first six months of 2016.

BACKGROUND

A review of the Town's financial operations for the six months ended June 30, 2016 was completed to ensure that revenue and expenditures are tracking as budgeted. Departments continue to work with finance staff to review variances on an ongoing basis.

ANALYSIS

Departments are currently projecting to be on budget by year end with no significant identified risks. The attached report is intended to provide details on the interim operating results for each department. The report was reviewed and variances were investigated. As detailed in the comments, reported variances reflect either timing differences or the seasonal nature of some operations and appear to be reasonable at this time.

Some of the more significant variances include the following:

Revenue

With respect to the overall corporate revenues, the Town report a favourable \$303K variance. Highlights contributing to the variance include higher than projected revenues in building permits and licenses (\$44K), additional interest revenue earned on operating funds (\$37K), higher than projected supplementary tax revenues, increased user fees revenues (\$41K).

Expenditures

Favourable \$165K variance in salaries, wages and benefits for various departments. The attached report reflects the activity on a cash basis. The budget salary and wages comparison figures do not reflect the seasonal nature for part time wages within Parks, Recreation and Youth Centre programs. The variance is also due to a vacant position in the Engineering department and timing of hires.

Favourable \$40K variance in professional fees is a result of timing of landfill and other legal expenditures and confirmed to be reasonable at this time.

Favourable \$52K variance in materials and supplies is mainly attributed to the seasonal nature and timing of road maintenance works and appear to be reasonable at this time.

Favourable \$34K variance in debenture payments is a timing issue and will balance by the end of the year.

Unfavourable variance (\$50K) variance in property tax refunds and adjustments reflects timing differences between refunds of County and education portions of taxes to property owners and related reimbursements by the upper tier and School boards. The difference is reconciled by the end of the year.

Detailed comments have been provided for each department in the attached report. The comments are based on departmental input and Treasury review.

INTERDEPARTMENTAL IMPLICATIONS

The report was circulated to all departments for review and comments.

FINANCIAL IMPLICATIONS

Outlined in the attached report.

RECOMMENDATION

THAT Council receive for information the Operating Budget Variance Report for 6 months, ended June 30, 2016.

ATTACHMENTS

Operating Budget Variance Report for 6 months Ended June 30, 2016

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer

**THE CORPORATION OF THE TOWN OF
INGERSOLL**

**Operating Budget Variance Report for 6 Months Ended
June 30, 2016**

Town of Ingersoll
6 Months Ended June 30, 2016

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
CLERKS ADMIN & COUNCIL	98,234	110,372	106,072	(4,300)	209,760	99,388
CHIEF ADMINISTRATIVE OFFICER	120,153	111,483	132,556	21,073	285,650	174,167
CLERKS						
ADMINISTRATION	204,521	211,848	248,284	36,436	512,235	300,387
ANIMAL CONTROL	(2,753)	(2,373)	(3,897)	(1,524)	3,000	5,373
PARKING	7,039	8,819	8,094	(725)	21,700	12,881
PARATRANSIT	30,037	27,791	32,672	4,881	73,240	45,449
DOWNTOWN IMPROVEMENT	--	--	--	--	--	0
TREASURY						
ADMINISTRATION	335,776	268,270	363,736	95,466	912,988	644,718
TAXATION	(6,556,249)	(6,797,793)	(6,695,179)	102,614	(13,273,548)	(6,475,755)
INFORMATION TECHNOLOGY	128,062	157,538	154,608	(2,930)	294,580	137,042
BUILDING INSPECTION						
INSPECTION	8,763	(47,306)	(8,545)	38,761	24,570	71,876
PROPERTY STANDARDS	30,461	15,144	16,315	1,171	32,880	17,736
TOWN CENTRE	53,852	50,688	76,060	25,372	174,137	123,449
PUBLIC BUILDINGS - OTHER	12,999	21,521	32,899	11,378	76,295	54,773
FIRE						
ADMINISTRATION	387,128	449,347	476,974	27,627	976,063	526,716
FACILITY	34,918	38,296	30,501	(7,795)	16,677	(21,619)
POLICE						
ADMINISTRATION	1,422,065	1,282,097	1,276,472	(5,624)	2,536,452	1,254,355
FACILITY	(32,340)	(32,263)	(23,029)	9,234	9,336	41,599
ENGINEERING						
ADMINISTRATION	828,819	969,685	1,026,659	56,974	2,000,725	1,031,040
EQUIPMENT	875	(1,146)	341	1,487	0	1,146
STREET LIGHTING	96,270	103,037	101,354	(1,683)	245,200	142,163
TRAFFIC SIGNALS	10,811	4,032	9,671	5,638	17,000	12,968
PUBLIC WORKS						
ADMINISTRATION & EQUIPMENT	144,471	177,261	228,938	51,678	314,346	137,085
FACILITY	30,058	29,800	29,162	(638)	60,386	30,586
BRIDGES & CULVERTS	1,333	4,417	2,838	(1,579)	11,790	7,373
ROADSIDE MAINTENANCE	77,267	111,764	97,788	(13,976)	208,760	96,996
SURFACE MAINTENANCE	73,103	78,944	99,059	20,115	308,710	229,766
ROADS, SIDEWALKS & PARKING LOTS	89,272	101,587	134,125	32,538	247,670	146,083
WINTER CONTROL	377,557	272,573	317,645	45,072	462,776	190,203
ENVIRONMENTAL SERVICES	97,917	33,448	35,851	2,403	91,332	57,884
PARKS AND ARENA						
ADMINISTRATION	78,892	69,391	69,526	135	128,385	58,994
ARENA	224,722	266,202	284,450	18,248	543,094	276,892
PARKS	188,155	226,619	261,266	34,647	532,515	305,896
PARKS PROGRAMS	(2,655)	(3,371)	5,219	8,589	27,080	30,451
CAMI PARKS / SUZUKI HOUSE	55,002	60,034	64,110	4,076	160,702	100,668
VICTORIA PARK COMMUNITY CENTRE						
ADMINISTRATION	(1,104)	67,820	74,331	6,511	151,029	83,209
AQUATICS	25,203	22,690	42,299	19,609	98,035	75,345
FITNESS	45,056	(8,202)	(1,440)	6,762	3,174	11,376
GENERAL PROGRAMS	(18,145)	(26,770)	61	26,831	26,040	52,810
FACILITY	200,744	230,129	246,304	16,175	508,811	278,682
YOUTH CENTRE						
FACILITY	45,587	42,086	48,283	6,197	95,163	53,077
TECHNOLOGY PROGRAMS	16,345	58,056	40,961	(17,094)	86,710	28,654
GENERAL PROGRAMS	154,608	161,787	174,444	12,657	349,970	188,183
CAREER & SKILLS PROGRAM	(81,817)	7,493	--	(7,493)	--	(7,493)
YOUTH ENTREPRENEURSHIP PARTNERSHIP	--	(2,225)	--	2,225	--	2,225
MUSEUMS						
FACILITY	7,983	13,248	13,923	675	29,350	16,102
PROGRAMS	38,512	46,077	77,014	30,937	151,603	105,526
ECONOMIC DEVELOPMENT	109,147	121,016	132,451	11,435	253,630	132,614
CAPITAL FUND REQUIREMENT				0	0	0
	<u>(803,347)</u>	<u>(889,036)</u>	<u>(158,773)</u>	<u>730,263</u>	<u>0</u>	<u>889,036</u>

Town of Ingersoll
6 Months Ended June 30, 2016

Summary All Departments by Revenue/Expense Grouping

	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
REVENUE						
SALE OF GOODS OR SERVICES	(86,335)	(53,212)	(66,945)	(13,733)	(148,935)	(95,723)
PERMITS/LICENSES	(71,112)	(160,250)	(116,125)	44,126	(192,950)	(32,700)
ICE RENTAL	(101,092)	(102,021)	(112,995)	(10,975)	(248,932)	(146,911)
RENT / LEASES	(112,305)	(129,330)	(118,914)	10,416	(223,181)	(93,851)
USER FEES	(104,001)	(140,678)	(99,399)	41,278	(200,372)	(59,694)
MEMBERSHIPS	(67,893)	(70,487)	(52,815)	17,671	(123,100)	(52,613)
RECOVERIES	(16,295)	(8,430)	(9,357)	(928)	(72,450)	(64,020)
COUNTY RECOVERY	(55,482)	(67,330)	(80,318)	(12,989)	(293,593)	(226,263)
TAXATION	(6,720,359)	(6,936,157)	(6,783,079)	153,078	(13,733,548)	(6,797,391)
INTEREST / DIVIDENDS	(209,015)	(318,305)	(281,035)	37,270	(574,900)	(256,595)
GRANTS / SUBSIDIES / REBATES	(151,348)	(84,213)	(97,519)	(13,306)	(189,796)	(105,583)
PROGRAM REVENUES	(160,597)	(177,890)	(165,349)	12,541	(282,247)	(104,357)
DONATIONS / FUNDRAISING	(82,904)	(77,247)	(51,476)	25,772	(123,250)	(46,003)
	<u>(7,938,739)</u>	<u>(8,338,524)</u>	<u>(8,035,327)</u>	<u>303,197</u>	<u>(16,407,254)</u>	<u>(8,068,730)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	2,788,355	3,033,953	3,199,027	165,074	6,404,754	3,370,801
ADMINISTRATIVE EXPENSE	35,193	32,514	43,026	10,512	75,427	42,913
OPERATING EXPENSE	60,725	65,270	84,287	19,017	163,358	98,088
COMMUNICATIONS	30,739	46,197	41,375	(4,822)	117,010	70,813
INSURANCE EXPENSE	98,487	111,150	105,275	(5,875)	212,200	101,050
UTILITIES - HYDRO	219,244	263,340	257,830	(5,510)	607,125	343,785
UTILITIES - NATURAL GAS	76,169	53,268	70,045	16,776	110,569	57,301
UTILITIES - WATER	29,913	35,302	34,998	(304)	91,527	56,225
SUPPLIES	22,853	21,743	27,489	5,747	67,072	45,329
PROGRAM EXPENSES	35,918	76,202	70,582	(5,620)	135,780	59,578
MEETINGS, CONFERENCES, TRAINING	41,674	51,469	59,297	7,828	121,636	70,167
FUEL / TRANSPORTATION COSTS	52,944	38,914	64,973	26,058	120,290	81,376
PROFESSIONAL FEES	17,732	19,463	59,840	40,378	172,700	153,237
CONTRACTED SERVICES	75,305	49,354	62,654	13,300	135,356	86,002
PROPERTY TAX REFUNDS & ADJUSTMENTS	164,110	138,364	87,900	(50,464)	460,000	321,636
MARKETING & PROMOTION	37,919	46,738	69,189	22,451	131,875	85,137
GRANTS TO VOLUNTEER ORGANIZATIONS	50,200	44,950	43,186	(1,764)	87,080	42,130
REPAIRS & MAINTENANCE	24,111	16,312	21,663	5,351	56,367	40,055
LAND MAINTENANCE & IMPROVEMENT	23,348	16,047	23,373	7,326	40,400	24,353
EQUIP REPAIRS & MAINTENANCE	67,543	57,389	72,910	15,520	150,320	92,931
BLDG REPAIRS & MAINTENANCE	46,186	36,375	42,382	6,007	111,855	75,480
SNOW REMOVAL AND SANDING	37,151	27,686	46,512	18,826	47,470	19,784
MAINTENANCE CONTRACTS	67,301	83,375	88,638	5,263	150,405	67,030
LAND SALE EXPENSES	1,800	0	2,776	2,776	10,000	10,000
MATERIALS - PUBLIC WORKS	169,838	135,480	187,302	51,822	482,886	347,406
PW EQUIP CHARGEOUT NET OF COSTS	(207,449)	(163,001)	55,551	218,552	95,655	258,656
EQUIPMENT USAGE	242,281	186,996	(3,250)	(190,246)	(0)	(186,996)
TRANSFER TO BIA	38,147	0	0	0	77,669	77,669
TRANSFERS TO CEMETERY BOARD	23,847	30,000	26,961	(3,039)	104,402	74,402
	<u>4,371,583</u>	<u>4,554,849</u>	<u>4,945,790</u>	<u>390,941</u>	<u>10,541,188</u>	<u>5,986,338</u>
NET OPERATING REVENUE	<u>(3,567,156)</u>	<u>(3,783,675)</u>	<u>(3,089,537)</u>	<u>694,138</u>	<u>(5,866,066)</u>	<u>(2,082,391)</u>
OTHER						
O.P.P. CONTRACT	1,414,983	1,268,762	1,271,214	2,451	2,542,427	1,273,665
OMPF - ONT MUN PARTNER GRANT	(269,000)	(228,650)	(228,650)	0	(457,300)	(228,650)
TRANSFER FROM RESERVES & RES FUNDS	0	0	0	0	(122,896)	(122,896)
TRANSFER TO RESERVES & RES FUNDS	1,219,893	1,458,530	1,458,530	0	2,928,560	1,470,030
RESERVE FUND - GAS TAX SUBSIDIES	--	0	0	0	0	0
DEBENTURE PAYMENT	397,934	395,997	429,671	33,674	933,275	537,278
CAPITAL TAX LEVY REQUIREMENT	0	0	0	0	42,000	42,000
	<u>2,763,809</u>	<u>2,894,639</u>	<u>2,930,764</u>	<u>36,125</u>	<u>5,866,066</u>	<u>2,971,427</u>
	<u>(803,347)</u>	<u>(889,036)</u>	<u>(158,773)</u>	<u>730,263</u>	<u>--</u>	<u>889,036</u>

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: MAYOR & COUNCIL	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	79,539	79,569	80,205	636	160,410	80,841
ADMINISTRATIVE EXPENSE	627	200	273	73	550	350
COMMUNICATIONS	1,829	1,844	2,521	677	5,500	3,656
PROGRAM EXPENSES	3,607	3,803	2,967	(837)	5,200	1,397
MEETINGS, CONFERENCES, TRAINING	8,465	14,456	7,366	(7,091)	14,000	(456)
FUEL / TRANSPORTATION COSTS	41	557	14	(543)	1,400	843
MARKETING & PROMOTION	4,398	3,692	6,477	2,785	14,000	10,308
	<u>98,505</u>	<u>104,122</u>	<u>99,822</u>	<u>(4,300)</u>	<u>201,060</u>	<u>96,938</u>
NET OPERATING (REVENUE) EXPENSE	<u>98,234</u>	<u>104,122</u>	<u>99,822</u>	<u>(4,300)</u>	<u>197,260</u>	<u>93,138</u>
OTHER						
	<u>--</u>	<u>6,250</u>	<u>6,250</u>	<u>0</u>	<u>12,500</u>	<u>6,250</u>
	<u>98,233.61</u>	<u>110,372</u>	<u>106,072</u>	<u>(4,300)</u>	<u>209,760</u>	<u>99,388</u>

NOTES

The annual meeting conference budget has been utilized. At the May 2016 meeting Council approved an increase to the 2016 budget for meetings and conferences.

No other significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	82,045	89,711	87,950	(1,761)	176,650	86,939
ADMINISTRATIVE EXPENSE	46	45	53	8	150	105
OPERATING EXPENSE	--	--	250	250	250	250
COMMUNICATIONS	269	411	425	14	850	439
PROGRAM EXPENSES	2,753	1,576	1,000	(576)	1,500	(76)
MEETINGS, CONFERENCES, TRAINING	1,057	2,033	1,750	(283)	3,000	967
FUEL / TRANSPORTATION COSTS	15	--	125	125	250	250
PROFESSIONAL FEES	32,394	17,684	39,957	22,273	96,000	78,316
MARKETING & PROMOTION	1,575	23	1,046	1,024	7,000	6,977
	<u>120,153</u>	<u>111,483</u>	<u>132,556</u>	<u>21,073</u>	<u>285,650</u>	<u>174,167</u>
NET OPERATING (REVENUE) EXPENSE	<u>120,153</u>	<u>111,483</u>	<u>132,556</u>	<u>21,073</u>	<u>285,650</u>	<u>174,167</u>
OTHER						
	<u>120,153</u>	<u>111,483</u>	<u>132,556</u>	<u>21,073</u>	<u>285,650</u>	<u>174,167</u>

NOTES

No significant variances projected at this time.
expenditures.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
SALE OF GOODS OR SERVICES	(1)	(10)	(20)	(10)	(25)	(15)
PERMITS/LICENSES	(11,096)	(10,698)	(10,384)	313	(21,600)	(10,903)
USER FEES	(4,200)	(27,945)	(4,836)	23,109	(14,550)	13,395
LAND SALES	--	(12,975)	--	12,975	--	12,975
	<u>(15,297)</u>	<u>(51,628)</u>	<u>(15,240)</u>	<u>36,387</u>	<u>(36,175)</u>	<u>15,453</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	128,286	169,595	173,780	4,185	349,560	179,965
ADMINISTRATIVE EXPENSE	10,942	13,029	13,739	711	21,650	8,621
OPERATING EXPENSE	5,772	2,289	5,486	3,197	15,000	12,711
COMMUNICATIONS	3,874	3,736	3,653	(83)	8,500	4,764
PROGRAM EXPENSES	2,029	13,352	2,457	(10,895)	7,850	(5,502)
MEETINGS, CONFERENCES, TRAINING	2,791	3,501	3,873	373	6,720	3,219
FUEL / TRANSPORTATION COSTS	163	251	740	490	1,200	949
PROFESSIONAL FEES	2,105	1,926	810	(1,115)	5,000	3,074
CONTRACTED SERVICES	320	343	524	180	5,500	5,157
MARKETING & PROMOTION	3,037	1,755	3,750	1,994	6,850	5,095
GRANTS TO VOLUNTEER ORGANIZATIONS	50,200	44,950	43,186	(1,764)	51,080	6,130
LAND SALE EXPENSES	1,800	--	2,776	2,776	10,000	10,000
	<u>211,319</u>	<u>254,726</u>	<u>254,774</u>	<u>48</u>	<u>488,910</u>	<u>234,184</u>
NET OPERATING (REVENUE) EXPENSE	<u>196,021</u>	<u>203,098</u>	<u>239,534</u>	<u>36,436</u>	<u>452,735</u>	<u>249,637</u>
OTHER						
	<u>8,500</u>	<u>8,750</u>	<u>8,750</u>	<u>--</u>	<u>59,500</u>	<u>50,750</u>
	<u>204,521</u>	<u>211,848</u>	<u>248,284</u>	<u>36,436</u>	<u>512,235</u>	<u>300,387</u>

NOTES

A surplus in User fees is due to a higher than projected number of planning applications.

A surplus in land sale revenues due to sale of land to MTO. This revenue was not budgeted.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ANIMAL CONTROL						
REVENUE						
PERMITS/LICENSES	(8,570)	(8,720)	(9,893)	(1,173)	(12,000)	(3,280)
	(8,570)	(8,720)	(9,893)	(1,173)	(12,000)	(3,280)
EXPENSE						
CONTRACTED SERVICES	5,817	6,347	5,996	(351)	14,600	8,253
	5,817	6,347	5,996	(351)	15,000	8,653
NET OPERATING (REVENUE) EXPENSE	(2,753)	(2,373)	(3,897)	(1,524)	3,000	5,373
OTHER						
	--	--	--	--	--	--
	(2,753)	(2,373)	(3,897)	(1,524)	3,000	5,373

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PARKING						
REVENUE						
USER FEES	(2,066)	(1,601)	(3,181)	(1,580)	(5,400)	(3,799)
	(2,066)	(1,601)	(3,181)	(1,580)	(5,400)	(3,799)
EXPENSE						
CONTRACTED SERVICES	9,105	10,420	11,026	606	26,500	16,080
EQUIP REPAIRS & MAINTENANCE	--	--	250	250	500	500
	9,105	10,420	11,276	856	27,100	16,680
NET OPERATING (REVENUE) EXPENSE	7,039	8,819	8,094	(725)	21,700	12,881
OTHER						
	--	--	--	--	--	--
	7,039	8,819	8,094	(725)	21,700	12,881

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PARATRANSIT						
REVENUE						
SALE OF GOODS OR SERVICES	(5,862)	(5,955)	(6,517)	(562)	(13,000)	(7,045)
	(5,862)	(5,955)	(6,517)	(562)	(13,000)	(7,045)
EXPENSE						
SALARIES, WAGES & BENEFITS	15,172	15,176	17,155	1,979	34,310	19,134
COMMUNICATIONS	625	648	579	(69)	1,400	752
CONTRACTED SERVICES	16,940	14,456	18,313	3,857	42,530	28,074
MARKETING & PROMOTION	--	--	249	249	500	500
MAINTENANCE CONTRACTS	3,162	3,466	2,894	(573)	7,500	4,034
	35,899	33,746	39,189	5,443	86,240	52,494
NET OPERATING (REVENUE) EXPENSE	30,037	27,791	32,672	4,881	73,240	45,449
OTHER					--	--
	--	--	0	0	0	0
	30,037	27,791	32,672	4,881	73,240	45,449

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: TREASURY		YTD Actual		YTD Budget	Variance YTD 2015 vs Actual	Annual Budget	Remaining Budget
		2015	2016	2016	fav (unfav)	2016	2016
ACTIVITY:	INFORMATION TECHNOLOGY	1	2	3	4=3-2	5	6=5-2
REVENUE							
EXPENSE							
	SALARIES, WAGES & BENEFITS	78,157	83,849	82,240	(1,609)	165,680	81,831
	ADMINISTRATIVE EXPENSE	1,363	748	400	(348)	400	(348)
	OPERATING EXPENSE	11,736	19,296	13,553	(5,743)	26,000	6,704
	COMMUNICATIONS	1,551	2,190	2,006	(184)	4,500	2,310
	PROGRAM EXPENSES	180	180	175	(5)	250	70
	FUEL / TRANSPORTATION COSTS	296	--	2,035	2,035	3,500	3,500
	MARKETING & PROMOTION	152	--	300	300	300	300
	EQUIP REPAIRS & MAINTENANCE	976	396	1,890	1,494	3,000	2,604
	MAINTENANCE CONTRACTS	20,152	37,381	38,509	1,128	52,950	15,569
		<u>114,562</u>	<u>144,038</u>	<u>141,108</u>	<u>(2,930)</u>	<u>267,580</u>	<u>123,542</u>
	NET OPERATING (REVENUE) EXPENSE	<u>114,562</u>	<u>144,038</u>	<u>141,108</u>	<u>(2,930)</u>	<u>267,580</u>	<u>123,542</u>
	OTHER						
		<u>13,500</u>	<u>13,500</u>	<u>13,500</u>	<u>0</u>	<u>27,000</u>	<u>13,500</u>
		<u>128,062</u>	<u>157,538</u>	<u>154,608</u>	<u>(2,930)</u>	<u>294,580</u>	<u>137,042</u>

NOTES

No significant variances projected at this time
A deficit in operating expenses is a timing issue and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: TREASURY		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
		2015	2016	2016	fav (unfav)	2016	2016
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	(7,040)	(7,240)	(6,283)	957	(13,000)	(5,760)
	USER FEES	(8,050)	(10,275)	(6,061)	4,214	(12,000)	(1,725)
	INTEREST / DIVIDENDS	(209,015)	(318,305)	(281,035)	37,270	(574,900)	(256,595)
	GRANTS / SUBSIDIES / REBATES	(2,825)	(1,937)	--	1,937	--	1,937
		<u>(231,130)</u>	<u>(337,757)</u>	<u>(293,379)</u>	<u>44,378</u>	<u>(604,100)</u>	<u>(266,343)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	209,845	237,112	234,020	(3,092)	470,741	233,629
	ADMINISTRATIVE EXPENSE	2,674	3,838	2,823	(1,014)	7,800	3,963
	OPERATING EXPENSE	546	--	99	99	250	250
	COMMUNICATIONS	--	344	328	(16)	780	436
	INSURANCE EXPENSE	98,487	111,150	105,275	(5,875)	210,550	99,400
	PROGRAM EXPENSES	2,045	2,905	3,152	247	3,698	793
	MEETINGS, CONFERENCES, TRAINING	717	351	931	581	4,849	4,498
	PROFESSIONAL FEES	(24,883)	(22,616)	5,000	27,616	30,000	52,616
	CONTRACTED SERVICES	9,835	145	1,139	994	3,500	3,355
	MARKETING & PROMOTION	1,555	234	878	645	1,200	966
	EQUIP REPAIRS & MAINTENANCE	127	127	438	311	570	443
	TRANSFERS TO CEMETERY BOARD	23,847	30,000	26,961	(3,039)	104,402	74,402
		<u>362,972</u>	<u>363,680</u>	<u>381,094</u>	<u>17,414</u>	<u>916,509</u>	<u>552,829</u>
	NET OPERATING (REVENUE) EXPENSE	<u>131,842</u>	<u>25,923</u>	<u>87,715</u>	<u>61,792</u>	<u>312,409</u>	<u>286,486</u>
OTHER							
	OMPF - ONT MUN PARTNER GRANT	(269,000)	(228,650)	(228,650)	--	(457,300)	(228,650)
	DEBENTURE PAYMENT	397,934	395,997	429,671	33,674	933,275	537,278
		<u>203,934</u>	<u>242,347</u>	<u>276,021</u>	<u>33,674</u>	<u>600,579</u>	<u>358,232</u>
		<u>335,776</u>	<u>268,270</u>	<u>363,736</u>	<u>95,466</u>	<u>912,988</u>	<u>644,718</u>

NOTES

A deficit in Insurance expenses is due to timing and will balance at the year end.

A surplus in professional fees is due to the timing of annual audit fees and will balance at the year end.

A surplus in the transfers to Cemetery Board will balance at the year end.

A surplus in debenture payments accounts is due to timing and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: TAXATION						
REVENUE						
TAXATION	(6,720,359)	(6,936,157)	(6,783,079)	153,078	(13,733,548)	(6,797,391)
	(6,720,359)	(6,936,157)	(6,783,079)	153,078	(13,733,548)	(6,797,391)
EXPENSE						
PROPERTY TAX REFUNDS & ADJUSTMENTS	164,110	138,364	87,900	(50,464)	460,000	321,636
	164,110	138,364	87,900	(50,464)	460,000	321,636
NET OPERATING (REVENUE) EXPENSE	(6,556,249)	(6,797,793)	(6,695,179)	102,614	(13,273,548)	(6,475,755)
OTHER						
	--	--	--	--	--	--
	(6,556,249)	(6,797,793)	(6,695,179)	102,614	(13,273,548)	(6,475,755)

NOTES

No significant variances projected at this time

A surplus in taxation revenue is due to supplementary taxes revenue being higher than projected.

Also due to the timing between refunds of County and education portions of taxes to taxpayers by the Town and related reimbursements to the Town by the County and School Boards.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: INSPECTION						
REVENUE						
PERMITS/LICENSES	(51,046)	(135,333)	(95,197)	40,136	(156,200)	(20,867)
USER FEES	(1,353)	(2,030)	(1,167)	863	(2,300)	(270)
	<u>(52,399)</u>	<u>(137,363)</u>	<u>(96,365)</u>	<u>40,998</u>	<u>(158,500)</u>	<u>(21,137)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	53,345	82,923	82,670	(253)	166,710	83,787
ADMINISTRATIVE EXPENSE	701	448	404	(45)	1,120	672
OPERATING EXPENSE	--	482	460	(21)	1,000	518
COMMUNICATIONS	355	341	250	(91)	500	159
PROGRAM EXPENSES	968	938	597	(341)	965	27
MEETINGS, CONFERENCES, TRAINING	663	2,661	1,880	(781)	8,400	5,739
FUEL / TRANSPORTATION COSTS	1,210	2,264	1,183	(1,081)	4,000	1,736
MARKETING & PROMOTION	244	--	375	375	375	375
	<u>61,162</u>	<u>90,057</u>	<u>87,820</u>	<u>(2,238)</u>	<u>183,070</u>	<u>93,013</u>
NET OPERATING (REVENUE) EXPENSE	<u>8,763</u>	<u>(47,306)</u>	<u>(8,545)</u>	<u>38,761</u>	<u>24,570</u>	<u>71,876</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>8,763</u>	<u>(47,306)</u>	<u>(8,545)</u>	<u>38,761</u>	<u>24,570</u>	<u>71,876</u>

NOTES

A surplus in permit fees is due to a higher than projected number of building permits issued in the first half of the year.

No other significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: PROPERTY STANDARDS				4=3-2		
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	30,461	15,144	16,315	1,171	32,880	17,736
	30,461	15,144	16,315	1,171	32,880	17,736
NET OPERATING (REVENUE) EXPENSE	30,461	15,144	16,315	1,171	32,880	17,736
OTHER						
	--	--	0	0	0	0
	30,461	15,144	16,315	1,171	32,880	17,736

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: TOWN CENTRE				4=3-2		
REVENUE						
COUNTY RECOVERY	(55,482)	(67,330)	(54,754)	12,576	(103,775)	(36,445)
	(55,482)	(67,330)	(54,754)	12,576	(103,775)	(36,445)
EXPENSE						
SALARIES, WAGES & BENEFITS	44,268	40,909	40,435	(474)	81,570	40,661
OPERATING EXPENSE	1,006	1,396	1,077	(319)	2,602	1,206
COMMUNICATIONS	708	708	728	20	1,698	990
UTILITIES - HYDRO	18,728	23,157	20,712	(2,445)	64,990	41,833
UTILITIES - NATURAL GAS	8,917	5,989	8,556	2,567	14,000	8,011
UTILITIES - WATER	4,054	3,965	3,972	7	9,462	5,497
REPAIRS & MAINTENANCE	348	348	405	57	820	473
EQUIP REPAIRS & MAINTENANCE	91	1,621	7,198	5,577	11,460	9,839
BLDG REPAIRS & MAINTENANCE	8,226	895	6,630	5,735	13,000	12,105
SNOW REMOVAL AND SANDING	577	322	873	551	1,000	678
MAINTENANCE CONTRACTS	6,414	6,129	7,333	1,204	10,460	4,331
	94,834	85,518	98,314	12,796	212,912	127,394
NET OPERATING (REVENUE) EXPENSE	39,352	18,188	43,560	25,372	109,137	90,949
OTHER						
	14,500	32,500	32,500	0	65,000	32,500
	53,852	50,688	76,060	25,372	174,137	123,449

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PUBLIC BUILDINGS - OTHER						
REVENUE						
RENT / LEASES	(18,465)	(19,528)	(13,014)	6,514	(21,925)	(2,397)
	<u>(18,465)</u>	<u>(19,528)</u>	<u>(13,014)</u>	<u>6,514</u>	<u>(21,925)</u>	<u>(2,397)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	5,639	10,492	11,035	543	22,230	11,738
UTILITIES - HYDRO	1,413	2,833	2,957	124	7,882	5,049
UTILITIES - NATURAL GAS	2,228	2,299	3,883	1,584	6,300	4,001
UTILITIES - WATER	368	512	830	318	1,920	1,408
REPAIRS & MAINTENANCE	132	132	136	4	300	168
EQUIP REPAIRS & MAINTENANCE	120	--	856	856	1,000	1,000
BLDG REPAIRS & MAINTENANCE	1,289	661	937	275	2,330	1,669
SNOW REMOVAL AND SANDING	1,143	639	1,089	450	1,920	1,281
MAINTENANCE CONTRACTS	4,132	3,481	4,189	707	8,238	4,757
	<u>16,464</u>	<u>21,049</u>	<u>25,912</u>	<u>4,863</u>	<u>58,220</u>	<u>37,171</u>
NET OPERATING (REVENUE) EXPENSE	<u>(2,001)</u>	<u>1,521</u>	<u>12,899</u>	<u>11,378</u>	<u>36,295</u>	<u>34,773</u>
OTHER						
	<u>15,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>40,000</u>	<u>20,000</u>
	<u><u>12,999</u></u>	<u><u>21,521</u></u>	<u><u>32,899</u></u>	<u><u>11,378</u></u>	<u><u>76,295</u></u>	<u><u>54,773</u></u>

NOTES

No significant variances projected at this time

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(17,142)	(25)	(4,249)	(4,224)	(17,450)	(17,425)
USER FEES	(722)	(1,166)	(586)	580	(1,000)	166
	<u>(18,014)</u>	<u>(1,311)</u>	<u>(4,835)</u>	<u>(3,524)</u>	<u>(20,950)</u>	<u>(19,639)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	279,054	311,768	336,685	24,917	677,485	365,717
ADMINISTRATIVE EXPENSE	605	407	761	354	1,958	1,551
OPERATING EXPENSE	10,069	6,434	9,809	3,375	20,550	14,116
COMMUNICATIONS	1,781	13,222	11,001	(2,220)	47,015	33,793
UTILITIES - HYDRO	7,453	8,928	7,523	(1,405)	16,950	8,022
UTILITIES - NATURAL GAS	2,732	1,554	2,891	1,337	3,300	1,746
UTILITIES - WATER	906	1,050	920	(130)	2,200	1,150
PROGRAM EXPENSES	(10,570)	1,520	1,159	(361)	1,800	280
MEETINGS, CONFERENCES, TRAINING	5,849	6,636	9,100	2,464	16,550	9,914
FUEL / TRANSPORTATION COSTS	2,193	1,722	2,590	869	6,100	4,378
MARKETING & PROMOTION	2,718	2,564	3,496	932	4,550	1,986
EQUIP REPAIRS & MAINTENANCE	5,387	2,243	5,438	3,195	17,490	15,247
BLDG REPAIRS & MAINTENANCE	8,400	3,888	1,767	(2,121)	4,000	112
MAINTENANCE CONTRACTS	565	723	668	(55)	1,065	343
	<u>317,142</u>	<u>362,658</u>	<u>393,809</u>	<u>31,151</u>	<u>821,013</u>	<u>458,355</u>
NET OPERATING (REVENUE) EXPENSE	<u>299,128</u>	<u>361,347</u>	<u>388,974</u>	<u>27,627</u>	<u>800,063</u>	<u>438,716</u>
OTHER						
	<u>88,000</u>	<u>88,000</u>	<u>88,000</u>	<u>0</u>	<u>176,000</u>	<u>88,000</u>
	<u>387,128</u>	<u>449,347</u>	<u>476,974</u>	<u>27,627</u>	<u>976,063</u>	<u>526,716</u>

NOTES

A surplus in wages & benefits accounts is due to timing, the RRSP for volunteer fire fighters and overtime premiums will be payed out at the end of the year.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: FACILITY						
REVENUE						
INTERNAL (REVENUE) EXPENSE	--	--	(8,961)	(8,961)	(64,788)	(64,788)
	0	--	(8,961)	(8,961)	(64,788)	(64,788)
EXPENSE						
SALARIES, WAGES & BENEFITS	32,636	35,897	36,000	103	72,600	36,703
OPERATING EXPENSE	1,392	1,550	2,019	469	3,815	2,265
PROGRAM EXPENSES	--	--	125	125	250	250
EQUIP REPAIRS & MAINTENANCE	--	218	68	(150)	2,500	2,282
SNOW REMOVAL AND SANDING	--	--	250	250	250	250
MAINTENANCE CONTRACTS	890	631	1,000	369	2,000	1,369
	34,918	38,296	39,462	1,166	81,465	43,169
NET OPERATING (REVENUE) EXPENSE	34,918	38,296	30,501	(7,795)	16,677	(21,619)
OTHER						
	--	--	--	--	--	--
	34,918	38,296	30,501	(7,795)	16,677	(21,619)

NOTES

No significant variances projected at this time.
Internal revenue is a timing issue and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(6,280)	(4,009)	(5,823)	(1,814)	(12,200)	(8,191)
USER FEES	(1,418)	(2,211)	(1,842)	369	(2,500)	(289)
RECOVERIES	(164)	--	(111)	(111)	(2,000)	(2,000)
GRANTS / SUBSIDIES / REBATES	(27,975)	(25,384)	(30,921)	(5,537)	(83,000)	(57,616)
	<u>(36,237)</u>	<u>(31,604)</u>	<u>(39,347)</u>	<u>(7,743)</u>	<u>(100,350)</u>	<u>(68,746)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	36,986	38,674	33,538	(5,136)	67,075	28,401
ADMINISTRATIVE EXPENSE	--	--	100	100	100	100
OPERATING EXPENSE	318	221	690	469	800	579
COMMUNICATIONS	321	292	322	29	750	458
PROGRAM EXPENSES	3,613	3,000	4,501	1,501	10,800	7,800
MEETINGS, CONFERENCES, TRAINING	1,518	2,334	4,762	2,428	8,650	6,316
FUEL / TRANSPORTATION COSTS	50	265	279	15	800	535
MARKETING & PROMOTION	511	31	414	383	3,400	3,369
MAINTENANCE CONTRACTS	--	122	--	(122)	--	(122)
	<u>43,319</u>	<u>44,939</u>	<u>44,606</u>	<u>(332)</u>	<u>94,375</u>	<u>49,436</u>
NET OPERATING (REVENUE) EXPENSE	<u>7,082</u>	<u>13,334</u>	<u>5,259</u>	<u>(8,076)</u>	<u>(5,975)</u>	<u>(19,309)</u>
OTHER						
O.P.P. CONTRACT	1,414,983	1,268,762	1,271,214	2,451	2,542,427	1,273,665
	<u>1,414,983</u>	<u>1,268,762</u>	<u>1,271,214</u>	<u>2,451</u>	<u>2,542,427</u>	<u>1,273,665</u>
	<u>1,422,065</u>	<u>1,282,097</u>	<u>1,276,472</u>	<u>(5,624)</u>	<u>2,536,452</u>	<u>1,254,355</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: FACILITY						
REVENUE						
RENT / LEASES	(52,500)	(52,500)	(52,500)	--	(105,000)	(52,500)
INTERNAL (REVENUE) EXPENSE	--	--	8,961	8,961	64,788	64,788
	<u>(52,500)</u>	<u>(52,500)</u>	<u>(43,539)</u>	<u>8,961</u>	<u>(40,212)</u>	<u>12,288</u>
EXPENSE						
UTILITIES - HYDRO	9,072	10,170	8,740	(1,430)	20,129	9,959
UTILITIES - NATURAL GAS	1,488	868	1,273	405	1,869	1,001
UTILITIES - WATER	1,149	1,280	1,329	48	2,650	1,370
BLDG REPAIRS & MAINTENANCE	677	143	1,387	1,245	8,500	8,357
MAINTENANCE CONTRACTS	100	100	105	5	400	300
	<u>12,485</u>	<u>12,562</u>	<u>12,835</u>	<u>274</u>	<u>34,198</u>	<u>21,636</u>
NET OPERATING (REVENUE) EXPENSE	<u>(40,015)</u>	<u>(39,938)</u>	<u>(30,704)</u>	<u>9,234</u>	<u>(6,014)</u>	<u>33,924</u>
OTHER						
	<u>7,675</u>	<u>7,675</u>	<u>7,675</u>	<u>0</u>	<u>15,350</u>	<u>7,675</u>
	<u><u>(32,340)</u></u>	<u><u>(32,263)</u></u>	<u><u>(23,029)</u></u>	<u><u>9,234</u></u>	<u><u>9,336</u></u>	<u><u>41,599</u></u>

NOTES

No significant variances projected at this time.

Internal revenue is a timing issue and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION				4=3-2		
REVENUE						
PERMITS/LICENSES	--	(250)	--	250	(2,500)	(2,250)
USER FEES	(974)	(1,434)	(590)	844	(800)	634
RECOVERIES	(1,106)	(3,700)	(6,395)	(2,695)	(46,000)	(42,300)
	<u>(2,079)</u>	<u>(5,384)</u>	<u>(6,985)</u>	<u>(1,601)</u>	<u>(49,300)</u>	<u>(43,916)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	136,275	142,319	169,858	27,538	334,660	192,341
ADMINISTRATIVE EXPENSE	8,006	5,449	9,256	3,807	10,150	4,701
OPERATING EXPENSE	585	1,022	10,354	9,332	11,650	10,628
COMMUNICATIONS	4,956	5,765	4,366	(1,399)	10,000	4,235
PROGRAM EXPENSES	536	710	1,984	1,275	2,565	1,856
MEETINGS, CONFERENCES, TRAINING	4,862	7,739	11,657	3,919	16,300	8,561
FUEL / TRANSPORTATION COSTS	1,251	1,600	1,035	(565)	2,100	500
CONTRACTED SERVICES	(500)	201	--	(201)	--	(201)
MARKETING & PROMOTION	--	182	1,642	1,460	2,000	1,818
EQUIP REPAIRS & MAINTENANCE	629	659	1,143	483	2,200	1,541
EQUIPMENT USAGE	630	923	116	(807)	200	(723)
	<u>165,286</u>	<u>166,569</u>	<u>225,144</u>	<u>58,575</u>	<u>433,025</u>	<u>266,456</u>
NET OPERATING (REVENUE) EXPENSE	<u>163,207</u>	<u>161,185</u>	<u>218,159</u>	<u>56,974</u>	<u>383,725</u>	<u>222,540</u>
OTHER						
	<u>665,613</u>	<u>808,500</u>	<u>808,500</u>	<u>0</u>	<u>1,617,000</u>	<u>808,500</u>
	<u>828,819</u>	<u>969,685</u>	<u>1,026,659</u>	<u>56,974</u>	<u>2,000,725</u>	<u>1,031,040</u>

NOTES

Positive variance in wages / benefits is due to temporary vacant positions and timing of hires.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2015	2016	2016	2015 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2	2016	2016
ACTIVITY: EQUIPMENT					5	6=5-2
REVENUE						
EXPENSE						
EQUIP REPAIRS & MAINTENANCE	(1,626)	(3,646)	(2,160)	1,487	(5,000)	(1,354)
	(1,626)	(3,646)	(2,160)	1,487	(5,000)	(1,354)
NET OPERATING (REVENUE) EXPENSE	(1,626)	(3,646)	(2,160)	1,487	(5,000)	(1,354)
OTHER						
	2,500	2,500	2,500	0	5,000	2,500
	875	(1,146)	341	1,487	--	1,146

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: STREET LIGHTING						
REVENUE						
EXPENSE						
UTILITIES - HYDRO	84,061	98,454	96,137	(2,317)	234,200	135,746
EQUIP REPAIRS & MAINTENANCE	12,210	4,583	5,217	634	11,000	6,417
	<u>96,270</u>	<u>103,037</u>	<u>101,354</u>	<u>(1,683)</u>	<u>245,200</u>	<u>142,163</u>
NET OPERATING (REVENUE) EXPENSE	<u>96,270</u>	<u>103,037</u>	<u>101,354</u>	<u>(1,683)</u>	<u>245,200</u>	<u>142,163</u>
OTHER						
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>96,270</u>	<u>103,037</u>	<u>101,354</u>	<u>(1,683)</u>	<u>245,200</u>	<u>142,163</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: TRAFFIC SIGNALS						
REVENUE						
EXPENSE						
UTILITIES - HYDRO	2,645	2,217	2,380	164	5,000	2,783
EQUIP REPAIRS & MAINTENANCE	8,166	1,816	7,290	5,475	12,000	10,184
	<u>10,811</u>	<u>4,032</u>	<u>9,671</u>	<u>5,638</u>	<u>17,000</u>	<u>12,968</u>
NET OPERATING (REVENUE) EXPENSE	<u>10,811</u>	<u>4,032</u>	<u>9,671</u>	<u>5,638</u>	<u>17,000</u>	<u>12,968</u>
OTHER						
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>10,811</u>	<u>4,032</u>	<u>9,671</u>	<u>5,638</u>	<u>17,000</u>	<u>12,968</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS				Variance YTD 2015 Budget vs Actual
ACTIVITY:	YTD Actual		YTD Budget	
ADMINISTRATION & EQUIPMENT	2015	2016	2016	fav (unfav)
	1	2	3	4=3-2
REVENUE				
SALE OF GOODS OR SERVICES	(512)	(747)	(1,312)	(565)
PERMITS/LICENSES	--	(5,250)	--	5,250
USER FEES	(44)	--	(57)	(57)
RECOVERIES	(225)	(4,138)	(150)	3,987
	<u>(781)</u>	<u>(10,135)</u>	<u>(19,834)</u>	<u>(9,700)</u>
EXPENSE				
SALARIES, WAGES & BENEFITS	167,223	184,992	206,781	21,789
ADMINISTRATIVE EXPENSE	575	249	534	285
OPERATING EXPENSE	5,160	7,908	6,195	(1,713)
COMMUNICATIONS	1,785	3,088	1,762	(1,325)
PROGRAM EXPENSES	727	681	704	23
MEETINGS, CONFERENCES, TRAINING	8,042	6,003	7,811	1,808
FUEL / TRANSPORTATION COSTS	37,631	24,199	43,413	19,215
MARKETING & PROMOTION	460	12	633	621
PW EQUIP CHARGEOUT NET OF COSTS	(207,449)	(163,001)	55,551	218,552
EQUIPMENT USAGE	6,076	8,266	(189,612)	(197,878)
	<u>20,252</u>	<u>72,395</u>	<u>133,773</u>	<u>61,377</u>
NET OPERATING (REVENUE) EXPENSE	<u>19,471</u>	<u>62,261</u>	<u>113,938</u>	<u>51,678</u>
OTHER				
	<u>125,000</u>	<u>115,000</u>	<u>115,000</u>	<u>0</u>
	<u>144,471</u>	<u>177,261</u>	<u>228,938</u>	<u>51,678</u>

NOTES

The budget salary and wages comparison figures are 13/26th of the annual number of pay periods and do not reflect the seasonal nature of public works operations.

A deficit in operation expense accounts is due to timing and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual fav (unfav)	Annual	Remaining
		2015	2016	2016		2016	Budget
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
EXPENSE							
	SALARIES, WAGES & BENEFITS	7,124	5,754	6,947	1,193	14,003	8,249
	COMMUNICATIONS	2,011	1,032	2,660	1,628	5,320	4,288
	UTILITIES - HYDRO	4,082	4,206	4,948	742	9,896	5,690
	UTILITIES - NATURAL GAS	7,022	4,418	4,200	(218)	8,400	3,982
	UTILITIES - WATER	690	689	850	161	1,700	1,011
	REPAIRS & MAINTENANCE	186	83	283	200	597	514
	BLDG REPAIRS & MAINTENANCE	4,709	9,848	3,750	(6,098)	7,500	(2,348)
	MAINTENANCE CONTRACTS	4,236	3,637	5,524	1,888	11,470	7,833
		<u>30,058</u>	<u>29,800</u>	<u>29,162</u>	<u>(638)</u>	<u>60,386</u>	<u>30,586</u>
NET OPERATING (REVENUE) EXPENSE		<u>30,058</u>	<u>29,800</u>	<u>29,162</u>	<u>(638)</u>	<u>60,386</u>	<u>30,586</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>30,058</u>	<u>29,800</u>	<u>29,162</u>	<u>(638)</u>	<u>60,386</u>	<u>30,586</u>

NOTES

A deficit in building repair & maintenance is due to higher than projected cost of overhead door repairs. A negative variance is projected for the year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: BRIDGES & CULVERTS						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	1,098	3,868	1,905	(1,963)	3,840	(28)
EQUIPMENT USAGE	235	549	753	204	2,950	2,401
	<u>1,333</u>	<u>4,417</u>	<u>2,838</u>	<u>(1,579)</u>	<u>11,790</u>	<u>7,373</u>
NET OPERATING (REVENUE) EXPENSE	<u>1,333</u>	<u>4,417</u>	<u>2,838</u>	<u>(1,579)</u>	<u>11,790</u>	<u>7,373</u>
OTHER						
	<u> --</u>	<u> --</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
	<u>1,333</u>	<u>4,417</u>	<u>2,838</u>	<u>(1,579)</u>	<u>11,790</u>	<u>7,373</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	ACTIVITY: ROADSIDE MAINTENANCE		2016	fav (unfav)	2016	2016
	2015	2016	2016	4=3-2	5	6=5-2
	1	2	3	4=3-2	5	6=5-2
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	29,758	55,762	50,450	(5,312)	101,660	45,898
MATERIALS - PUBLIC WORKS	28,157	27,411	23,606	(3,805)	38,450	11,039
EQUIPMENT USAGE	19,352	28,591	23,731	(4,859)	68,650	40,059
	77,267	111,764	97,788	(13,976)	208,760	96,996
NET OPERATING (REVENUE) EXPENSE	77,267	111,764	97,788	(13,976)	208,760	96,996
OTHER						
	--	--	--	--	--	--
	77,267	111,764	97,788	(13,976)	208,760	96,996

NOTES

No significant variances projected at this time.
 Deficits are due to timing of expenditures.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: SURFACE MAINTENANCE						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	39,925	46,643	63,000	16,357	126,940	80,297
MATERIALS - PUBLIC WORKS	7,252	6,554	14,613	8,059	209,400	202,846
EQUIPMENT USAGE	25,926	25,747	21,445	(4,302)	67,370	41,623
	<u>73,103</u>	<u>78,944</u>	<u>99,059</u>	<u>20,115</u>	<u>403,710</u>	<u>324,766</u>
NET OPERATING (REVENUE) EXPENSE	<u>73,103</u>	<u>78,944</u>	<u>99,059</u>	<u>20,115</u>	<u>403,710</u>	<u>324,766</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>(95,000)</u>	<u>(95,000)</u>
	<u>73,103</u>	<u>78,944</u>	<u>99,059</u>	<u>20,115</u>	<u>308,710</u>	<u>229,766</u>

NOTES

A favourable variance in salaries, wages and benefits is mainly attributable to timing of work. Budget comparison figures do not reflect seasonal nature of this work. Historically road maintenance is done during the period of June - November.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ROADS, SIDEWALKS & PARKING LOTS						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	29,965	47,842	46,420	(1,422)	93,530	45,688
UTILITIES - HYDRO	201	257	250	(7)	500	243
LAND MAINTENANCE & IMPROVEMENT	--	--	750	750	1,500	1,500
SNOW REMOVAL AND SANDING	18,541	14,180	15,000	820	15,000	820
MATERIALS - PUBLIC WORKS	31,382	30,369	60,733	30,364	109,300	78,931
EQUIPMENT USAGE	9,184	8,939	10,972	2,033	27,840	18,901
	<u>89,272</u>	<u>101,587</u>	<u>134,125</u>	<u>32,538</u>	<u>247,670</u>	<u>146,083</u>
NET OPERATING (REVENUE) EXPENSE	<u>89,272</u>	<u>101,587</u>	<u>134,125</u>	<u>32,538</u>	<u>247,670</u>	<u>146,083</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>89,272</u>	<u>101,587</u>	<u>134,125</u>	<u>32,538</u>	<u>247,670</u>	<u>146,083</u>

NOTES

A favourable variance in materials is mainly attributed to the timing of expenditures. Historically road maintenance is done during the period of June - November.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: WINTER CONTROL						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	110,427	83,483	87,257	3,774	153,510	70,027
CONTRACTED SERVICES	26,238	13,967	20,449	6,482	25,000	11,033
MATERIALS - PUBLIC WORKS	99,472	68,263	85,778	17,515	116,936	48,673
EQUIPMENT USAGE	141,419	106,861	124,161	17,300	167,330	60,469
	<u>377,557</u>	<u>272,573</u>	<u>317,645</u>	<u>45,072</u>	<u>462,776</u>	<u>190,203</u>
NET OPERATING (REVENUE) EXPENSE	<u>377,557</u>	<u>272,573</u>	<u>317,645</u>	<u>45,072</u>	<u>462,776</u>	<u>190,203</u>
OTHER						
	--	--	--	--	--	--
	<u>377,557</u>	<u>272,573</u>	<u>317,645</u>	<u>45,072</u>	<u>462,776</u>	<u>190,203</u>

NOTES

Variations due to timing of expenditures.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: ENVIRONMENTAL SERVICES						
REVENUE						
SALE OF GOODS OR SERVICES	(2,948)	(3,292)	(2,914)	378	(5,560)	(2,268)
COUNTY RECOVERY	--	--	(7,250)	(7,250)	(27,018)	(27,018)
	<u>(2,948)</u>	<u>(3,292)</u>	<u>(10,164)</u>	<u>(6,872)</u>	<u>(32,578)</u>	<u>(29,286)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	57,212	26,137	35,755	9,618	72,060	45,923
PROGRAM EXPENSES	--	50	--	(50)	--	(50)
MARKETING & PROMOTION	--	--	1,210	1,210	5,200	5,200
MATERIALS - PUBLIC WORKS	3,575	2,883	2,392	(491)	3,800	917
EQUIPMENT USAGE	39,457	7,120	5,184	(1,936)	42,850	35,730
	<u>100,864</u>	<u>36,740</u>	<u>46,015</u>	<u>9,275</u>	<u>126,410</u>	<u>89,671</u>
NET OPERATING (REVENUE) EXPENSE	<u>97,917</u>	<u>33,448</u>	<u>35,851</u>	<u>2,403</u>	<u>93,832</u>	<u>60,384</u>
OTHER						
	--	--	--	--	(2,500)	(2,500)
	<u>97,917</u>	<u>33,448</u>	<u>35,851</u>	<u>2,403</u>	<u>91,332</u>	<u>57,884</u>

NOTES

The County has not been invoiced yet.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	56,839	34,901	35,135	234	70,870	35,969
ADMINISTRATIVE EXPENSE	62	--	21	21	75	75
COMMUNICATIONS	276	500	353	(147)	840	340
PROGRAM EXPENSES	2,004	4,770	5,805	1,035	10,900	6,130
MEETINGS, CONFERENCES, TRAINING	1,437	1,469	1,500	31	1,500	31
FUEL / TRANSPORTATION COSTS	446	421	1,282	861	1,500	1,079
MARKETING & PROMOTION	12,686	19,579	17,580	(1,999)	27,000	7,421
	<u>73,749</u>	<u>61,641</u>	<u>61,776</u>	<u>135</u>	<u>112,885</u>	<u>51,244</u>
NET OPERATING (REVENUE) EXPENSE	<u>73,642</u>	<u>61,641</u>	<u>61,776</u>	<u>135</u>	<u>112,885</u>	<u>51,244</u>
OTHER						
	<u>5,250</u>	<u>7,750</u>	<u>7,750</u>	<u>0</u>	<u>15,500</u>	<u>7,750</u>
	<u>78,892</u>	<u>69,391</u>	<u>69,526</u>	<u>135</u>	<u>128,385</u>	<u>58,994</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2015	2016	2016	2015 Budget vs Actual	2016	2016
ACTIVITY:	ARENA	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	(10,608)	(8,714)	(10,277)	(1,563)	(26,000)	(17,286)
	ICE RENTAL	(101,092)	(102,021)	(112,995)	(10,975)	(248,932)	(146,911)
	RENT / LEASES	(496)	(533)	(5,116)	(4,583)	(6,700)	(6,167)
	USER FEES	(4,202)	(4,583)	(4,113)	470	(7,999)	(3,416)
		<u>(116,398)</u>	<u>(115,851)</u>	<u>(132,502)</u>	<u>(16,651)</u>	<u>(289,631)</u>	<u>(173,780)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	100,292	107,786	140,150	32,364	282,000	174,214
	ADMINISTRATIVE EXPENSE	132	96	191	94	400	304
	OPERATING EXPENSE	2,930	2,118	2,538	420	5,341	3,223
	COMMUNICATIONS	1,469	1,409	777	(632)	2,100	691
	UTILITIES - HYDRO	29,272	37,751	38,247	496	74,500	36,749
	UTILITIES - NATURAL GAS	8,784	5,528	8,366	2,838	12,700	7,172
	UTILITIES - WATER	3,188	3,851	4,450	600	8,900	5,049
	SUPPLIES	4,257	3,522	4,108	586	13,100	9,578
	MEETINGS, CONFERENCES, TRAINING	--	--	382	382	1,200	1,200
	FUEL / TRANSPORTATION COSTS	970	981	1,333	352	3,000	2,019
	REPAIRS & MAINTENANCE	747	374	1,062	688	1,500	1,126
	EQUIP REPAIRS & MAINTENANCE	7,798	18,033	9,627	(8,406)	19,500	1,467
	BLDG REPAIRS & MAINTENANCE	9,791	6,444	7,259	815	15,575	9,131
	SNOW REMOVAL AND SANDING	3,560	2,670	6,400	3,730	6,400	3,730
	MAINTENANCE CONTRACTS	7,324	6,637	7,207	571	16,799	10,162
		<u>180,515</u>	<u>197,198</u>	<u>232,096</u>	<u>34,899</u>	<u>463,015</u>	<u>265,817</u>
NET OPERATING (REVENUE) EXPENSE		<u>64,117</u>	<u>81,347</u>	<u>99,595</u>	<u>18,248</u>	<u>173,384</u>	<u>92,037</u>
OTHER							
		<u>160,605</u>	<u>184,855</u>	<u>184,855</u>	<u>0</u>	<u>369,710</u>	<u>184,855</u>
		<u>224,722</u>	<u>266,202</u>	<u>284,450</u>	<u>18,248</u>	<u>543,094</u>	<u>276,892</u>

NOTES

A surplus in wages, salaries and benefits due to timing of payroll. Budget numbers do not reflect the seasonal nature of part time wages for the arena operations.

High in equipment repair and maintenance expenses due to an unanticipated repair of the exhaust fan.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PARKS AND ARENA		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2015	2016	2016	2015 Budget vs Actual	2016	2016
ACTIVITY:	PARKS	1	2	3	4=3-2	5	6=5-2
REVENUE	
	USER FEES	(21,387)	(24,566)	(19,308)	5,259	(21,800)	2,766
		<u>(30,087)</u>	<u>(25,066)</u>	<u>(20,808)</u>	<u>4,259</u>	<u>(31,800)</u>	<u>(6,734)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	120,351	141,515	156,925	15,410	315,410	173,895
	ADMINISTRATIVE EXPENSE	26	21	100	79	200	179
	OPERATING EXPENSE	3,455	3,470	5,109	1,639	8,205	4,735
	COMMUNICATIONS	1,479	2,055	1,781	(275)	4,250	2,195
	UTILITIES - HYDRO	5,546	6,097	6,015	(82)	18,600	12,503
	UTILITIES - NATURAL GAS	7,777	5,311	7,210	1,899	8,700	3,389
	UTILITIES - WATER	2,648	3,021	3,209	188	10,900	7,879
	PROGRAM EXPENSES	912	996	2,471	1,475	4,700	3,704
	MEETINGS, CONFERENCES, TRAINING	437	358	286	(72)	1,500	1,142
	FUEL / TRANSPORTATION COSTS	6,050	5,281	6,589	1,308	15,000	9,719
	REPAIRS & MAINTENANCE	7,737	5,371	7,606	2,235	10,300	4,929
	LAND MAINTENANCE & IMPROVEMENT	21,747	15,127	18,872	3,745	33,200	18,073
	EQUIP REPAIRS & MAINTENANCE	17,566	9,869	12,950	3,081	25,000	15,131
	BLDG REPAIRS & MAINTENANCE	2,230	3,662	4,033	371	11,100	7,438
	SNOW REMOVAL AND SANDING	--	1,080	900	(180)	900	(180)
	MAINTENANCE CONTRACTS	1,780	1,883	1,733	(150)	3,550	1,667
		<u>199,742</u>	<u>206,685</u>	<u>237,073</u>	<u>30,388</u>	<u>474,315</u>	<u>267,630</u>
NET OPERATING (REVENUE) EXPENSE		<u>169,655</u>	<u>181,619</u>	<u>216,266</u>	<u>34,647</u>	<u>442,515</u>	<u>260,896</u>
OTHER							
		<u>18,500</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>90,000</u>	<u>45,000</u>
		<u>188,155</u>	<u>226,619</u>	<u>261,266</u>	<u>34,647</u>	<u>532,515</u>	<u>305,896</u>

NOTES

A surplus in wages, salaries and benefits is due to timing of part time / seasonal wages. The budget does not reflect the seasonality of part time wages.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PARKS PROGRAMS						
REVENUE						
SALE OF GOODS OR SERVICES	(12,703)	(10,757)	(8,338)	2,419	(16,500)	(5,743)
	(12,673)	(10,757)	(8,338)	2,419	(23,060)	(12,303)
EXPENSE						
SALARIES, WAGES & BENEFITS	--	--	5,840	5,840	11,680	11,680
SUPPLIES	10,018	7,267	6,376	(891)	21,000	13,733
CONTRACTED SERVICES	--	120	614	494	8,860	8,740
	10,018	7,387	13,557	6,170	50,140	42,753
NET OPERATING (REVENUE) EXPENSE	(2,655)	(3,371)	5,219	8,589	27,080	30,451
OTHER						
	--	--	--	--	--	--
	(2,655)	(3,371)	5,219	8,589	27,080	30,451

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: CAMI PARKS / SUZUKI HOUSE						
REVENUE						
RENT / LEASES	(5,020)	(5,020)	(5,100)	(80)	(10,200)	(5,180)
	<u>(5,020)</u>	<u>(5,020)</u>	<u>(5,100)</u>	<u>(80)</u>	<u>(30,200)</u>	<u>(25,180)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	12,088	13,491	12,835	(656)	25,860	12,369
UTILITIES - HYDRO	22,133	24,601	22,074	(2,527)	45,393	20,792
UTILITIES - NATURAL GAS	4,582	2,614	4,026	1,412	5,700	3,086
UTILITIES - WATER	5,295	8,566	5,150	(3,416)	24,300	15,734
EQUIP REPAIRS & MAINTENANCE	3,043	7,468	6,875	(593)	9,700	2,232
BLDG REPAIRS & MAINTENANCE	1,457	1,182	4,252	3,070	11,000	9,818
SNOW REMOVAL AND SANDING	4,050	1,585	7,000	5,415	7,000	5,415
MAINTENANCE CONTRACTS	2,945	4,707	5,241	533	10,849	6,142
	<u>56,022</u>	<u>65,054</u>	<u>69,210</u>	<u>4,156</u>	<u>190,902</u>	<u>125,848</u>
NET OPERATING (REVENUE) EXPENSE	<u>51,002</u>	<u>60,034</u>	<u>64,110</u>	<u>4,076</u>	<u>160,702</u>	<u>100,668</u>
OTHER						
	<u>4,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>55,002</u>	<u>60,034</u>	<u>64,110</u>	<u>4,076</u>	<u>160,702</u>	<u>100,668</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
		2015	2016	2016	fav (unfav)	2016	2016
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	(1,043)	(713)	--	713	--	713
	USER FEES	(345)	(290)	(312)	(22)	(500)	(210)
	RECOVERIES	(60)	(461)	--	461	--	461
		<u>(68,898)</u>	<u>(1,464)</u>	<u>(312)</u>	<u>1,151</u>	<u>(500)</u>	<u>964</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	55,919	60,399	61,914	1,515	124,279	63,880
	ADMINISTRATIVE EXPENSE	6,444	4,896	8,105	3,209	16,150	11,254
	OPERATING EXPENSE	383	(1,000)	349	1,349	600	1,600
	COMMUNICATIONS	3,859	4,106	4,101	(4)	10,000	5,894
	SUPPLIES	513	864	--	(864)	--	(864)
	PROGRAM EXPENSES	27	19	50	31	100	81
		<u>67,794</u>	<u>69,284</u>	<u>74,644</u>	<u>5,360</u>	<u>151,529</u>	<u>82,245</u>
NET OPERATING (REVENUE) EXPENSE		<u>(1,104)</u>	<u>67,820</u>	<u>74,331</u>	<u>6,511</u>	<u>151,029</u>	<u>83,209</u>
OTHER							
		--	--	0	0	0	0
		<u>(1,104)</u>	<u>67,820</u>	<u>74,331</u>	<u>6,511</u>	<u>151,029</u>	<u>83,209</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual fav (unfav)	Annual	Remaining
		2015	2016	2016		2016	Budget
ACTIVITY:	AQUATICS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	SALE OF GOODS OR SERVICES	--	--	(500)	--	(1,000)	(1,000)
	RENT / LEASES	(7,655)	(14,257)	(9,229)	5,028	(15,255)	(998)
	USER FEES	(15,655)	(16,309)	(16,134)	175	(30,000)	(13,691)
	MEMBERSHIPS	--	(12,449)	--	12,449	(17,700)	(5,251)
	RECOVERIES	--	(116)	--	116	--	116
	PROGRAM REVENUES	(88,755)	(97,351)	(87,162)	10,188	(148,368)	(51,017)
		(113,290)	(140,482)	(113,025)	27,957	(212,323)	(71,841)
EXPENSE							
	SALARIES, WAGES & BENEFITS	131,722	155,209	146,650	(8,559)	293,900	138,691
	OPERATING EXPENSE	1,993	493	2,058	1,566	3,860	3,367
	SUPPLIES	1,477	3,600	2,381	(1,219)	4,400	800
	PROGRAM EXPENSES	3,273	3,319	2,518	(802)	5,221	1,902
	MEETINGS, CONFERENCES, TRAINING	--	510	1,449	939	2,392	1,882
	FUEL / TRANSPORTATION COSTS	27	42	197	155	385	343
		138,492	163,172	155,324	(7,848)	310,358	147,186
	NET OPERATING (REVENUE) EXPENSE	25,203	22,690	42,299	20,109	98,035	75,345
OTHER							
		--	--	--	--	--	--
		25,203	22,690	42,299	20,109	98,035	75,345

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: FITNESS						
REVENUE						
USER FEES	(9,027)	(8,759)	(11,368)	(2,610)	(18,446)	(9,687)
MEMBERSHIPS	--	(54,303)	(52,200)	2,103	(104,400)	(50,097)
PROGRAM REVENUES	(2,090)	(2,193)	(2,243)	(51)	(4,000)	(1,808)
	<u>(11,117)</u>	<u>(65,304)</u>	<u>(65,811)</u>	<u>(507)</u>	<u>(126,846)</u>	<u>(61,542)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	48,300	49,761	54,085	4,324	108,790	59,029
OPERATING EXPENSE	739	451	774	323	1,150	699
SUPPLIES	10	96	174	78	1,550	1,454
MEETINGS, CONFERENCES, TRAINING	943	260	827	567	1,680	1,420
FUEL / TRANSPORTATION COSTS	--	--	165	165	550	550
CONTRACTED SERVICES	714	727	767	40	1,500	773
MARKETING & PROMOTION	325	--	300	300	300	300
EQUIP REPAIRS & MAINTENANCE	1,142	808	2,280	1,472	4,000	3,192
	<u>52,173</u>	<u>52,102</u>	<u>59,372</u>	<u>7,269</u>	<u>120,020</u>	<u>67,918</u>
NET OPERATING (REVENUE) EXPENSE	<u>41,056</u>	<u>(13,202)</u>	<u>(6,440)</u>	<u>6,762</u>	<u>(6,826)</u>	<u>6,376</u>
OTHER						
	<u>4,000</u>	<u>5,000</u>	<u>5,000</u>	<u>--</u>	<u>10,000</u>	<u>5,000</u>
	<u>45,056</u>	<u>(8,202)</u>	<u>(1,440)</u>	<u>6,762</u>	<u>3,174</u>	<u>11,376</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
		2015	2016	2016	fav (unfav)	2016	2016
ACTIVITY:	PROGRAMS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	USER FEES	(33,616)	(37,468)	(26,957)	10,511	(49,267)	(11,799)
	PROGRAM REVENUES	(62,177)	(73,134)	(73,249)	(116)	(117,279)	(44,145)
		<u>(95,793)</u>	<u>(110,601)</u>	<u>(100,206)</u>	<u>10,395</u>	<u>(176,482)</u>	<u>(65,881)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	69,508	75,966	89,325	13,359	179,090	103,124
	OPERATING EXPENSE	510	583	442	(141)	1,490	907
	SUPPLIES	2,606	2,704	3,810	1,106	7,822	5,118
	PROGRAM EXPENSES	2,955	3,810	4,329	518	9,845	6,035
	MEETINGS, CONFERENCES, TRAINING	--	250	480	230	700	450
	FUEL / TRANSPORTATION COSTS	54	70	303	233	825	755
	CONTRACTED SERVICES	1,800	380	1,182	802	2,250	1,870
	MARKETING & PROMOTION	215	68	395	327	500	432
		<u>77,648</u>	<u>83,831</u>	<u>100,267</u>	<u>16,436</u>	<u>202,522</u>	<u>118,691</u>
NET OPERATING (REVENUE) EXPENSE		<u>(18,145)</u>	<u>(26,770)</u>	<u>61</u>	<u>26,831</u>	<u>26,040</u>	<u>52,810</u>
OTHER							
		--	--	--	--	--	--
		<u>(18,145)</u>	<u>(26,770)</u>	<u>61</u>	<u>26,831</u>	<u>26,040</u>	<u>52,810</u>

NOTES

A deficit in the wages & benefits accounts is due to the seasonal nature for part time wages and the timing of pay periods.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
		2015	2016	2016	fav (unfav)	2016	2016
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
SALE OF GOODS OR SERVICES		(1,207)	(1,236)	(1,696)	(460)	(3,000)	(1,764)
RENT / LEASES		(904)	(4,915)	(3,091)	1,824	(6,925)	(2,010)
		<u>(2,111)</u>	<u>(6,151)</u>	<u>(4,787)</u>	<u>1,364</u>	<u>(9,925)</u>	<u>(3,774)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		94,467	108,315	107,570	(745)	216,640	108,325
OPERATING EXPENSE		4,186	3,582	5,045	1,463	10,140	6,559
UTILITIES - HYDRO		27,474	34,856	38,419	3,564	85,606	50,750
UTILITIES - NATURAL GAS		26,073	20,127	23,685	3,558	41,500	21,373
UTILITIES - WATER		9,950	10,829	12,320	1,490	25,000	14,171
SUPPLIES		501	--	741	741	1,500	1,500
REPAIRS & MAINTENANCE		8,748	8,299	10,960	2,661	25,300	17,001
EQUIP REPAIRS & MAINTENANCE		8,552	12,718	7,189	(5,529)	24,800	12,082
BLDG REPAIRS & MAINTENANCE		3,710	3,200	6,421	3,221	21,750	18,550
SNOW REMOVAL AND SANDING		4,020	2,910	8,000	5,090	8,000	5,090
MAINTENANCE CONTRACTS		11,174	11,444	10,548	(896)	18,000	6,556
		<u>198,855</u>	<u>216,280</u>	<u>231,091</u>	<u>14,811</u>	<u>478,736</u>	<u>262,456</u>
NET OPERATING (REVENUE) EXPENSE		<u>196,744</u>	<u>210,129</u>	<u>226,304</u>	<u>16,175</u>	<u>468,811</u>	<u>258,682</u>
OTHER							
		<u>4,000</u>	<u>20,000</u>	<u>20,000</u>	<u>--</u>	<u>40,000</u>	<u>20,000</u>
		<u>200,744</u>	<u>230,129</u>	<u>246,304</u>	<u>16,175</u>	<u>508,811</u>	<u>278,682</u>

NOTES

Equipment repairs and maintenance and maintenance contracts unfavourable variances are due to timing of expenditures. No significant variances projected to the end of the year.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: YOUTH CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2015	2016	2016	2015 Budget vs Actual	2016	2016
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
		fav (unfav)					
REVENUE							
RENT / LEASES		(17,637)	(21,023)	(20,138)	885	(37,376)	(16,353)
RECOVERIES		1,129	--	(625)	(625)	(1,250)	(1,250)
		<u>(16,508)</u>	<u>(21,023)</u>	<u>(20,763)</u>	<u>260</u>	<u>(38,626)</u>	<u>(17,603)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		30,956	40,130	33,970	(6,161)	68,540	28,410
OPERATING EXPENSE		2,499	1,206	2,371	1,165	4,950	3,744
UTILITIES - HYDRO		6,318	8,682	7,627	(1,055)	19,880	11,198
UTILITIES - NATURAL GAS		5,499	3,807	5,154	1,347	6,500	2,693
UTILITIES - WATER		708	762	719	(44)	1,995	1,233
FUEL / TRANSPORTATION COSTS		231	78	101	23	400	322
CONTRACTED SERVICES		--	27	--	(27)	--	(27)
REPAIRS & MAINTENANCE		370	368	1,089	721	3,450	3,082
EQUIP REPAIRS & MAINTENANCE		2,232	256	4,621	4,365	6,000	5,744
BLDG REPAIRS & MAINTENANCE		4,773	1,851	4,713	2,862	10,400	8,549
SNOW REMOVAL AND SANDING		4,100	2,925	5,000	2,075	5,000	2,075
MAINTENANCE CONTRACTS		4,409	3,016	3,680	663	6,674	3,658
		<u>62,095</u>	<u>63,109</u>	<u>69,046</u>	<u>5,936</u>	<u>133,789</u>	<u>70,680</u>
NET OPERATING (REVENUE) EXPENSE		<u>45,587</u>	<u>42,086</u>	<u>48,283</u>	<u>6,197</u>	<u>95,163</u>	<u>53,077</u>
OTHER							
		--	--	--	--	--	--
		<u>45,587</u>	<u>42,086</u>	<u>48,283</u>	<u>6,197</u>	<u>95,163</u>	<u>53,077</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: TECHNOLOGY PROGRAMS				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(12,129)	(5,827)	(15,000)	(9,173)	(30,000)	(24,173)
RENT / LEASES	(9,500)	(11,400)	(10,576)	824	(19,500)	(8,100)
USER FEES	--	(1,188)	(2,500)	(1,313)	(5,000)	(3,813)
RECOVERIES	(1,204)	(1,204)	(577)	627	(1,200)	4
DONATIONS / FUNDRAISING	(21,417)	(20,803)	(17,598)	3,205	(29,800)	(8,998)
	<u>(44,250)</u>	<u>(40,421)</u>	<u>(46,251)</u>	<u>(5,830)</u>	<u>(85,500)</u>	<u>(45,079)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	54,203	86,759	80,255	(6,504)	160,510	73,751
ADMINISTRATIVE EXPENSE	996	804	678	(126)	1,750	946
OPERATING EXPENSE	1,415	9,424	2,414	(7,011)	3,500	(5,924)
SUPPLIES	--	18	527	509	700	682
CONTRACTED SERVICES	100	170	1,771	1,602	2,500	2,330
EQUIP REPAIRS & MAINTENANCE	115	52	317	265	750	698
	<u>56,844</u>	<u>97,227</u>	<u>85,962</u>	<u>(11,265)</u>	<u>169,710</u>	<u>72,483</u>
NET OPERATING (REVENUE) EXPENSE	<u>12,595</u>	<u>56,806</u>	<u>39,711</u>	<u>(17,094)</u>	<u>84,210</u>	<u>27,404</u>
OTHER						
	<u>3,750</u>	<u>1,250</u>	<u>1,250</u>	<u>--</u>	<u>2,500</u>	<u>1,250</u>
	<u>16,345</u>	<u>58,056</u>	<u>40,961</u>	<u>(17,094)</u>	<u>86,710</u>	<u>28,654</u>

NOTES

A deficit in sale of goods and services is due to a shortfall in electronics recycling revenues.

Unfavourable variance in operating expenses is due to the purchase of 4 Mac computers for the Fusion Technology lab. The equipment was purchased with the \$10,000 grant received from GM. The variance was offset by the grant revenue.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: GENERAL PROGRAMS						
REVENUE						
SALE OF GOODS OR SERVICES	(5,121)	(2,538)	(2,750)	(212)	(5,500)	(2,962)
RENT / LEASES	(90)	(88)	(131)	(43)	(200)	(112)
USER FEES	--	(25)	(125)	(100)	(250)	(225)
MEMBERSHIPS	(444)	(3,736)	(615)	3,120	(1,000)	2,736
RECOVERIES	(1,615)	(1,191)	--	1,191	--	1,191
GRANTS / SUBSIDIES / REBATES	(7,875)	(2,875)	(23,140)	(20,265)	(32,400)	(29,525)
PROGRAM REVENUES	(2,398)	(252)	(532)	(280)	(5,000)	(4,748)
DONATIONS / FUNDRAISING	(57,593)	(48,383)	(32,506)	15,877	(88,900)	(40,517)
	<u>(75,134)</u>	<u>(59,088)</u>	<u>(59,800)</u>	<u>(712)</u>	<u>(133,250)</u>	<u>(74,162)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	207,347	205,333	214,500	9,167	430,050	224,717
ADMINISTRATIVE EXPENSE	1,784	1,283	3,612	2,329	8,399	7,116
OPERATING EXPENSE	2,726	481	2,778	2,298	4,505	4,024
COMMUNICATIONS	2,976	3,233	2,862	(371)	6,950	3,717
SUPPLIES	1,874	1,514	2,645	1,131	8,000	6,486
PROGRAM EXPENSES	4,509	4,905	3,666	(1,239)	17,300	12,395
MEETINGS, CONFERENCES, TRAINING	1,843	56	1,702	1,646	3,300	3,244
FUEL / TRANSPORTATION COSTS	410	42	736	694	2,000	1,958
CONTRACTED SERVICES	40	2,052	783	(1,269)	1,116	(936)
MARKETING & PROMOTION	50	638	710	72	850	212
EQUIP REPAIRS & MAINTENANCE	506	--	249	249	750	750
	<u>229,742</u>	<u>220,875</u>	<u>234,244</u>	<u>13,369</u>	<u>483,220</u>	<u>262,345</u>
NET OPERATING (REVENUE) EXPENSE	<u>154,608</u>	<u>161,787</u>	<u>174,444</u>	<u>12,657</u>	<u>349,970</u>	<u>188,183</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>154,608</u>	<u>161,787</u>	<u>174,444</u>	<u>12,657</u>	<u>349,970</u>	<u>188,183</u>

NOTES

Grants and subsidies unfavourable variance is due to timing.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: CAREER & SKILLS PROGRAM						
REVENUE						
GRANTS / SUBSIDIES / REBATES	(110,122)	(20,892)	(40,700)	(19,808)	(40,700)	(19,808)
	(110,122)	(17,892)	(40,700)	(22,808)	(40,700)	(22,808)
EXPENSE						
ADMINISTRATIVE EXPENSE	59	477	500	24	500	24
OPERATING EXPENSE	--	3,131	7,700	4,569	7,700	4,569
SUPPLIES	--	970	5,000	4,030	5,000	4,030
PROGRAM EXPENSES	3,867	11,403	15,000	3,597	15,000	3,597
MEETINGS, CONFERENCES, TRAINING	87	643	1,500	857	1,500	857
FUEL / TRANSPORTATION COSTS	800	150	1,000	850	1,000	850
MARKETING & PROMOTION	1,480	8,612	10,000	1,388	10,000	1,388
	28,305	25,385	40,700	15,315	40,700	15,315
NET OPERATING (REVENUE) EXPENSE	(81,817)	7,493	0	(7,493)	0	(7,493)
OTHER						
	--	--	--	--	--	--
	(81,817)	7,493	--	(7,493)	--	(7,493)

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual	Annual Budget	Remaining Budget
	2015	2016	2016	fav (unfav)	2016	2016
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: YOUTH ENTREPRENEURSHIP P/						
REVENUE						
GRANTS / SUBSIDIES / REBATES	--	(30,800)	--	30,800	--	30,800
	0	(30,800)	0	30,800	0	30,800
EXPENSE						
PROGRAM EXPENSES	--	6,430	--	(6,430)	--	(6,430)
PROFESSIONAL FEES	--	22,145	--	(22,145)	--	(22,145)
	0	28,575	0	(28,575)	0	(28,575)
NET OPERATING (REVENUE) EXPENSE	0	(2,225)	0	2,225	0	2,225
OTHER						
	--	--	--	--	--	--
	--	(2,225)	--	2,225	--	2,225

NOTES

New program that 100% funded by the Province.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: MUSEUMS		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual fav (unfav)	Annual	Remaining
		2015	2016	2016		2016	Budget
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
REVENUE							
EXPENSE							
	UTILITIES - HYDRO	847	1,134	1,800	666	3,600	2,466
	UTILITIES - NATURAL GAS	1,067	753	800	47	1,600	847
	UTILITIES - WATER	958	777	1,250	473	2,500	1,723
	LAND MAINTENANCE & IMPROVEMENT	1,215	--	1,809	1,809	3,000	3,000
	EQUIP REPAIRS & MAINTENANCE	276	38	500	462	500	462
	BLDG REPAIRS & MAINTENANCE	924	4,601	1,233	(3,367)	6,700	2,099
	SNOW REMOVAL AND SANDING	1,160	1,375	2,000	625	2,000	625
		<u>6,483</u>	<u>8,748</u>	<u>9,423</u>	<u>675</u>	<u>20,350</u>	<u>11,602</u>
NET OPERATING (REVENUE) EXPENSE		<u>6,483</u>	<u>8,748</u>	<u>9,423</u>	<u>675</u>	<u>20,350</u>	<u>11,602</u>
OTHER							
		<u>1,500</u>	<u>4,500</u>	<u>4,500</u>	<u>--</u>	<u>9,000</u>	<u>4,500</u>
		<u>7,983</u>	<u>13,248</u>	<u>13,923</u>	<u>675</u>	<u>29,350</u>	<u>16,102</u>

NOTES

No significant variances projected at this time.

A deficit in building repair and maintenance is due to timing of expenses and will balance at year end.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: MUSEUMS	YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
	2015	2016	2016	2015 Budget vs Actual	2016	2016
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: PROGRAMS				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(3,741)	(2,149)	(1,265)	884	(3,200)	(1,051)
RENT / LEASES	(39)	(67)	(20)	47	(100)	(33)
USER FEES	(700)	(828)	(261)	567	(1,700)	(872)
GRANTS / SUBSIDIES / REBATES	(800)	(1,320)	(643)	677	(14,180)	(12,860)
PROGRAM REVENUES	(5,177)	(4,961)	(2,162)	2,799	(7,600)	(2,639)
DONATIONS / FUNDRAISING	(2,562)	(8,011)	(1,372)	6,639	(4,550)	3,461
	<u>(13,019)</u>	<u>(17,336)</u>	<u>(5,723)</u>	<u>11,613</u>	<u>(31,330)</u>	<u>(13,994)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	39,933	59,201	70,206	11,006	141,133	81,932
ADMINISTRATIVE EXPENSE	150	300	605	305	1,150	850
OPERATING EXPENSE	2,587	--	1,031	1,031	1,550	1,550
COMMUNICATIONS	269	291	310	19	750	459
SUPPLIES	1,597	1,189	1,727	538	4,000	2,811
PROGRAM EXPENSES	1,726	1,089	4,397	3,308	19,000	17,911
MEETINGS, CONFERENCES, TRAINING	125	100	129	29	800	700
MARKETING & PROMOTION	1,910	1,001	3,638	2,637	11,250	10,249
EQUIP REPAIRS & MAINTENANCE	235	131	673	542	1,500	1,369
	<u>48,531</u>	<u>63,412</u>	<u>82,737</u>	<u>19,324</u>	<u>182,933</u>	<u>119,520</u>
NET OPERATING (REVENUE) EXPENSE	<u>35,512</u>	<u>46,077</u>	<u>77,014</u>	<u>30,937</u>	<u>151,603</u>	<u>105,526</u>
OTHER						
	<u>3,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>38,512</u>	<u>46,077</u>	<u>77,014</u>	<u>30,937</u>	<u>151,603</u>	<u>105,526</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
6 Months Ended June 30, 2016

DEPARTMENT: ECONOMIC DEVELOPMENT	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2015	2016	2016	2015 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2	5	6=5-2
REVENUE						
GRANTS / SUBSIDIES / REBATES	(1,751)	(1,005)	(2,115)	(1,110)	(5,400)	(4,395)
	<u>(1,751)</u>	<u>(1,005)</u>	<u>(2,115)</u>	<u>(1,110)</u>	<u>(5,400)</u>	<u>(4,395)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	89,978	87,567	89,265	1,697	179,760	92,193
ADMINISTRATIVE EXPENSE	--	225	871	646	1,450	1,225
OPERATING EXPENSE	81	--	90	90	200	200
COMMUNICATIONS	346	983	591	(392)	1,500	517
PROGRAM EXPENSES	10,757	10,745	13,425	2,680	13,550	2,805
MEETINGS, CONFERENCES, TRAINING	2,121	2,108	1,811	(297)	4,250	2,142
FUEL / TRANSPORTATION COSTS	1,060	791	1,780	989	4,320	3,529
PROFESSIONAL FEES	61	323	339	16	500	177
MARKETING & PROMOTION	6,494	6,778	13,894	7,115	28,500	21,722
	<u>110,898</u>	<u>109,521</u>	<u>122,066</u>	<u>12,545</u>	<u>234,030</u>	<u>124,509</u>
NET OPERATING (REVENUE) EXPENSE	<u>109,147</u>	<u>108,516</u>	<u>119,951</u>	<u>11,435</u>	<u>228,630</u>	<u>120,114</u>
OTHER						
TRANSFER TO RESERVES & RES FUNDS	--	12,500	12,500	--	25,000	12,500
	<u>--</u>	<u>12,500</u>	<u>12,500</u>	<u>--</u>	<u>25,000</u>	<u>12,500</u>
	<u>109,147</u>	<u>121,016</u>	<u>132,451</u>	<u>11,435</u>	<u>253,630</u>	<u>132,614</u>

NOTES

No significant variances projected at this time.



Community and Strategic Planning

P. O. Box 1614, 21 Reeve Street
Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A04-16**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment
MEETING: July 11, 2016
REPORT NUMBER: 2016-175

OWNER: Rick & Kathleen Vanleeuwen
237 Victoria Street, Ingersoll, N5C 2N2

VARIANCE REQUESTED:

Relief from the provisions of **Section 5.1; Table 5.1.1.4 – Regulations for Accessory Uses – Lot Coverage, Maximum:** to increase the maximum lot coverage for an accessory structure from 10% of the lot area, or 100 m² (1,076.4 ft²) to 130.06 m² (1,400 ft²) to facilitate the construction of a detached garage with a covered patio on the subject lands.

LOCATION:

The subject lands are described as Lot 5, Plan 279, Town of Ingersoll. The lands are located on the south side of Victoria Street, between Mckeand Street and Wonham Street North, and are municipally known as 237 Victoria Street.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "1-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "1-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 2 Zone (R2)

SURROUNDING USES: surrounding uses are predominantly low density residential uses with the County Sewage Treatment Plant and CN Railway to the south

COMMENTS:(a) Purpose of the Application:

The applicant proposes to obtain relief from Section 5.1 of the Town's Zoning By-law to increase the maximum lot coverage for an accessory structure from 10% of the lot area, or 100 m² (1,076.4 ft²) to 130.06 m² (1,400 ft²) to facilitate the construction of a detached garage with a covered patio on the subject lands. The applicant has indicated that it is not possible to comply with the provisions of the Zoning By-law based on the design of the proposed accessory structure with patio. The proposed garage is intended to be used for the storage of personal vehicles and tools.

The subject property contains a 2-storey, single detached dwelling, above ground pool and detached garage. The applicant has indicated that the existing garage will be removed if this application is approved.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the dimensions of the property, location of the dwelling, existing garage to be removed and proposed detached garage.

Plate 4, Building Elevations, shows the front and rear building elevations of the proposed detached garage.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and the Town of Ingersoll Chief Building Official indicated that the building department has no concerns or objections to the requested relief.

(c) Intent and Purpose of the Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the County Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development.

(d) Intent and Purpose of the Zoning By-law:

The lot coverage provisions contained in the Town's Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure sufficient area is maintained for parking and amenity area. Further, accessory structures are restricted in size (height and floor area) to limit the potential for such buildings to be used for purposes that are not in keeping with residential areas. Accessory structures in residential areas within the Town are not intended to be used for commercial-type purposes or additional dwelling units.

The maximum height, lot coverage and floor area provisions for buildings accessory to a residential use are also intended to ensure that such buildings remain clearly subordinate and incidental to the principal use and reduce the potential that such buildings will have an adverse impact on the normal use and enjoyment of abutting properties.

The subject lands and proposed detached garage meet all of the other relevant zoning provisions in the R2 zone.

(e) Desirable Development/Use:

It is the opinion of this Office that the relief to increase the maximum permitted size for a building accessory to a residential use can be considered minor in nature and desirable for the area. Given the size of the property and surrounding uses, the proposed size of the accessory structure is not anticipated to have a negative impact or set an undesirable precedent in the neighbourhood. Additionally, the proposed accessory structure without the covered porch is within the allowable size for an accessory structure according to the Zoning By-law. The covered porch causes the floor area of the structure to exceed the allowable size.

Further, the proposed location of the accessory structure is desirable for the area as it is adequately set back from any existing uses and in accordance with the relevant provisions for accessory buildings and structures. Additionally, the proposed accessory structure in combination with the existing dwelling does not exceed the maximum allowable lot coverage for buildings on the subject lands.

In light of the foregoing, it is the opinion of this Office that the applicant's request to increase the maximum permitted size of a residential accessory structure can be given favourable consideration. Staff are satisfied that the relief maintains the general intent of the Official Plan and the Zoning By-law.

RECOMMENDATION:

That the Town of Ingersoll Committee of Adjustment **approve** Application File A04-16, submitted by Rick & Kathleen Vanleeuwen for lands described as Lot 5, Plan 279 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 5.1; Table 5.1.1.4 – Regulations for Accessory Uses – Lot Coverage, Maximum:** to increase the maximum lot coverage for an accessory structure from 10% of the lot area, or 100 m² (1,076.4 ft²) to 130.06 m² (1,400 ft²) to facilitate the construction of a detached garage with a covered patio on the subject lands; subject to the following condition:
 - i. The owner remove the existing detached garage on the subject lands to the satisfaction of the Town of Ingersoll.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect neighbouring properties;

The proposed relief is desirable for the use of the land as the said relief will allow for an accessory structure that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the R2 zone and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as proposed detached garage is complimentary to the low density residential development contemplated by the Official Plan.

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner



Legend

- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



0 77 154 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

June 23, 2016



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



Mckean Street

Victoria Street

Shed to be removed

Subject Property



0 19 38 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

June 23, 2016

Plate 3: Applicant's Sketch
 A04-16 - Rick & Kathleen Vanleeuwen - 237 Victoria Street, Ingersoll

IT IS THE RESPONSIBILITY OF THE PLAN USER TO INFORM THEMSELVES OF THE EXACT LOCATION OF AND ASSUME ALL LIABILITY FOR DAMAGE TO ALL POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERHEAD UTILITIES AND STRUCTURES BEFORE COMMENCING WORK, SUCH UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN ON THE DRAWING AND WHERE SHOWN THE ACCURACY OF THEIR POSITION IS NOT GUARANTEED.

CAUTION:

THIS PLAN IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.

LEGEND:

- x 000.00 PROPOSED ELEVATION
- DIRECTION OF SURFACE RUN-OFF
- ▭ PROPOSED HOUSE
- T/W TOP OF FOUNDATION WALL
- ZONING SETBACKS

AREA OF HOUSE-230.42 SQUARE METRES (INCLUDING GARAGE)
 AREA OF LOT- 2325.60 SQUARE METRES
 LOT COVERAGE- 9.9%



NOTES:

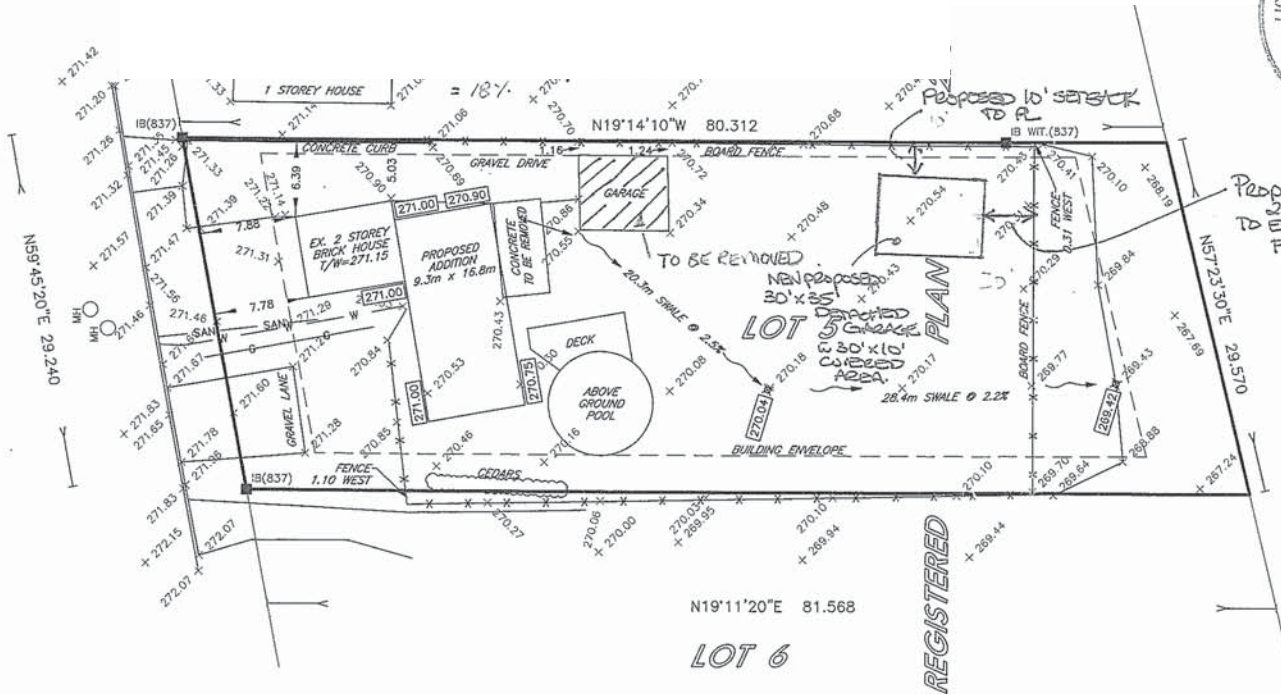
- 1.) TYPE OF BUILDING: SINGLE WITH ATTACHED GARAGE
- 2.) INVERT ELEVATION OF SANITARY SEWER: UNKNOWN SATISFACTORY FALL TO BE VERIFIED BY BUILDER PRIOR TO FOOTING POUR.
- 3.) FOOTINGS TO BE 4 FEET (1.2 METRES) MINIMUM BELOW FINISHED GRADE. (SEE ONTARIO BUILDING CODE FOR CLEARANCE TO TOP OF WALL AND OTHER REQUIREMENTS.)
- 4.) THIS PLAN WAS PREPARED FOR GRADING DESIGN ONLY.
- 5.) ALL DIMENSIONS AND ELEVATIONS ARE IN METRES UNLESS OTHERWISE NOTED.
- 6.) BENCHMARK: CUT CROSS IN CURB ON THE PRODUCTION OF THE SOUTHERLY LIMIT OF THE SUBJECT PROPERTY. ELEVATION: 271.99 METRES

No.	REVISIONS	DATE	BY
-	-	-	-
-	-	-	-

BENEDICT RAITHBY Inc.
 Surveying • Engineering
 TEL: 519-537-6212
 FAX: 519-421-0234
 871 DUNDAS STREET WOODSTOCK ONT N4S 1G8

CLIENT **COLIN RODDELL**
 PROPOSED LOT GRADING PLAN
 FOR LOT 5, REGISTERED PLAN 279
 237 VICTORIA STREET
 TOWN OF INGERSOLL

DRAWN: T.A.S.	SHEET 1 OF 1
CHECKED: P.J.B.	DRAWING NO.
DATE: 2015 MAY 12	S-15-12695
SCALE: 1:400 METRIC	



CAUTION:
 STEP FOOTINGS AS REQUIRED
 TO PROVIDE FROST PROTECTION.

Plate 4: Building Elevations
 Rick & Kathleen Vanleeuwen - 237 Victoria Street, Ingersoll

ALL DRAWINGS ARE THE PROPERTY OF G. F. CLEMENS. CONTRACTOR MUST HAVE CONSENT FOR APPROVED USE PRIOR TO THE START OF CONSTRUCTION.

CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES BEFORE THE START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS

DATE	NO	REVISION

DETAIL
 DETAIL SHEET



consolt

construction solutions technology

BCIN 27410

Greg F. Clemens

R.S.W., C.C.C.A., M.A.A.T.O., F.C.S.C.

Architectural Technologist

BCIN 24139

15 NORTH TOWN LINE, INGERSOLL, ONTARIO, CANADA N5C 3T1
 (519) 465-2429 EMAIL: g.clemens@rogers.com

PROJECT

STORAGE GARAGE

237 VICTORIA - INGERSOLL

TITLE

FRONT & REAR ELEVATIONS

DRAWING NO.

A-2

PROJECT NO.

01639

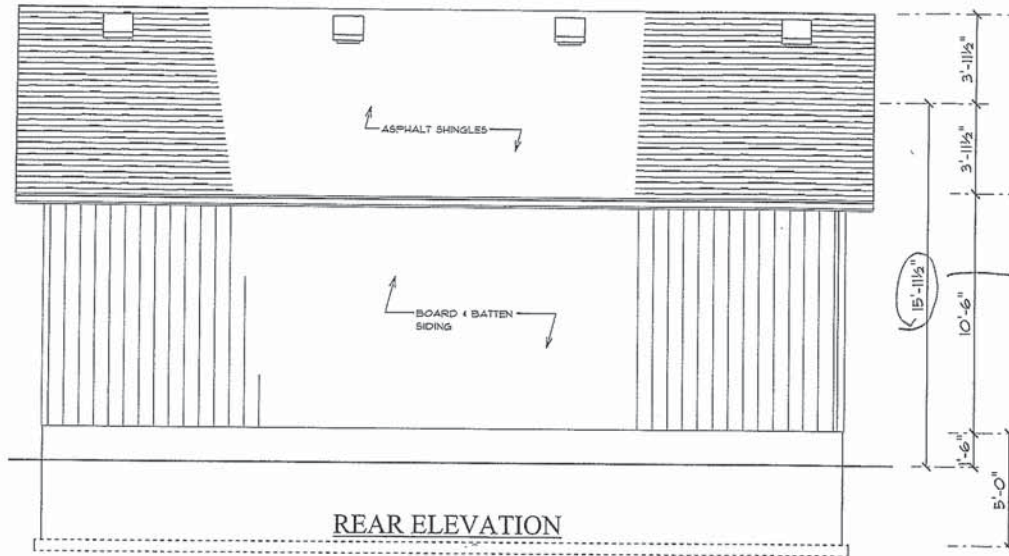
DATE:

MAY. 2016

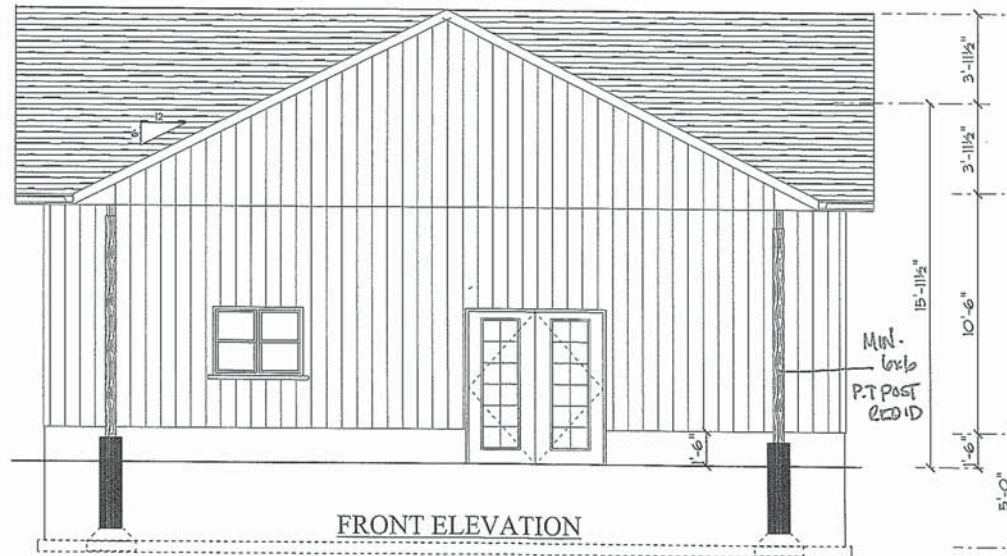
SCALE:

3/16" = 1'-0" OR AS SHOWN

© Copyright - GREG F. CLEMENS, 2016



REAR ELEVATION



FRONT ELEVATION



Community and Strategic Planning

P. O. Box 1614, 21 Reeve Street
Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A03-16**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment
MEETING: July 11, 2016
REPORT NUMBER: 2016-176

OWNER: Reeves Realty Corporation
95 Young Street, Ingersoll, N4S 3L6

VARIANCE REQUESTED:

Relief from the provisions of **Section 7.3.16.2.1.3 – Semi-detached Dwelling, Lot Depth, Minimum:** to reduce the minimum lot depth from 20.5 m (67.2 ft) to 20 m (65.6 ft).

LOCATION:

The subject lands are described as Lots 18 & 19, Plan 41M-294, Town of Ingersoll. The lands are located on the northwest corner of McKeand Street and Kendell Lane, and are municipally known as 2 -8 Kendell Lane.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Special Residential Type 2 Zone (R2-16)

SURROUNDING USES: surrounding uses are predominantly low density residential uses

COMMENTS:(a) Purpose of the Application:

The applicant proposes to obtain relief from Section 7.3.16 of the Town's Zoning By-law to reduce the minimum lot depth from 20.5 m (67.2 ft) to 20 m (65.6 ft) to facilitate the construction 2 semi-detached dwelling (4 units) on the subject lands.

For the Committee's information, the draft plan of subdivision for the subject property and surrounding lands was originally approved in May 1988. The applicant developed 5 lots in 1989 and applied for a red line amendment and zone change in 2011 to change the lot configuration to allow 18 new semi-detached residential lots (36 units) in place of the remaining 15 single detached lots on the approved draft plan. A site specific zoning was applied to the newly configured lots to address deficiencies like lot area, frontage and depth. The approved red line amendment showed the subject properties as having lot depths of 20.8 m (68.2 ft) and the bylaw that was approved required a minimum lot depth 20.5 m (67.3 ft). The registered plan shows the subject properties as having lot depths that are less than 20.5 m (67.3 ft) and therefore relief before a building permit may be issued.

The subject properties are currently vacant.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the dimensions of the properties.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and no concerns or objections to the requested relief were raised.

(c) Intent and Purpose of the Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the County Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'R2-16' and meet all of the other relevant zoning provisions.

The lot depth provisions contained in the Town's Zoning By-law are generally intended to ensure that lots are able to accommodate a dwelling, proper setbacks, parking and amenity area.

(e) Desirable Development/Use:

It is the opinion of this Office that the relief to decrease the minimum lot depth for a semi-detached dwelling can be considered minor in nature and desirable for the area. It is the opinion of staff that the proposed reduction in lot depth will not affect the ability to develop semi-detached dwellings on the subject lands as the applicant has indicated that they are able to

construct a dwelling on the lots and meet all of the relevant setbacks, parking and outdoor amenity space requirements.

In light of the foregoing, it is the opinion of this Office that the applicant's request can be given favourable consideration. Staff are satisfied that the relief maintains the general intent of the Official Plan and the Zoning By-law.

RECOMMENDATION:

That the Town of Ingersoll Committee of Adjustment **approve** Application File A03-16, submitted by Reeves Realty Corporation for lands described as Lots 18 & 19, Plan 41M-294 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 7.3.16.2.1.3 – Semi-detached Dwelling, Lot Depth, Minimum:** to reduce the minimum lot depth from 20.5 m (67.2 ft) to 20 m (65.6 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect neighbouring properties;

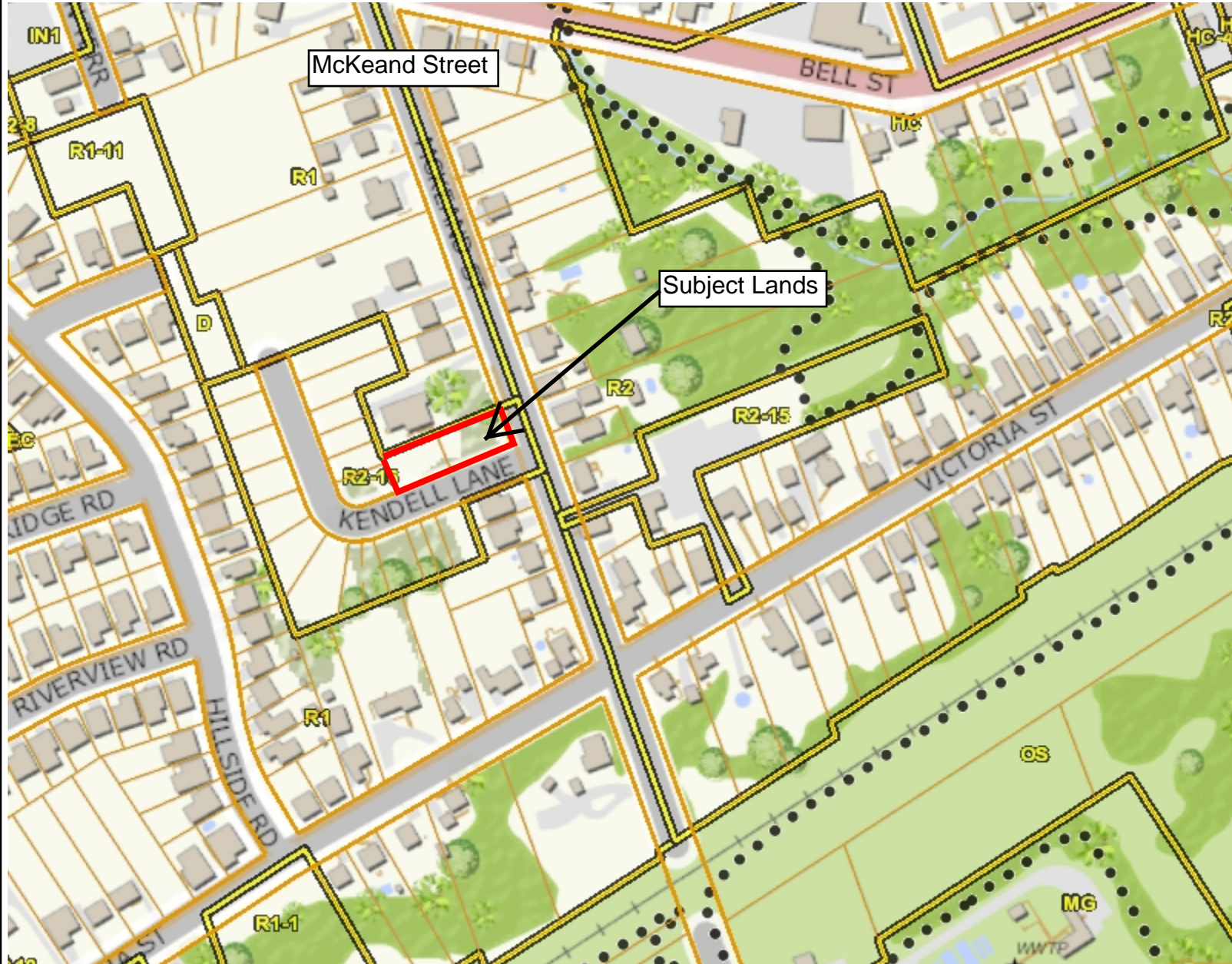
The proposed relief is desirable for the use of the land as the said relief will allow for dwellings that are permitted by the Zoning By-law, are compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the R2-16 zone and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as proposed semi-detached dwellings are complimentary to the low density residential development contemplated by the Official Plan.

Authored by: Original signed by Andrea Hächler, Development Planner

Approved by: Original signed by Eric Gilbert, MCIP, RPP, Senior Planner



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay**
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



0 77 154 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

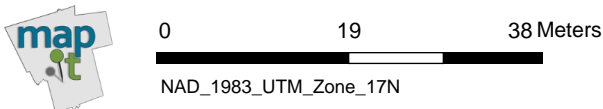
June 23, 2016



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
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 - ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
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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

To: The Mayor and Members of the Town of Ingersoll Council

From: Andrea Hächler, Development Planner, Community and Strategic Planning

Applications for Official Plan Amendment & Zone Change OP 16-02-6; ZN 6-16-06 – Town of Ingersoll

REPORT HIGHLIGHTS

- The Town of Ingersoll has initiated an application to amend the Official Plan to add a municipal recreation and multi-use facility as a permitted use within the areas designated 'Industrial' in the Town of Ingersoll.
- The purpose of the Zone Change application is to add a 'municipal recreation and multi-use facility' to the list of permitted uses in the 'Restricted Industrial Zone (MR)'.
- Planning staff recommend that the applications be given favourable consideration as they are consistent with the Provincial Policy Statement and the general intent and objective of the Official Plan.

DISCUSSION

BACKGROUND

APPLICANT: Town of Ingersoll
130 Oxford Street, 2nd Floor, Ingersoll ON, N5C 2V5

LOCATION:

The subject applications are intended for all lands that are designated and zoned for industrial purposes within the Town of Ingersoll.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing: Schedule 'I-1' Township of Ingersoll Land Use Plan
- 'Industrial'

Proposed: Schedule 'I-1' Town of Ingersoll Land Use Plan
- amended 'Industrial' to include policies permitting a municipal recreation and multi-use facility

TOWN OF INGERSOLL ZONING BY-LAW 04-4160:

Existing Zoning: Restricted Industrial Zone (MR)

Proposed Zoning: amended Restricted Industrial Zone (MR)

PROPOSAL:

The Town of Ingersoll has initiated applications to amend the Official Plan and Zoning By-law to permit a municipal recreation and multi-use facility on all lands designated for industrial use within the Town. A 'municipal recreation and multi-use facility' is considered to be a larger scale, multi-facility type of use that may include both indoor and/or outdoor facilities such as an arena, or baseball or soccer facilities, that require larger areas of land. Such facilities would typically be developed and operated by the Town and may include artistic, social or cultural programs.

The subject applications apply to all lands in the Town of Ingersoll that are designated Industrial. The intent of the application is to provide flexibility in land choices for the Town to find a suitable location for a future recreational facility.

Application Review

PROVINCIAL POLICY STATEMENT

The policies of Section 1.1 state that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term.

Section 1.1.3 states that the vitality of settlement areas is critical to the long-term economic prosperity of communities and that development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures. Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

Section 1.3 further states that planning authorities shall promote economic development and competitiveness by:

- providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
- providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities; and
- ensuring the necessary infrastructure is provided to support current and projected needs.

Section 1.6 states that infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs.

Planning for infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities shall be coordinated and integrated with land use planning so that they are:

- financially viable over their life cycle, which may be demonstrated through asset management planning; and
- available to meet current projected needs.

Section 1.6.3 further directs that before consideration is given to developing new infrastructure and public service facilities:

- the use of existing infrastructure and public service facilities should be optimized; and
- opportunities for adaptive re-use should be considered, wherever feasible.

OFFICIAL PLAN

The proposed amendment to the Official Plan will affect those lands within the Town that are designated for industrial use. The Industrial designation includes those lands that are designated for the full range of industrial type activities, including light, medium and heavy industrial uses. Such uses may generate on and off-site effects such as traffic, noise, vibration, odours, or visual appearance.

Permitted uses in Industrial areas include assembling, manufacturing, fabricating, processing, repair activities, environmental industries, wholesaling, storage and warehousing industries, construction industries, communication and utility industries, transportation and cartage industries, and technological service industries.

The Official Plan further indicates that accessory and ancillary uses to industrial operations such as a retail and wholesale division operated as a subsidiary function of an industry may be permitted in the Industrial area. Additionally, day care facilities and recreational facilities primarily for employees of the industrial use will be permitted on industrial lands. All recreation facilities will be subject to site plan control and relevant evaluation criteria.

ZONING BY-LAW

The amendments to the Town's Zoning By-law propose to allow a 'municipal and multi-use recreation facility' as a permitted use in both the 'General Industrial Zone (MG)' and 'Restricted Industrial Zone (MR)', in addition to the uses currently permitted by those zones. For Council's information, the MG Zone permits all of the uses permitted in the MR Zone and as such, it is only necessary to amend the MR Zone to include the noted use.

The subject lands affected by the proposed applications will be lands that are zoned 'General Industrial Zone (MG)' and 'Restricted Industrial Zone (MR)'. The purpose of the applications is to add a 'municipal and multi-use recreation facility' as a permitted use on industrial lands within the Town.

AGENCY COMMENTS

This application has been reviewed by a number of public agencies. The Town of Ingersoll Engineering Department, Town of Ingersoll Fire Department, Ontario Provincial Police, and the County of Oxford Public Works Department stated that they have no objections regarding the application.

PUBLIC CONSULTATION

Notice of the applications for Official Plan Amendment and Zone Change were published in the local newspaper on May 3rd, 2016 and June 23rd, 2016. As of the date of this report, no comments from the public have been received.

Planning Analysis

The purpose of the subject applications is to amend the Industrial designation and the 'Restricted Industrial Zone (MR)' to allow for a municipal and multi-use recreational facility as an additional permitted use. The Town's intent with respect to these amendments is to provide the Town with the opportunity to potentially utilize industrial lands owned by the Town to be developed for a recreational facility in the future. The Town currently has no plans to develop a recreational facility at this time, but is proposing the amendments to provide flexibility to the Town to consider a broader range of options that may be suitable for large scale municipal recreational facilities going forward.

Planning staff are of the opinion that the proposed applications are consistent with the policies of the 2014 PPS as the proposal will accommodate a municipal recreation and multi-use facility which would assist in meeting the long-term needs of the residents of the Town of Ingersoll. The ability to provide locations for large scale recreational facilities contributes to the Town's overall vitality and helps to provide options for a mix of institutional uses while not undermining the Town's need to provide for long-term employment needs.

It is also the opinion of staff that the proposed amendments will facilitate a proposed future use that can, where appropriate, provide a buffer between industrial and sensitive land uses such as residential development. A recreational facility can help to address any compatibility issues that may arise when establishing an industrial use adjacent to a residential area. Any recreational facility that is proposed will be required to undergo site plan approval to ensure that the facility is introduced to the area in a way that it is also compatible with existing or future industrial development.

Further, Official Plan policies currently permit a range of uses, including recreational uses that are accessory or ancillary to industrial areas. While the intent of this amendment is to permit larger scale municipal recreation facilities, staff are of the opinion that the development of this type of use in an industrial area can be appropriate if properly sited on arterial roads and buffered to limit compatibility issues.

In light of the foregoing, Planning staff is satisfied that the proposed Official Plan Amendment and Zone Change are consistent with the policies of the PPS, are in-keeping with the objectives of the Official Plan and can be given favourable consideration.

It is recommended that the Council of the Town of Ingersoll recommend approval of the proposed Official Plan Amendment and approve the proposed Zoning Amendment in principle. At such time as the Official Plan Amendment is approved by County Council, an amending Zoning By-law will be brought to Town Council for approval.

RECOMMENDATIONS

1. **THAT the Council of the Town of Ingersoll advise the County that the Town supports the application to amend the Oxford County Official Plan (File No. OP 16-02-6) to add a municipal recreation and multi-use facility to the list of permitted uses in the Industrial designation, as submitted by the Town of Ingersoll for all lands designated Industrial in the Town of Ingersoll; and,**
2. **THAT the Council of the Town of Ingersoll approve in principle the application of the Town of Ingersoll for lands zoned 'MR' located in the Town of Ingersoll to rezone the lands from 'Restricted Industrial Zone (MR)' to amended 'Restricted Industrial Zone (MR)' to include a municipal recreation and multi-use facility as a permitted use.**

SIGNATURES

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved for submission: Original signed by

Gordon K. Hough, RPP, Director

AMENDMENT NUMBER 200
TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following text attached hereto constitutes
Amendment Number 200 to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. -2016

BEING a By-Law to adopt Amendment Number 200 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 200 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Ingersoll and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 200 to the County of Oxford Official Plan, being the attached text is hereby adopted.
2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of August, 2016.

READ a third time and finally passed this 10th day of August, 2016.

DAVID MAYBERRY, WARDEN

BRENDA J. TABOR, CLERK

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to add a 'municipal recreation & multi-use facility' as a use permitted within all industrial areas within the Town of Ingersoll.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to lands located in the Town of Ingersoll that are designated Industrial.

3.0 BASIS FOR THE AMENDMENT

The Town of Ingersoll initiated this amendment to provide the Town with the opportunity to include industrial lands within the community for the development of a large scale, municipal recreation and multi-use facility in the future. A 'municipal recreation and multi-use facility' can be characterized as a municipally operated multi-facility type use that may include both indoor and/or outdoor recreation facilities such as an arena, or baseball or soccer facilities requiring larger areas of land, together with other community serving-type uses such as senior's centres.

Council is of the opinion that the amendment is consistent with the policies of the 2014 PPS as the proposal will accommodate a large scale municipal facility which would assist in meeting the long-term needs of the residents of the Town of Ingersoll. The ability to provide locations for large scale recreational/multi-use facilities contributes to the Town's overall vitality and helps to provide options for a mix of public use facilities while not undermining the Town's obligation to provide for long-term employment needs.

The amendment will also facilitate a proposed future use that can, where appropriate, provide buffer between industrial and sensitive land uses such as residential development. A recreational/multi-use facility can help to address any compatibility issues that may arise when establishing an industrial use adjacent to a residential area. Further, any such facility that is proposed will be required to undergo site plan approval to ensure that the facility is introduced to the area in a way that it is compatible with existing or future industrial development.

Official Plan policies currently permit a range of uses, including recreational uses, that are accessory or ancillary to industrial areas. While the intent of this amendment is to permit larger scale municipal recreation facilities, Council is satisfied that the development of this type of use in an industrial area can be appropriate if properly sited on arterial roads and buffered to limit compatibility issues.

4.0 DETAILS OF THE AMENDMENT

4.1 That Section 9.3.4.1 – *Industrial Areas – New Uses*, as amended, is hereby further amended by adding the following policy after the second paragraph of the subsection titled 'Permitted Uses – New Development:

“Municipal recreation and multi-use facilities may also be permitted.”

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

DRAFT

New Home Construction in Ingersoll

Presented to Ingersoll Town Council,
By Ingersoll Builders Group
July 11th, 2016

New Home Construction in Ingersoll

The Ingersoll Builders Group, is a working group of builders and developers as well as local industry, working closely with staff at Ingersoll Town Hall.

Who we are:

Sifton Properties Limited, Gatto Homes, McKenzie Homes and Doug Tarry Homes.

What we represent:

The New Home Construction Industry for the Ingersoll Market.

Our Objective:

To create desirable new homes and communities that people choose for their families.

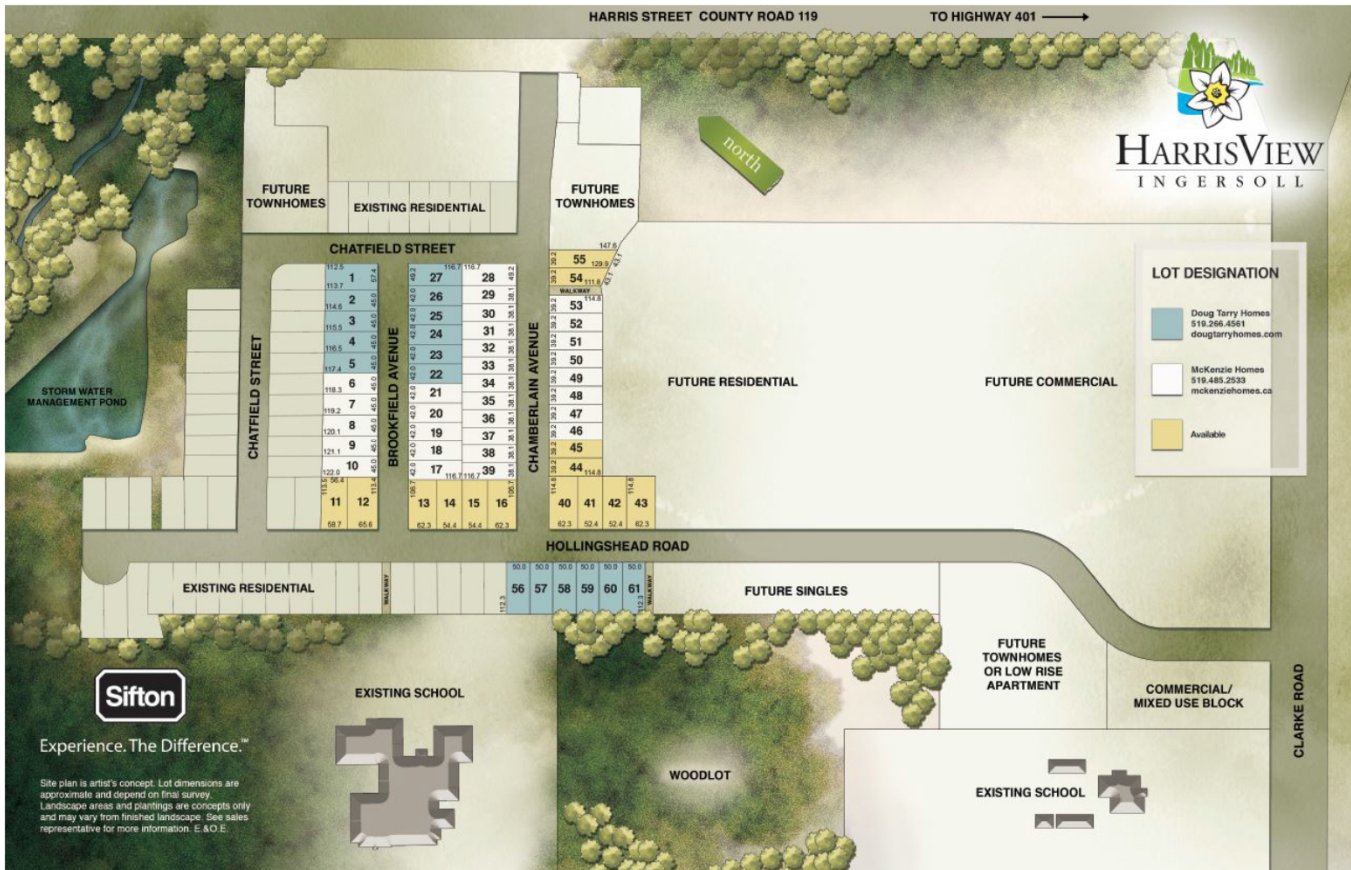


New Home Construction in Ingersoll

Sifton Properties



Experience. The Difference.™



Sifton Properties is a family-owned and diversified construction and land development company that has never forgotten its roots.

Established in London in 1923, Sifton has played a role in shaping and building communities across Southwestern Ontario.

New Home Construction in Ingersoll



Gatto Homes



Gatto Homes offers opulent single family homes with a vast assortment of luxurious designs.

Founded in 1969 by Guido Gatto, Gatto Homes has an impressive reputation with over 35 years of building experience.

New Home Construction in Ingersoll

McKenzie Homes



The McKenzie Homes team is passionate about creating high quality, high spec homes that enhance our community.

Every homes is built to the highest standards by our experienced craftsmen, and all our homes are highly energy efficient.

New Home Construction in Ingersoll

Doug Tarry Homes



Founded in 1954 by Doug Tarry Sr. , Doug Tarry Homes is a National Award Winning builder renown for designing and building homes of superior quality.

Today, we proudly offer Energy Star and Net Zero Homes to our customers.

New Home Construction in Ingersoll

Why is it important for the new housing industry to be successful in Ingersoll?

1. Providing consumer choice in the Market Place.
2. Increased revenue base to the municipality:
 - Through new tax revenue streams.
 - Through rising property values on existing housing resulting from new home construction.
 - Development charges for Long Term Infrastructure projects.
3. Benefits in attracting industry as housing inventory is a key component of attracting industry.
4. Improved Energy Efficiency.
 - Today's new home is nearly 70% more efficient than a home built in the 1970's.

New Home Construction in Ingersoll

Economic Impact!

- New Home Construction is an economic driver.
- One of the largest industries in the province.

New Home Construction in Ingersoll



Promoting Ingersoll:

The Ingersoll Builders Group, Town of Ingersoll staff and Tony Scott from Akira Studios:

- Developed a full marketing campaign for Promoting Ingersoll.
- Created a website, banners, signs, ads for the area.
- Hosted open houses and Model Home Tours.
- Focused on growth in Ingersoll:
 - Small Town Lifestyle / Connected to Everywhere.
 - Discover Living in Ingersoll (Festival Town Ontario).
 - Five Minutes to Everywhere. The Benefits of a walkable community.
 - Commuter Advantage. Why spend hours on the highway.

www.movetoingersoll.ca

Upcoming Events:

- Fall Tour of Model Homes
- Canterbury Festival Sponsorship

New Home Construction in Ingersoll

The Importance of Your Staff:

The Ingersoll Builders Group Members are grateful for the efforts of your staff:

- Kale Brown and Chelsea Jibb act as our liaison with the Town of Ingersoll.
 - We would not be where we are without their outstanding support.
 - Meeting approximately every 45-60 days, others are welcome to join.
 - Creates the opportunity to discuss plans, options, obstacles, issues and other pertinent information with all involved.
- Sandra Lawson has been gracious in her efforts to listen to our concerns:
 - Some long-standing issues are being dealt with (such as grading requirements).
 - This is a win-win for our group and the town and should see overall reduced costs.
- Shannon Vanderydt, Kelsey Hammond and Lenore Capern:
 - We appreciate their willingness to listen and problem solve as issues arise.
 - They are our partners in building better homes.

New Home Construction in Ingersoll

Critical Path:

Economic Growth from new home construction:

- Requires an efficient, timely and secure municipal process that reduces red tap.

Our industry is like a factory with regular production schedules, deadlines and demanding clients:

- We just don't build in only one place.
- We don't create the market – we respond to demand.
- When the market is strong we must react quickly.

New Home Construction in Ingersoll

Critical Path (Continued):

Short Term growth can be restricted with added red tape and processes that are not defined:

- Regaining momentum, such as we are doing this spring, is costly and results in reduced revenues for everyone.
- Requirements are not always clear and described.
- We look forward to continued work with staff to improve overall efficiencies.

Long Term Growth can be threatened when not enough lots, specifically short term serviced lot supply is limited or unavailable.

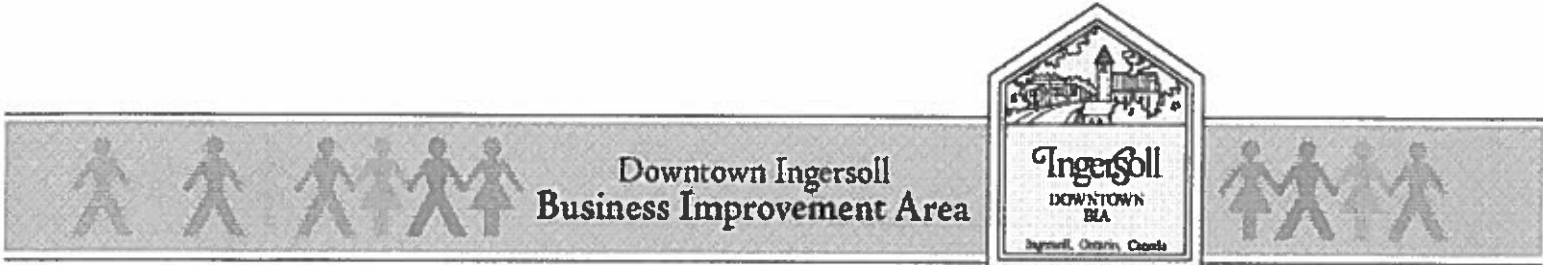
Without it, builders have no choice but to move elsewhere.

New Home Construction in Ingersoll

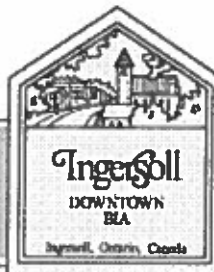
WE LOOK FORWARD TO WORKING TOGETHER,
THE INDUSTRY, STAFF AND COUNCIL
TO BUILD A BETTER INGERSOLL

Thank You

QUESTIONS?



Downtown Ingersoll
Business Improvement Area



June 27, 2016

Council, Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, ON
N5C 2V5

RE: Downtown Parking Enforcement

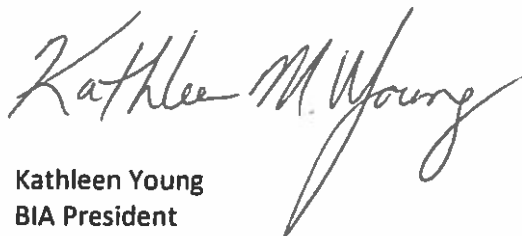
Dear Members of Council,

We would like to thank the Commissionaire's Office for the work that has been done in enforcing our existing parking by-laws; their efforts have not gone unnoticed. However, after much discussion regarding the three hour parking limit, and the issues our members have encountered with employees of downtown businesses parking within the downtown core, the BIA would like to propose three recommendations in order to ensure that downtown parking is being properly utilized:

1. The parking enforcement officer patrols the enforced area on foot (weather permitting), as opposed to driving, in order to increase visibility of enforcement.
2. Of the dedicated time the enforcement officer has in Ingersoll that at least 8 hours are done continuously, as opposed to multiple 4 hour days, and that these hours be randomly selected.
3. A reconsideration of the parking bylaw to put in place a minimum distance that a vehicle must move from its original parking spot, if reparked.

We hope that the implementation of these recommendations will address the issues, and assist in opening up the parking spots to our customers.

We thank Council for your consideration of this request and are available for any clarification that you require.



Kathleen Young
BIA President

June 6, 2016

William Tigert
CAO
Town of Ingersoll
130 Oxford St
Ingersoll, ON N5C 2V5

William Tigert,

Re: Federal government reviewing our public postal service - Have your say!

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

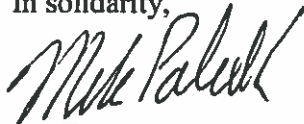
The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators, CUPW locals



A Canada Post for Everyone



Daily door-to-door delivery: It's not just more convenient. It's better for the environment.

Canada Post delivers billions of letters and parcels to homes and businesses every year. Many Canadians consider it a trusted and valuable service.

But did you know that home mail delivery is the most environmentally friendly way of moving letters and parcels from sender to receiver? And it's greener when it's done five or six days a week.

Why Canada Post is the greener option

The boom in online shopping means that millions more parcels are being delivered by Canada Post and other delivery companies. That's a lot of cars and trucks on delivery runs.

Last year, the number of parcels delivered by Canada Post alone increased by almost 10%. But with Canada Post, the amount of greenhouse gas emissions barely increases. Why? Because, unlike other delivery companies, Canada Post already has people delivering mail and parcels to every neighbourhood in the country on a daily basis.

From an environmental perspective, Canada Post is the best delivery option. According to a 2011 report, getting a parcel delivered by Canada Post can cause up to 6 times less CO₂ emissions than an overnight delivery by a courier, and 3 times less than having a customer make a 5-km trip to pick it up in a store.

Why daily delivery is the greener option

If we cut mail delivery back to three days per week, Canada Post would lose its environmental advantage. It would make Canada Post's parcel delivery more expensive, which would result in the corporation losing market share to less environmentally efficient companies.

A vehicle delivering letters and parcels together keeps down the cost and environmental impact of each piece.



**Our daily
door-to-door
delivery network
is part of a
sustainable future
for Canada Post.**

**Let's keep it
greener.**

What if I don't get my mail every day?

Lots of us don't get mail every day. That kind of fluctuation in volume is already built into the delivery system. Having carriers deliver fewer days per week would only make it harder to reduce our carbon footprint.

Businesses of all sizes rely on daily delivery for cash flow and time-sensitive items. So courier companies would step in to fill in the gap, meaning three or more delivery trucks and vans driving the same streets.

Why door-to-door delivery is the greener option

There are many reasons why people hate so-called "community mailboxes":

- they cause more traffic congestion
- lower property values
- thefts, and injuries due to slips and falls

They also cause more people to drive to pick up their mail, creating more pollution. Cars sit idling while residents struggle to open frozen locks and get the mail.

One poll shows that over a third (34.2%) of people drive to pick up their mail from a group mailbox.



A Canada Post for Everyone



Our Postal Service is Under Review: What's In It For You?

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

High Quality Service to Meet Our Changing Needs.

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

Why Not Get More At The Counter?

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

Get Your Documents:

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

Get a Bank for Everyone:

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to cupw.ca/PostalBanking.

Get Display Space:

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

Why Not Get Better Cell, Internet and Secure Data Service?

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit cupw.ca and deliveringcommunitypower.ca



Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.

Public review on future of Canada Post

Whereas Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

Whereas there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

Whereas the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country.

Whereas a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post.

Whereas it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home mail delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible.

Therefore be it resolved that (name of municipality) provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.

CONTACT INFORMATION FOR CANADA POST REVIEW

Step 1: Providing input to the task force now

The task force is collecting input from Canadians through a 'question of the week'. It is also providing a number of ways for people to make general comments (June 23rd deadline for municipalities and organizations, end of July deadline for public):

- Online: Canada.ca/canadapostreview
- Email: TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- **Instagram:** Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:
Canada Post Review
CP 2200
Matane, QC G4W 0K8

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

What to say?

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at CUPW.ca/canadapostreview

Step 2: Providing input to the parliamentary committee in the fall

The government says that details about the parliamentary committee's consultations will be made public as they become available.



A bank for everyone

Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.



Why do we need postal banking?

- 1** Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.
- 2** Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

- 3** Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.
- 4** Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.



Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service "would be a win-win strategy" for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

For more information:

A postal bank for everyone – Support Postal Banking
www.cupw.ca/PostalBanking

Why Canada Needs Postal Banking
<https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services:
Why post offices need to offer banking services
http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf

Banking on a future for posts
<http://www.cupw.ca/campaign/resources/banking-future-posts>





June 27, 2016

Town of Ingersoll
130 Oxford Street, 2nd floor
Ingersoll Ontario N5C 2V5

Dear Mr. Graves

I am writing on behalf of the Ingersoll Pipe Band to request permission to march on the streets of Ingersoll and to make use of Memorial park from 1:00 to 4:00 PM on Sunday, August 14, 2016. The route we propose is to march from the Band Hall at 108 Wonham Street along Charles Street West and Thames Street South. We would enter Memorial Park via Canterbury Street.

Our World War I Band Tattoo is part of the "Oxford Remembers Oxford's Own" project honouring Oxford County's residents and their participation overseas in World War I .

If you should have any questions please do not hesitate to contact myself at 519-532-4734 or Gail McKay at 519-485-4702.

Sincerely yours
John Lynes
Secretary, Ingersoll Pipe Band



**Corporation of the Town of Ingersoll
By-Law 16-4886**

A by-law to appoint an integrity commissioner

WHEREAS Section 223(1) of the Municipal Act, 2001, as amended, authorizes the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;

AND WHEREAS Council of the Town of Ingersoll has a Code of Conduct being By-law 11-4646;

AND WHEREAS it is deemed advisable by the Council of the Corporation of the Town of Ingersoll to appoint an Integrity Commissioner as required by By-law 11-4646;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Council does hereby adopt appoint Gregory Stewart as Integrity Commissioner for the Town of Ingersoll under the contract outlined 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.
3. 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 this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of the _____ day of _____, 2016.

BETWEEN:

THE CORPORATION OF THE TOWN OF INGERSOLL

(hereinafter referred to as "Ingersoll") OF THE FIRST PART

AND:

GREGORY F. STEWART

(hereinafter referred to as "Gregory F. Stewart") OF THE SECOND PART

WHEREAS:

- (A) Section 223.3 through 223.8 of the Municipal Act, 2011, S.O. 2011, c.25 (the "Act") contemplates and authorizes a municipality to appoint an Integrity Commissioner to, among other things, provide advice and guidance to members of Council and local boards as to the application of any Code of Conduct and municipal procedures, rules, and policies relating to their ethical behavior, and, furthermore, to making inquiry into requests as to alleged contraventions of any such Code of Conduct by a member of Council or board and to report the results of such inquiry to the municipality;
- (B) In appointing an Integrity Commissioner and in assigning powers and duties to him or her, a municipality is to have regard to, among other things:
 - i) the independence and impartiality of the said Commissioner;
 - ii) confidentiality in respect of the activities of the Integrity Commissioner;
 - iii) the credibility required to be attributed to the role of the Integrity Commissioner; and
- (C) Ingersoll is satisfied that Gregory F. Stewart has the skills and ability to meet the foregoing criteria.

NOW THEREFORE, in consideration of the payment of the sum of one dollar (\$1.00) by each party to the other and the covenants and hereinafter set forth, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

- 1. Term – The term of this agreement is for the period commencing _____ (the "commencement date") and ending on _____ unless subject to prior early termination by either of the parties hereto and/or as otherwise renewed or extended by agreement of the parties.
- 2. Services – Ingersoll hereby retains and appoints Gregory F. Stewart as Integrity Commissioner for the purposes of Sections 223.3 through 223.8 of the Act and Gregory F. Stewart accepts such appointment and agrees to provide such services as are reflected in the Act and as requested by the municipality, at all times in accordance with and to the standards as set forth in the Act.
- 3. Duties – As Integrity Commissioner, Gregory F. Stewart shall perform the duties and have the powers provided for in the Act, including but not limited to the following:
 - (1) *Advisory:* Providing the full Council with specific and general opinions and advice respecting compliance by elected officials in respect of the provisions of governing statutes the Code of Conduct and any other applicable procedures, rules, and policies.
 - (2) *Compliance Investigation/Determinations:* upon proper request from a member of Council or local board, municipal administration or one or more members of the public, to conduct an inquiry and make a determination as to any alleged contravention of the Code of Conduct or applicable procedures, rules, and policies by a member of Council or local board and, thereafter, to report the details and results of such inquiry to municipal Council.
 - (3) *Educational:* provide the Chief Administrative Officer or as directed with an annual report of activities during the previous calendar year as Integrity Commissioner, including but not necessarily limited to advice given to Council or individual members of Council and a summary of inquiry results and determinations; furthermore, provide outreach programs to members of Council and local boards and relevant staff on legislation, protocols, and

office procedures emphasizing the importance of compliance with a Code of Conduct for public confidence in Municipal Government; and, furthermore, dissemination of information available to the public on the website operated by Ingersoll.

Notwithstanding that set forth above, the parties acknowledge and agree that the function of the Integrity Commissioner is to provide advice and opinion to Council and members thereof, to provide independent complaint prevention, investigation, adjudication, and resolution to members of Council and the public, and education respecting adherence with the Code of Conduct for members of Council and other procedures, rules, and policies governing ethical behavior.

The parties hereto also acknowledge and agree that Gregory F. Stewart, as Integrity Commissioner, will perform services, and in particular those services relating to advisory and educational duties, in a manner so as to avoid duplicated advice, opinion, and cost in respect of identical requests and inquiries – for example, the Integrity Commissioner shall decline to provide individualized advice and opinion to more than one member of Council or a local board on identical issues but should choose to provide general advice to Council or such local board as a whole to answer all such inquiries. In addition, it is recognized that Gregory F. Stewart, as Integrity Commissioner, will likely receive requests for advice on matters involving compliance with the Municipal Conflict of Interest Act (the “MCIA”) – while the Integrity Commissioner may provide general interpretation of the MCIA, it is expected that individual members of Council or local boards will seek independent legal advice on a specific question of individual compliance with such legislation.

4. Fees

Hourly Rate – Gregory F. Stewart will be paid a fee of TWO HUNDRED FIFTY DOLLARS PER HOUR (\$250.00/hour), plus applicable taxes, for time devoted to services as Integrity Commissioner for Ingersoll.

- a) Expenses – Upon presentation of receipts, Gregory F. Stewart will be entitled to reimbursement of expenses incurred in relation to performance of duties contemplated by this agreement, including but not limited to food and hotel costs, car rental, railway transportation, and/or fuel charges, all at the respective municipal rates then in affect.
- b) Legal Advice/Fees – The parties agree that, when necessary, Gregory F. Stewart may arrange for and receive legal assistance and advice to properly perform the duties contemplated by this agreement. The parties agree that, as a direct cost and not as a reimbursable expense, Ingersoll shall pay the cost of such legal assistance and advice.

5. Independent Contractor – Notwithstanding the appointment as a statutory officer, the parties agree and acknowledge that Gregory F. Stewart is a contractor independent of Ingersoll. Nothing within this agreement shall be interpreted to render or create a relationship of employer/employee, partnership, franchise, agency, joint venture or other like arrangement as between Gregory F. Stewart and Ingersoll.

6. Statutory Officer – For purposes of the agreement and solely for the purpose of arranging for errors and omission insurance, the Integrity Commissioner shall be deemed to hold the status of “Statutory Officer” under the Municipal Act.

7. Indemnification – Ingersoll agrees to indemnify and save harmless Gregory F. Stewart, his agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with the provision of services and carrying out of duties as contemplated hereunder, including but not necessary limited to any alleged breach of this agreement, any procedural defect, or any breach of relevant statutory provisions.

8. Early Termination – The within agreement may be terminated by either party at the end of any calendar year by delivery of a written notice of such early termination delivered on or before December 1st of any such calendar year during the term of this agreement.

9. Notice – Any notice required pursuant to this agreement shall be delivered to the respective parties hereto at the following addresses:

For Ingersoll:
130 Oxford Street (2nd Floor)
Ingersoll, Ontario
N5C 2V5

For Gregory F. Stewart:
c/o Donnelly Murphy Lawyers PC
18 The Square
Goderich, Ontario
N7A 3Y7

Any written notice between the parties hereto which specifically excludes any invoice rendered herein, shall be delivered or sent by pre-paid registered mail addressed to the parties at the respective addresses listed above. Notice shall be deemed to have been received on the date on which notice was delivered to the addresses designated or, in the case of mailing, on the fifth day after the date of mailing.

10. Severability – All paragraphs, terms, and conditions of this agreement are severable and the invalidity, illegality or unenforceability of any such paragraph, term, or condition shall be deemed not to affect the validity, legality, or enforceability of the remaining paragraphs, terms and conditions.
11. Complete Agreement – This agreement, including any schedule hereto, constitutes the entire agreement between the parties and supersedes all prior agreements, negotiations and discussions, whether oral or written, with respect to the subject matter of this agreement.
12. Enurement – This agreement shall enure to the benefit of and is binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

INGERSOLL:

Per: _____
Mayor

Per: _____
Clerk

We have authority to bind the Municipal Corporation.

GREGORY F. STEWART:

Gregory F. Stewart



**Corporation of the Town of Ingersoll
By-Law 16-4887**

A by-law to prescribe the form and manner and times for the provision of notice

WHEREAS Section 270(1) 4 of the Municipal Act, 2001, as amended, provides that a municipality shall adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

AND WHEREAS it is deemed advisable by the Council of the Corporation of the Town of Ingersoll to set out the minimum notice requirements in the Municipal Act, 2001 for which the notice requirements are not otherwise prescribed by legislation, regulation, policy or by-law;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Council does hereby adopt the Code of Conduct and shall 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.
3. That this By-law shall come into force and be effective on the date of the third and final reading thereof.
4. That By-law 11-4649 is hereby repealed.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

Notice By-law

PURPOSE:

To provide for the form, manner and timing in which the Town shall provide notice to the public and/or its stakeholder where notice is appropriate and/or prescribed pursuant to the Municipal Act, 2001.

STATEMENT:

In accordance with the *Municipal Act, 2001*, a municipality shall adopt and maintain policies with respect to providing notice to the public and, the form, manner and times notice shall be given.

SCOPE:

This policy applies to public notices issued by the Town of Ingersoll, pursuant to the Municipal Act, 2001, with the following exceptions:

- a) Where notice is otherwise prescribed by statute, regulation, Town By-law or other policy;
- b) Where Council directs an alternate form or manner of public notice or deems that notice is not required;
- c) Where notice requirements may need to be altered pursuant to an Emergency Provision.

DEFINITIONS:

“Council” means the Council of the Corporation of the Town of Ingersoll

“Day” means calendar day

“Posted” means electronically publishing the notice

“Public Notice” means a written, published and or printed notification given to the public generally, but does not include notice given only to a specified person

“Website” means the Town of Ingersoll website www.ingersoll.ca

GUIDING PRINCIPLES

The Town of Ingersoll shall demonstrate adherence to the notice provisions of legislation, as well as any Town by-laws and policies containing notice requirements, based on the following principles:

- (a) Stakeholders and public have the right to be informed as to what, when and where the business of the municipality is being conducted;
- (b) Notice should be timely in accordance with the scope and magnitude of the issue or as prescribed by legislation, by-law or policy;
- (c) Notice is to be given in such a manner as to reach the largest broadcast audience affected by the issue or matter;
- (d) Consideration is to be given to ensuring information is accessible, in a useful format that is easy to understand, and is inclusive and respectful to all citizens;

- (e) Consideration is to be given to providing direct notice for those individuals or stakeholders directly impacted, where reasonable and appropriate;

PROCEDURE:

All Town staff is to adhere to and consider the application of this policy when determining whether notice is appropriate, as well as the form and manner in which such notice should be given.

Provision of Notice

Where notice is required, including notice of intention to pass a by-law, or notice of a public meeting is required; the notice shall be given pursuant to Schedule A as attached.

The provision of notice may also be in the form of direct delivery, including hand delivery, direct mail, facsimile and email, posting on website, newspapers, location signs, radio and television (e.g. media releases).

Time of Notice

Where notice of intention to pass a by-law or notice of public meeting is required to be given, such notice shall be provided in time frame prescribed in the legislation or its regulations and if it is not prescribed, notice shall be given pursuant to Schedule "A" as attached. Notices required under the Planning Act shall be in accordance with the time frames set out in the Planning Act.

General

Where separate by-laws and/or policies have been enacted in accordance with the provisions contained in legislation, the notice provisions set out in such by-laws and policies shall prevail.

Application

The requirement to give reasonable notice to the public shall be deemed fulfilled upon completion of the actions dictated in this procedure.

The notice requirements set out in this policy are minimum requirements. Nothing in this policy shall prevent the use of more comprehensive methods of providing notice or providing longer periods of notice at the discretion of the Clerk.

Given the the cost associated with newspaper advertisements and the reducing use of newspapers, this form of public notice is to be limited in its use. Where newspapers are utilized to provide notice, the Clerk shall determine the most appropriate newspaper(s) to use in a particular notice. The decision shall be based on the citizens affected by the particular subject matter.

Where public notice is desired but not legislated through this procedure or other legislative means, the notice undertaken by the Town should reflect the magnitude and complexity of the issue/initiative and desired goal or outcome. In selecting the appropriate notice beyond the scope of this procedure the following four recognized types of public engagement will be considered:

- To inform-provide information to assist in understanding the initiative, alternatives, opportunities or solutions;
- To consult-obtain feedback on analysis, alternatives and/or decisions;
- To involve-work directly with the community throughout the process to ensure concerns and aspirations are understood; and
- To collaborate-partner with the community in the development of a decision to seek alternatives and/or a preferred solution.

The determination of appropriate notice beyond the scope of this procedure will be at the discretion of the Clerk.

Emergency Provisions

This procedure applies except where the Mayor, in consultation with the Chief Administrative Officer, determines that notice should be waived due to emergency, urgency or time sensitivity situations or situations which could affect the health and wellbeing of the residents of Ingersoll. Council shall be informed by email if an exemption is applied.

Responsibility

It is the responsibility of the appropriate Director in conjunction with the Clerk to ensure notice requirements applicable to their department are met.

Policy Maintenance and Amendments

Every effort will be made to maintain this policy within currently prescribed requirements and will be amended to reflect those changes.

This policy will be reviewed a minimum of once per Council term to ensure its effectiveness.

Schedule "A"
Town of Ingersoll Notice Provisions
*Denotes notice required by the Act

Subject	Public Meeting Requirement	Manner of Giving	Timing of Notice
Financial			
Financial Statements within 60 days after receiving the audited financial statements – Municipal Act Section 295 (1)	No	Post on website and in newspaper	As prescribed by the Act
User Fee By-law Amendment	No	Post on Website through Council Agenda	48 hours before the meeting.
Sale of Seized Personal Property – Notice Section 351(8)	No	Prepaid registered mail to affected party; published in paper; posted on website	Posted on website at least 30 days prior to auction
Governance			
Proposal to Restructure – Municipal Act – Section 173	Yes	Post on website and newspaper	14 days prior to public meeting
Change of Name of Municipality – Municipal Act – Section 187	No	Post on website	14 days prior to meeting
Change composition of Council – Municipal Act – Section 218 (2) & 219	Yes	Post on website	14 days prior to public meeting
Number of Votes for Council Members – Municipal Act – Section 218 (3) & 219	Yes	Post on website	14 days prior to public meeting
By-law to dissolve or make changes to a local board – Section 216 (4)	No	Written notice by registered mail provided to the local board	at least 14 days prior to consideration of by-law
Procedural By-law Amendments – Municipal Act Section 238	No	Post on website through agenda	48 hours before the meeting.
Establishment of Wards – Notice – Section 222(3)	No	Post on website and newspaper	14 days prior to meeting
Regulatory			
Sale of Land (By-law 08-4429) – Municipal Act – Section 270	No	As directed by by-law 08-4429	

Power of Entry – Municipal Act – Section 435	No	As directed by the Act	As directed by the Act
Transportation Services			
Permanent Closure of a Highway – Municipal Act – Section 34 (1)	No	Signage posted and post on website	30 days prior to enactment of by-law
Temporary closure of a highway for construction	No	Post on website, signage posted, notice to adjacent property owners	Update website as necessary, signage posted as soon as practical
Changing Name of a Highway	No	Post on website, signage poste	30 days prior to enactment of by-law
Misc.			
Temporary Program Disruption or Service Disruption	No	Posting in a conspicuous place at the affected premises and on the website	As soon as possible after it is determined that there will be a service disruption



**Corporation of the Town of Ingersoll
By-Law 16-4888**

A by-law to establish a formal complaint process

WHEREAS the Town of Ingersoll aspires to uphold the highest standards of accountability and transparency;

AND WHEREAS it is deemed advisable by the Council of the Corporation of the Town of Ingersoll to adopt a formal Complaint Process;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Council does hereby adopt a Formal Complaint Process for the Town of Ingersoll as outlined 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.
3. 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 this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

Formal Complaint Handling Process Principles

The complaints process will not deal with:

- Requests for service
- Feedback and compliments
- Inquiries
- Anonymous complaints

In these cases, the Complainant will be referred to the proper forum (if possible).

Early and informal resolution is encouraged. In most cases complaints will be handled informally by the department that deals with them. If the complaint cannot be handled by a front line staff person the complaint will escalate to the Department Head. If resolution is not satisfied there the CAO will be involved. This should resolve the large majority of the complaints. If the issue is not resolved using this process the individual may file a formal complaint.

Formal complaint process:

Formal complaints should be in writing. A form will be provided and available on the website as well as in alternative formats. Include information such as:

- Details of what happened.
- Where did this happen? Is it within the Town's areas of responsibility?
- When?
- Who was involved?
- What was said or done?
- What kind of resolution is being sought?
- Contact details of the Complainant.

“Complaint Owners”: Directors are “Complaint Owners”.

Response times:

Complainants should receive an acknowledgement within 3 business days and assigned a tracking number. The Complaint Owner should be identified and the Complainant should be given the Complaint Owner's contact information, as part of this acknowledgement.

Acknowledgement within 3 business days and final response or update within 20 business days, barring exceptional circumstances, is expected. Complaints may be prioritized, depending on the circumstances. Complainant is to be notified of timelines.

Actioning complaint emails:

a. Complaint for another department

If a complaint was received by your department in error and it should be handled by another department, forward the email to the appropriate Director.

Advise the complainant that you have forwarded their complaint, and provide them the name of the forwarded department.

b. Service request not a complaint

If an email received is not a complaint, but rather a request for service, departments should forward to the appropriate department for service.

c. Standard Complaint

Acknowledgement of receipt (3 business days). A “Complaint Owner” identified. Tracking number provided to the Complainant. This is automatically generated once the complainant has submitted a complaint on-line.

Complaint assessment

- The Complainant may be contacted to clarify the complaint. The complaint may be terminated at this point if a resolution is mutually determined, if it's a duplicate, not a complaint, or is frivolous or vexatious. Complainant will be notified and redirected if possible.

Investigation of complaint

- Coordinated by the Complaint Owner. Define the subject matter and develop an investigation plan. Consult with staff, summarize findings and identify action to resolve the complaint. The Complainant should be notified of the approximate length of time the investigation should take.

Complaint response. This needs to include:

- Setting out the complaint
- Detailing how the investigation was conducted
- Summarizing the facts
- Outlining the findings
- Suggesting appropriate resolution along with the rationale supporting the proposed resolution.

Resolutions may include an explanation, apology, reconsideration, reimbursement, restitution and/or change in policy – all are possible remedies. The <i>Apology Act</i> provides that apologies are not admissible as evidence of fault or liability.
--

Communication of the decision

- Providing the Complainant the response.
- Identifying next steps/appeal. Paper review by CAO.

Complaint closed. If the Complainant is satisfied, the complaint is closed.

d) Hybrid - Emails which contain both a service request and a complaint

Some emails received may include both a request for service and a complaint. In these instances, the service request should be handled in the manner described above, and the complaint handled directly by the appropriate Director.

The response sent to the complainant should clearly identify the distinction between the complaint and the request for service, along with a resolution to the complaint and either a service request number or instruction on how to submit a request for service.

Monitoring and reporting out:

The complaint needs to be tracked from its initial receipt to its resolution.

All complaint records will be kept securely and in accordance with corporate policy requirements and legislative responsibilities. The complaints records will be needed for regular future review and analysis so as to capture recurring issues and improve customer service and satisfaction. Periodically the number of complaints, type of complaints, number of resolved complaints, etc. should be reported.

Until a permanent online complaint system is implemented later this year, each Complaint Owner departments should ensure they have a method in place for keeping track of complaints. This can be as simple as an excel spreadsheet or a set of email folders labelled “received” “acknowledged” “actioned” and “resolved”.

If action is taken on a complaint by telephone/voicemail, ensure that a record of this action is saved for your records in case of escalation to the CAO or to the provincial Ombudsman.

Formal Complaint Handling Policy

Approved By:
Approval Date:
Effective Date:

[Policy Statement](#)

[Purpose](#)

[Application](#)

[Policy Requirements](#)

[Responsibilities](#)

[Definitions](#)

Policy Statement

The Town of Ingersoll is committed to a consistent and uniform process to respond to formal complaints received from members of the public regarding programs, facilities, services, staff or operational procedures. This policy and the accompanying procedures outline the process to be followed and service standards for the handling of public complaints.

Purpose

The Town of Ingersoll recognises the importance of public feedback and welcomes complaints as a valuable form of feedback regarding our services, operations and facilities. The information gained from complaints helps improve the quality of the services provided by the Town and the client experience of residents.

Application

This policy is for the benefit of all ratepayers and **applies to**:

- All Town Functions and services including Council, with the following exceptions:

This policy **does not** apply to:

a) Outside boards and agencies, including: the Police Service Board, which has its own complaints handling processes.

This policy applies to formal complaints that are received online by phone, at the service desk, by email, by mail or by fax.

This policy **does not** apply to:

- Requests for service

- Requests for reconsideration
- Feedback
- Compliments
- Inquiries
- Anonymous complaints
- Request for accommodations

These communications and requests are all handled through other mechanisms and processes.

Policy Requirements

The Town of Ingersoll will deal with all formal complaints promptly, courteously, impartially and professionally. All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

All formal complaints will be dealt with in accordance with *the Municipal Freedom of Information and Protection of Privacy Act* and other applicable legislation. The identity of the complainant will be made known only to those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required by law. If the matter goes to arbitration or to the courts, it may be necessary to release the complainant's name and contact information during the resolution process.

What is a formal complaint?

Most often any disagreement with an action or lack of action taken by any Town employee or any elected official or any individual acting on behalf of the Town can be resolved by contacting the department administering the service. If a satisfactory conclusion is not found by the department head the individual may seek recourse from the CAO. If after all avenues have been exhausted and the individual is still not satisfied they may file a formal complaint.

A formal complaint is any expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Town of Ingersoll or by a person or body acting on behalf of the Town. The formal complaint is a last resort after all methods of resolving the issue have been exhausted.

All complaints filed necessitate a response.

Who can make a complaint?

Anyone who uses or is affected by Town services can make a complaint. This includes:

- residents
- people who work in or visit the town

- local businesses
- community groups

Some individuals may require assistance to make a complaint, and complaints can be made on their behalf, provided that the person affected has given their consent. A consent form for this purpose is available from each department.

Complaints can be submitted:

- By telephone;
- By mail;
- By email;
- In person at Town Hall in writing;

Service Standards

The following Service Standards will be adhered to in the handling of all formal complaints received.

- Complainants must receive an acknowledgement of receipt of their formal complaint and an assigned tracking number within three business days. This acknowledgement must identify who will be following up on the complaint as well as their contact information.
- A final response will normally be sent to the complainant within 20 business days, barring exceptional circumstances.
- Complaints that require outside input such as a meeting investigator or integrity commissioner may take longer than 20 days.

Compliance

Senior management is responsible for implementation and ongoing compliance with the Formal Complaint Handling Policy.

Quarterly reports will be provided to Department Heads indicating the number of complaints received during a specified timeframe, the number of complaints to date, the number of complaints meeting service standards, the number of complaints outstanding, and the number of complaints not meeting service standards.

Responsibilities

Employees: All employees are to have knowledge and awareness of the Town's requirement to receive formal complaints, the process through which a formal complaint can be made and the service standards that apply to formal complaints.

Supervisors: Supervisors are responsible for facilitating prompt response to all formal complaints by their staff to ensure that service standards are achieved.

Department Heads: Department Heads are responsible for the receipt and response of all formal complaints according to the service standards set out. Department Heads hold responsibility for departmental compliance to the Formal Complaint Handling Policy.

Definitions

Formal Complaint – any expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Town of Ingersoll or by a person or body acting on behalf of the Town of Ingersoll. The term “dissatisfaction” is key to the definition of a complaint. Feedback of a positive or general nature, comments on a service or facility that do not require a response, or requests for service, are not complaints. Formal Complaints imply that the complainant is unhappy with the service received and after having tried the normal recourse are still not happy, they require a follow-up response in regards to the issue

Complainant – the person who is dissatisfied and filing the complaint. Anyone who uses or is affected by Town services can make a complaint including: residents, people who work in or visit the town, local businesses or community groups.

Compliment – an expression of appreciation for satisfactory or above-satisfactory service.

Feedback – Input from client that is neither positive, nor negative, but provides input or ideas.



**Corporation of the Town of Ingersoll
By-Law 16-4889**

**A By-law for the provision of Planning Advisory and Administrative Services by
the County of Oxford to one or more Local Area Municipalities in the
County.**

WHEREAS in accordance with Section 15 of the Planning Act, R.S.O. 1990, as amended, the Council of an upper-tier municipality, on such conditions as may be agreed upon with the Council of a lower-tier municipality, may:

- a) Assume any authority, responsibility, duty or function of a planning nature that the lower-tier municipality has under this or any other Act; or,
- b) Provide advice and assistance to the Local Area Municipality in respect of planning matters generally.

AND WHEREAS the Corporation of the Town of Ingersoll deems it desirable to enter into an agreement providing for Planning Advisory and Administrative Services from the County of Oxford Community & Strategic Planning Office;

NOW THEREFORE the Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1) That the Mayor and Clerk be authorized and are hereby instructed to execute on behalf of the Corporation of the Town of Ingersoll an Agreement with the County of Oxford for the provision of planning advisory and administrative services.
- 2) That the Agreement as outlined in Schedule "A", attached hereto, forms part of this By-law.
- 3) That all previous agreements and any amendments thereto that have been entered into between the Corporation of the Town of Ingersoll and the County of Oxford relating to the provision of planning advisory and administrative services are hereby repealed.
- 4) This By-law shall come into force and take effect on the 11th day of July, 2016.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

SCHEDULE "A"

TO

BY-LAW NUMBER 4889

AGREEMENT

for the provision of

Planning Advisory and Administrative Services by
The County of Oxford Community and Strategic Planning Office

to

The Corporation of the Town of Ingersoll

A. Purpose:

The purpose of this Agreement is to set out the general terms regarding Planning Advisory and Administrative Services to the Corporation of the Town of Ingersoll pursuant to Section 15 of the Planning Act, R.S.O. 1990, as amended.

B. Terms and Definitions:

- a) "County Clerk" shall mean the person duly appointed to hold the position of the Clerk of the County of Oxford, or his/her duly appointed delegate.
- b) "County Council" means the Council of the County of Oxford.
- c) "County Planning Office" means the Community and Strategic Planning Office of the County of Oxford, or other similarly constituted office or department of the County having the mandate and responsibility for reviewing matters related to land use planning under the Planning Act, R.S.O. 1990, as amended.
- d) "Director of Planning" means the person duly appointed to hold the position of the Director of Planning of the County Planning Office, or a person appointed by the Director as his/her delegate.
- e) "Local Area Council" means the Council of the Town of Ingersoll.
- f) "Local Area Municipality" means The Corporation of the Town of Ingersoll.
- g) "Municipal Clerk" means the person, duly appointed to hold the position of the Clerk of the Local Area Municipality, or his/her duly appointed delegate.
- h) "County of Oxford" or "County" means the County of Oxford.

C. Development Review Services:

The County Planning Office will provide professional planning advisory and administrative services to the Local Area Municipality as follows:

1. Provide information and advice to the general public, developers, agents, etc., municipal staff and other departments, boards and/or committees of the Local Area Municipality regarding land use planning matters within the Local Area Municipality. This may include attendance at meetings of said departments, boards and/or committees as may be necessary from time to time.
2. Maintain office hours in the Local Area Municipality to meet the needs of the municipality as is deemed by the Director of Planning, in consultation with the Local Area Municipality, to be appropriate and within the resources and capabilities of the County Planning Office. Where it is agreed that on-site service is appropriate, the Local Area Municipality shall be responsible for providing adequate work space for County Planning staff, to the satisfaction of the Director of Planning.
3. Serve as liaison between the Local Area Municipality and the County of Oxford's Geographic Information Systems (GIS) Department with respect to matters pertaining to the collection and use of GIS and related data.
4. Assist and advise applicants and/or their agents regarding the completion and submission of applications for amendments to the Local Area Municipality's Zoning By-law (including applications for Minor Variance) and applications for Site Plan Approval.

5. Undertake administrative activities and provide professional planning advisory services associated with development applications as follows:

i) Zoning By-laws / Amendments

- a) Undertake pre-consultation with respect to applications as may be requested by an applicant/agent and/or the Local Area Municipality.
- b) Receive applications filed directly with the County Planning Office or with the Local Area Municipality and review same for completeness. The completeness of an application will be determined by the County Planning Office in accordance with the applicable policies of the Oxford County Official Plan and/or as prescribed in the Planning Act, R.S.O. 1990, as amended. The County Planning Office will issue the required notice(s) regarding the completeness of an application in accordance with the applicable provisions and regulations of the Planning Act and will, as necessary, contact the applicant to obtain such additional information as may be required to deem an application to be complete. The determination of the completeness of an application, or the information necessary for an application to be considered complete, will be at the discretion of the County Planning Office.
- c) Circulate applications to prescribed persons and public bodies and prepare and circulate public notices in accordance with the applicable provisions and regulations of the Planning Act, R.S.O. 1990, as amended, or in accordance with the relevant modified or alternative notification policies contained in the County Official Plan and where such modified or alternative provisions have been adopted by the Local Area Municipality.
- d) Prepare reports for presentation to the Local Area Council based on a detailed review of the application and related information. Such reports will provide the details of the application; the comments received from agency circulation and public consultation; an overview of the relevant Provincial and Official Plan policies and other planning considerations; and the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.
- e) Prepare Zoning By-law amendments, including all text and schedules, for consideration by the Local Area Council, as required.
- f) Attend Local Area Council meetings for the purpose of presenting the planning report and professional planning opinion(s) and recommendation(s) of the County Planning Office with respect to the application. The County Planning Office will respond to all relevant questions of the Local Area Council, the public and any other interested stakeholders during the Local Area Council's public meeting(s) at which the application is considered.
- g) The responsibilities of the Local Area Municipality regarding Zoning By-laws / Amendments are as follows:
 1. The Local Area Municipality shall provide to the County Planning Office a mailing list of all neighbouring properties to be notified of a complete application and any public meetings related to a development application, as prescribed by the Planning Act, R.S.O. 1990, as amended and/or the alternative notification policies contained in the County Official Plan where such alternative policies have been adopted by the Local Area Municipality.

2. The Local Area Municipality shall provide to the County Planning Office, in a timely manner and as prescribed by the Planning Act, R.S. O. 1990, as amended, all documents related to the decision(s) of the Local Area Council in respect of a development application.

ii) Minor Variance Applications

- a) Prepare reports for presentation to the Local Area Committee of Adjustment providing the details of the application, the comments received from agency and public circulation, the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Committee of Adjustment meeting in a format suitable for publishing in the Local Area Municipality's agenda.
- b) Attend Local Area Committee of Adjustment meetings for the purpose of presenting the planning report and related information and the professional planning opinion(s) and recommendation(s) of the County Planning Office. The County Planning Office will respond to all relevant questions of the Local Area Committee of Adjustment, the public and any other interested stakeholders during the Local Area Committee's public meeting(s) at which the application is considered.

iii) Site Plan Applications / Amendments

- a) Undertake administrative activities and provide professional planning advisory services associated with applications and/or amendments similar to those outlined in Section 5 i) a), b) and c), with necessary modifications reflective of the Site Plan Application process.
- b) Provide comments to the Local Area Municipality regarding applications and/or prepare reports for presentation to the Local Area Council, where requested. Where a report is prepared, said report will provide the details of the application; comments received from agency circulation; an overview of the relevant planning considerations; and the County Planning Office's recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.
- c) A portion of the Local Municipality's fees associated with applications and/or amendments, agreeable to both the Local Municipality and the County, shall be remitted to the County and may be subject to review from time to time.
- d) The Local Area Municipality may appoint, by resolution, the Director of Planning, or designate(s), as the approval authority for applications and/or amendments.

iv) Appeals

- a) Where a decision of the Local Area Council regarding a Zoning By-law / Amendment, Minor Variance or Site Plan Approval / Amendment application is appealed to the Ontario Municipal Board (OMB) or other body having jurisdiction to hear an appeal, the County Planning Office may, at the discretion of the Director of Planning, provide professional planning evidence at any hearing(s) convened with respect to the appeal.
6. Prepare planning reports for Local Area Council consideration with respect to applications for Official Plan amendment or Draft Plan of Subdivision or Condominium where the lands subject to such applications are located within the Local Area Municipality. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).

7. Prepare planning reports for Local Area Council consideration with respect to applications for Consent where the lands subject to such applications are located within the Local Area Municipality and where the Local Area Municipality has requested such reports be prepared. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).
8. Regularly consolidate the Local Area Municipality's Zoning By-law, to reflect recent amendments and distribute said consolidations.
9. Prepare an annual year-end report of the development and other planning activities within the Local Area Municipality for the previous year.

D. Land Use Planning Related Studies and Projects:

1. The County Planning Office will provide professional planning advice, project management services and/or otherwise assist the Local Area Municipality in identifying and completing land use planning related studies and projects that are within the resources and capabilities of the County Planning Office.
2. The determination of what constitutes a land use planning related study or project and the ability and/or capacity of the County Planning Office to assist with such study or project, taking into consideration the Office's resources and capabilities, will be at the discretion of the Director of Planning.
3. The costs associated with any land use planning related study or project undertaken by the County Planning Office will be shared between the Local Area Municipality and the County in a manner determined by the respective Councils to be appropriate for the scope of the study or project.

E. Minor Variances Directly Related to Consent Applications:

1. The Local Area Council hereby transfers the administration and approval authority powers of the Local Area Council (as a "lower-tier municipality") under Sections 44 and 45 of the Planning Act, R.S.O. 1990, as amended, to the County of Oxford for those applications for Minor Variance from the Local Area Municipality's Zoning By-law that are directly related to any application for Consent submitted to the County under Section 53 of the Planning Act, R.S.O. 1990, as amended, subject to the following conditions:
 - a) that the application is for Minor Variance from the provisions of the Local Area Municipality's Zoning By-law that are deemed to be required as the direct result of the approval of an application filed with the County of Oxford for Consent pursuant to Section 53 of the Planning Act, R.S.O. 1990, as amended;
 - b) the determination as to whether a Minor Variance is the direct result of the approval of an application for Consent will be at the discretion of the Director of Planning;
 - c) the County of Oxford may delegate the approval authority for Minor Variances as described in a), above, to a duly appointed committee of the County of Oxford as constituted under Section 51.2 of the Planning Act, R.S.O. 1990, as amended.

F. Fees:

1. The fee for professional and administrative staff services outlined in this agreement will be covered by the annual levy paid by the Local Area Municipality to the County of Oxford, or as determined otherwise by resolution of the respective Councils.

2. All disbursements incidental to the provision of the Local Area Municipality's planning services by the County of Oxford, as outlined in this agreement, will be recorded separately and charged directly, at cost, to the Local Area Municipality. All such disbursements shall be invoiced and paid quarterly.
3. All fees collected by the County of Oxford on behalf of the Local Area Municipality (i.e. zoning by-law amendment application fees) will be remitted to the Local Area Municipality by the County of Oxford in a timely manner, as they are collected.

G. Duration of Agreement:

1. This Agreement shall remain in force and effect until terminated by either party.
2. This Agreement may be terminated by either party upon thirty (30) days written notice to the County Clerk or the Municipal Clerk.

The terms and conditions of this agreement are hereby accepted.

County of Oxford

Town of Ingersoll

 Peter M. Crockett, P. Eng.
 Chief Administrative Officer

 Mayor

 Gordon K. Hough, RPP
 Director, Community and Strategic Planning

 Clerk

 Date

 Date

(SEAL)

(SEAL)



**Corporation of the Town of Ingersoll
By-Law 16-4890**

A By-law to authorize a complete streets policy

WHEREAS it is deemed necessary and advisable to create a complete streets policy.

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll, enacts as follows:

1. That a Complete Streets Policy is hereby approved.
2. That Schedule "A" to this by-law shall form part of the by-law.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

Complete Streets Policy

Complete streets are roadways that are planned, designed, constructed, operated and maintained to safely and comfortably provide for the needs of all users, including, but not limited to, motorists, cyclists, pedestrians, school bus riders, movers of freight, persons with disabilities, seniors, young and emergency users.

The Town of Ingersoll presently is constructing its new roads based on the concept of complete streets. New road construction includes provisions for cyclists and pedestrians through on-road bicycle lanes, sidewalks and multi-use trails, depending on the type of road. This complete streets policy supports the Towns ongoing work and puts these present actions into policy to ensure that they are continued to be implemented in future transportation projects.

Purpose

The purpose of this policy is for the Town of Ingersoll to embrace the concept of complete streets by requiring that the planning, design, construction and maintenance of Town transportation infrastructure consider all modes of transportation and all transportation users.

Goals

- Ensure that the needs of all transportation users are balanced throughout the transportation network to the greatest reasonable measure.
- Create a balanced, comprehensive, integrated, fully interconnected, functional and visually attractive transportation network.
- Support the use of the appropriate complete streets best practices within the context of the community.

Policy Directions

- The Town of Ingersoll will seek to enhance the safety, access, convenience and comfort of all transportation system users of all ages and abilities, including pedestrians (including people requiring mobility aids), bicyclists, transit, motorists and freight drivers, through the planning, design, construction, operation and maintenance of a transportation network that accommodates each mode of travel that is consistent with and supportive of the local community, recognizing that streets differ in terms of functions, and that the needs of various users will need to be balanced in a flexible manner.
 - Transportation infrastructure making up the transportation network, such as roadways, sidewalks, street crossings, pedestrian signals, signs, street furniture, bicycling facilities, multi-use trails and all connecting facilities shall be planned, designed, constructed, operated and maintained for all transportation users.
- The planning and design of street projects will consider bicycle and pedestrian facilities from the very start of the planning and design work. This will apply to all subdivision applications, site plans and roadway projects, including those involving new construction, reconstruction or rehabilitation of transportation infrastructure,
- Where accommodations for all users cannot be made, reasonable efforts shall be made to identify adjacent alternative routes and / or methods of travel to provide a safe, reliable, integrated and interconnected transportation network.
- The implementation of this Policy shall reflect the context and character of the surrounding built and natural environments and enhance the appearance of these environments and should make all reasonable efforts to avoid and minimize impacts to those features and natural corridors to the extent possible.
- The design and development of transportation infrastructure shall be in accordance with all Town ordinances, codes, plans, polices and guidelines, as appropriate.



**Corporation of the Town of Ingersoll
By-Law 16-4891**

**Being a by-law to appoint a deputy fire chief
(Ryan Baker)**

WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, permits a municipality to establish, maintain and operate a fire department;

AND WHEREAS the Council of the Corporation of the Town of Ingersoll has enacted By-law No. 02-4018 to establish a Fire Department;

AND WHEREAS Council desires to establish the position of Deputy Fire Chief of the Ingersoll Fire Department;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That Ryan Baker is hereby appointed as Deputy Fire Chief of the Ingersoll Fire Department.
2. This by-law shall come into force and effect on August 1, 2016.
3. That by-law 02-4019 is hereby repealed effect August 1, 2016.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4892**

**Appoint a Municipal Enforcement Officer for the Town of Ingersoll
(Jordan Kuipers)**

WHEREAS Section 15 (1) and (2) of the *Police Services Act*, R.S.O., c. P. 15, as amended, provides that Council of any municipality may appoint persons to enforce the by-laws of the municipality and that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing the by-laws of the municipality;

AND WHEREAS Section 5 of the *Municipal Act*, S.O. 2001, c. 25, as amended, states that the powers of the Municipal Council shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Corporations of the Town of Ingersoll deems it necessary to appoint Municipal Law Enforcement Officers for the enforcement of municipal by-laws of Council and statutes of the Province of Ontario and to perform all other duties as may be directed by Council;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That Jordan Kuipers is hereby appointed as a Municipal Enforcement Officer for the Town of Ingersoll for the term of employment.
2. This by-law shall come into force and effect on August 1, 2016.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4893**

A by-law to authorize the execution of a Loan Agreement between the Town and property owners participating in the Façade/Signage Revitalization Loan (Maurice Van Egdome, 12-14 King St. W)

WHEREAS the Town wishes to enter into a Loan agreement with the **Maurice Van Egdome**, for 12-14 King St. W., Ingersoll, Ontario, for the Façade/Signage Revitalization Program Funding;

AND WHEREAS the parties acknowledge the mutual advantage of the Revitalization Program;

NOW THEREFORE the Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1) That the Mayor and the Clerk are hereby authorized to execute a Loan agreement between:

Maurice Van Egdome, for 12-14 King St. W. and the Town of Ingersoll, in the amount of \$3,000.00 and to affix the seal of the Corporation of the Town of Ingersoll hereto.

- 2) That a copy of the said agreements shall be annexed in substantially the same form, to this by-law.

READ a first and second time this 11th day of July, 2016.

READ a third time and finally passed this 11th day of July, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AGREEMENT

This loan agreement made this day of , 2016.

BETWEEN:

The Corporation of the Town of Ingersoll (the "TOWN")

AND

Maurice vanEgdom (the "OWNER")

WHEREAS the Owner has applied to the TOWN for a Façade Revitalization Loan for eligible exterior improvements to the property located at 12-14 King Street West, Ingersoll, (the "PROPERTY") and the TOWN has agreed to make such a loan under By-Law 15-4893.

AND WHEREAS the Owner will be making improvements to the PROPERTY including the OWNER's approved matching-share improvements; and eligible exterior improvement.

LOAN AND REPAYMENT

IN CONSIDERATION of the TOWN making this loan to the OWNER, the OWNER and the TOWN hereby agree:

1. The TOWN will lend (with funds payable to the OWNER and the Owner's Contractors) and the Owner will repay in accordance with the Repayment Plan as described below:
2. Amount Borrowed: **\$3,000.00**
3. Interest Rate: **0%**
4. Term: **4 years** See Schedule "A" affixed hereto
5. Repayment Terms: On the annual anniversary date of the loan the OWNER agrees to repay the TOWN an amount equal to twenty five percent (25%) of the amount borrowed.
6. Forgiveness / Grant: If the OWNER(s) is not in default at the time of the final payment, the final payment will be forgiven.

USE OF PROCEEDS

1. The OWNER will use all of the proceeds of the loan to pay for eligible exterior improvements as approved on the Property (but not the OWNERS portion) as indicated on the approved loan application and the approved application, both on file with the Director of Economic Development for the TOWN.

MAINTENANCE AND DEFAULT OF MAINTENANCE

1. The OWNER agrees to maintain in good repair the improvements described herein and as indicated in the approved application. In the event that the OWNER fails to maintain in good repair the improvements (as determined by the BIA Board of Management or the Director of Economic Development) the TOWN may;

2. Serve on the OWNER a written Notice to Repair detailing the particulars of failure to maintain and the particulars of needs repairs; and,
3. Provide the OWNER not less than 30 days within which to effect such repairs.

INDEBTEDNESS FULLY DUE AND PAYABLE

1. The OWNER agrees that the entire amount owing to the TOWN shall be fully due and payable in the event that:
 2. The OWNER sells transfers or otherwise disposes of the Property and the TOWN declines to approve the assumption of the loan by the new Owner;
 3. The OWNER becomes bankrupt or insolvent;
 4. The buildings on the PROPERTY is demolished;
 5. The buildings on the PROPERTY are damaged by fire or otherwise and report of reconstruction is not commenced within 90 days;
 6. The OWNER is in arrears on Realty Taxes or BIA levy with respect to the Property for more than 90 days;
 7. The OWNER does not maintain the improvements as required in this Agreement, as determined by the BIA Board of Management or the Director of Economic Development;
 8. The OWNER fails to pay for the eligible improvements or the approved OWNER's matching-share improvements and a Claim for Lien or other proceedings is commenced against the OWNER for payment of such claims;
 9. Default occurs in payment required herein; and
 10. Unauthorized alterations to the improvements are made.

AMENDMENTS TO APPLICATION

1. The approved application may be amended by the OWNER and the TOWN from time to time as they may agree.

DEMAND UPON DEFAULT OF PAYMENT OR MAINTENANCE

1. If any payment is not made as required or there is failure to comply with a Notice to Repair, the TOWN may, after 15 days default, demand payment in full of the entire amount owing as determined herein.

NOTICES

1. Any notice required to be given by either party to the other shall be deemed to be adequately given if:
 - a. In writing and signed by the party giving notice;
 - b. Served personally upon the other part or mailed by prepaid first class post (deemed delivered the 5th day after mailing to:

IN THE CASE OF THE TOWN TO:

Director of Economic Development
Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario, N5C 2V5

IN THE CASE OF THE OWNER TO:

Maurice vanEgdom
40 Homewood Ave.
Suite 3115
Toronto, ON M4Y 2K2

BINDING ON OTHERS

This agreement shall be binding upon the parties and their heirs' executors, successors and assigns.

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their corporate seals, attested to by the hands of their proper officers in that behalf fully authorized.

DATED at Ingersoll, Ontario this day of , 2016.

MAURICE VANEGDOM

Maurice vanEgdom

THE CORPORATION OF THE TOWN OF INGERSOLL

Ted Comiskey, Mayor

Michael Graves, Clerk

LOAN AND REPAYMENT AMORTIZATION TABLE

The Owner:

Maurice Van Egdorn
40 Homewood Ave.
Suite 3115
Toronto, ON M4Y 2K2

Façade Loan Amount Total: \$3,000.00

Payments Due:

- 1) First Payment – July 11, 2017 \$750.00
- 2) Second Payment – July 11, 2018 \$750.00
- 3) Third Payment – July 11, 2019 \$750.00
- 4) Fourth Payment – July 11, 2020 \$750.00



**Corporation of the Town of Ingersoll
By-Law 16-4894**

Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Princess Park Road Parking Restrictions)

WHEREAS Council adopted By-Law 06-4327 on the 16th day of October, 2006 for the governing and regulation of traffic and parking;

AND WHEREAS Council is desirous of amending the by-law;

NOW THEREFORE the Council of the Town of Ingersoll enacts as follows:

1) **THAT the following be added to Schedule "N" – NO STOPPING:**

Highway	Side(s)	From	To	Restrictions
Princess Park Road	Both	King Street East	300m South of King Street East	Sept. 1-June 30 Mon-Fri 8:30am-9:30am and 3:00pm-4:00pm

READ a first and second time in Open Council this 11th day of July, 2016.

READ a third time in Open Council and passed this 11th day of July, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4895**

A bylaw to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meeting held on June 22, 2016 and July 11, 2016.

WHEREAS Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on June 22, 2016 and July 11, 2016 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 11th day of July, 2016.

READ a third time in Open Council and passed this 11th day of July, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk