



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Tuesday, October 11, 2016, 6:00pm**

Call to Order

Award Presentation

Athletic Achievement of Excellence Award to Brayden Todd for his achievements in the sport of Wrestling in 2016

Disclosures of Pecuniary Interest

Minutes of Council Meetings

- 1) Minutes of Regular Council Meeting on [September 12, 2016](#)
- 2) Minutes of Special Council Meeting on [September 15, 2016](#)

Minutes of Council Committee Meetings

- 1) Minutes of the Business Improvement Area Meeting on [August 9, 2016](#)
- 2) Minutes of the Multi Use Recreation Centre Committee Meeting on [June 15, 2016](#)
- 3) Minutes of the Cheese and Agricultural Museum Meeting on [July 21, 2016](#)
- 4) Minutes of the Transportation Management Committee Meeting on [June 1, 2016](#)
- 5) Minutes of Upper Thames River Conservation Authority Meeting on [June 28, 2016](#)

Correspondence – Note and File

- 1) [Creative Arts Centre](#) – Invitation to participate in the Take A Seat fundraiser
- 2) [Hastings Highlands](#) – Resolution RE: Bill 171, Highway Traffic Act (waste Collection and Snow Plows) 2016
- 3) [Ingersoll Off Leash Dog Park Committee](#) – Progress Update
- 4) [OPP – 2017 Annual Billing Statements](#)

Accounts

[Monthly Cheque Disbursements– September 2016](#)

Resolution – Committee of the Whole (Councillor Van Kooten-Bossence)

Monthly Staff Reports

- 1) Administrative / Economic Development Report [A-023-16](#)
- 2) Clerk's Report [C-037-16](#)
- 3) Fire Services Report [F-013-16](#)
- 4) Operations Report [OP-025-16](#)
- 5) Parks & Recreation Report [R-028-16](#)
- 6) Treasury Report [T-023-16](#)
- 7) Planning Status Tables Report [P-010-16](#)

Special Staff Reports

- 1) 2017 Regular Council Meeting Schedule [C-038-16](#)
- 2) Assumption of Underground [OP-026-16](#)
- 3) Transportation Management Committee – Traffic & Parking Changes [OP-027-16](#)
- 4) Friends of the Thames – Adopt a River Program [R-029-16](#)
- 5) Operating Budget Variance Report for 9 months [T-024-16](#)

Presentations and Delegations

- 1) [Terri-Lynn Oliver](#) – RE: Parking Restrictions on Princess Park Road
- 2) [Dave Cripps – PlayRight](#) – Request for approval for installation on equipment in the Westfield area.
- 3) [Jacky Tran - Solar Provider Group](#) - Request for Rooftop Solar Support AT 311 Ingersoll St. S.
- 4) Marg Martin - 109 Royal Canadian Army Cadet Corp. – Update from the cadet program

Correspondence and Resolution

- 1) [Ministry of Municipal Affairs](#) – Municipal Delegation Requests for the ROMA Conference is open. Deadline on November 14, 2016
- 2) [County of Oxford](#) – Request for comments and consideration re: Woodlands Conservation By-Law Update

Consideration of By-Laws

- 1) [By-Law 16-4907](#) - to amend Zoning By-law Number 04-4160, as amended (140 Clark Rd. E.)
- 2) [By-Law 16-4908](#) – to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Ontario Community Infrastructure Fund-Application-Based Component
- 3) [By-Law 16-4909](#) – to authorize a Community Grant Development Program Policy

- 4) [By-Law 16-4910](#) – 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
- 5) [By-Law 16-4811](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on September 15, and October 11, 2016

Notice of Motions

Upcoming Council Meetings

Regular Meeting of Council
Monday, November 14, 2016, 6:00 p.m.
Town Centre, Council Chambers

Closed Session

- 1) Minutes of Closed Session, September 12, 2016
- 2) Section 239. (2) (b) personal matters about an identifiable individual

Adjournment



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday, September 12, 2016, 6:00 p.m.**

COUNCIL MEMBERS PRESENT:

Mayor Comiskey

Deputy Mayor Fred Freeman

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

Councillor Van Kooten-Bossence excused herself from the meeting at 9:00pm

Staff Present:

William Tigert, Chief Administrative Officer

Michael Graves, Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Bonnie Ward, Director of Parks and Recreation

Sandra Lawson, Town Engineer

John Brown, IT Manager

Media Present:

John Payne, Associate Producer, Rogers TV

Keegan Bourque, Fusion Youth Centre Youth Volunteer

Kevin Robinson, Fusion Youth Centre Staff

Call to Order

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

Disclosures of Pecuniary Interest

Deputy Mayor Freeman and Councillor Bowman disclosed pecuniary interest regarding request for parking in the downtown A-021-16

Minutes of Council Meeting

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-250 THAT the minutes of the Regular Council meeting held on August 8, 2016 be adopted.

CARRIED

Minutes of Council Committee Meetings

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-251 THAT the following Council Committee minutes be received as information:

- 1) Minutes of the BIA Meeting on July 12, 2016
- 2) Minutes of Upper Thames River Conservation Authority Meeting on June 28, 2016

CARRIED

Correspondence – Note & File

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-252 THAT the Note and File Correspondence items 1 and 3 be received as information.

CARRIED

Accounts - Resolution

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

C16-08-253 THAT the Disbursement Sheets for the month of August, be received as information.

CARRIED

Monthly Staff Reports

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

C16-08-254 THAT Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Lesser 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

C16-08-255 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-256 THAT the Council of the Town of Ingersoll receives report numbered A-021-16 as information;

AND FURTHER THAT Council directs staff to advise the applicants that Council is not interested in leasing any parking spots at this time.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-257 THAT staff report C-035-16 be received as information.

AND THAT Council directs staff to bring forward a Community Development Grant Program by-law for consideration.

CARRIED

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

C16-08-258 THAT Council receives Report C-036-16 as information and further that Council approve the Anti-Violence, Harassment and Discrimination Policy applicable to all employees as attached and further that this policy shall take effect September 12, 2016.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-259 THAT report OP-023-16 be received as information and further that Council direct staff to not list the properties at 148 Cherry and 258 Wonham, at the present time seek appraisal.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-260 THAT staff report OP-024-16 be received as information

AND THAT Council directs Staff to circulate the proposed policy to the primary user groups within the Town that regularly request temporary road closures for their comments and input.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-261 THAT the 2015 Audited Consolidated Financial Statements be received and approved.

AND THAT the surplus generated from municipal operations in the amount of 749,488.90 be allocated as follows:

Option 3:

That the surplus generated from operations in the amount of \$749,488.90 to be transferred as follows:

- a. Finance Reserve \$349,488.90
- b. Legal Reserve \$150,000.00
- c. Unfinanced Industrial Land Reserve \$250,000.00

To fund outstanding property tax appeals and future legal costs related to the proposed landfill and other legal matters, and to fund unfinanced industrial land project.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-262 THAT the Council of the Town of Ingersoll receive Report 2016-222, Smart Growth for Our Communities Act: Amendments to the Development Charges Act and Planning Act as information;

AND THAT Council authorize the submission and processing of all minor variance applications submitted within 2 years of a site-specific zoning by-law amendment;

AND THAT Council direct staff to implement any changes to planning services required by the Smart Growth for Our Communities Act.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Bowman

C16-08-263 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-264 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

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-265 THAT the Council for the Town of Ingersoll adjourns the September 12, 2016 Regular Meeting of Council at 7:00 p.m. to go into a Committee of Adjustment meeting to consider a Minor Variance application submitted by:

- 1) 2187439 Ontario Inc., for 31 Thames Street # A-05-16

CARRIED

Committee of Adjustment 7:00pm

Chair Ted Comiskey opens the Committee of Adjustment meeting at 7:00 p.m. And asks that anyone wishing to be notified of any future consideration of this application please provide your name and contact information on the sign-in sheet just outside the Council Chamber doors or to contact the Clerk at mgraves@ingersoll.ca

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-200.

Tim McHugh speaks to the application and introduces his environmental consultant.

The environmental consultant explains that the area of contamination is more in the area where a sewer line would go and not in the area of the septic system.

Tim McHugh explains that the upgrade to septic system is just to upgrade the tank. He advises that all they do is dig it out and put in a new one. Nothing changes the weeping bed.

The Environmental Consultant provides information about soil testing. The concentration level of pollution is off the chart. Contamination is from the old gas station. He advises that once the contaminated area is modified the only choice is to remove the contaminated soil. We don't know how far the contamination has gone. The currently have a ground water monitoring program in place to determine the specifics of the contamination.

If we have to connect to the sewer system we have to clean the soil.

Mayor Comiskey if you clean up that area will it solve the problem? It will continue to migrate.

Deputy Mayor Freeman asks if the ministry of environment not require the neighbouring property owner that is causing the contamination to clean it up.

Answer: We have to contact the MOE and they will ask for proof like the proof (which is why we are doing the ground water testing) then MOE will issue an order and then require them to clean it up.

Deputy Mayor Freeman asks if that will take months? Answer: it will take years.

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-266 THAT the Town of Ingersoll Committee of Adjustment approve Application File A-05-16, submitted by 2187439 Ontario Inc. for lands described as Lots 27 - 31, Block 35, Plan 279, Part Lots 18 – 20, 23 – 26, 170, 293, Part Creek Plan 477, Part Thames River, in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 5.14.1 – Municipal Services**: to permit the continued use of a private septic system for commercial uses on the subject lands instead of connecting to municipal sanitary services.

The proposed relief does meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief is minor in nature and desirable;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law; and

The relief does maintain the intent and purpose of the Official Plan.

CARRIED

Committee of Adjustment meeting adjourns at 7:30pm

Public Meeting

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-267 THAT the September 12, 2016 Regular Council meeting come back to order.

CARRIED

Mayor Comiskey opens the Public Meeting at 7:05 p.m.

1) ZN 6-16-09, Leonard Reeves & Reeves Land Corporation, 62 Clark Road

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-223 and recommends that Council approve the application in principle.

No other residents speak to the application.

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

C16-08-268 THAT the Council of the Town of Ingersoll approves-in-principle the proposed Zoning By-law amendment (File ZN 6-16-08) for lands comprising Part Lot 21, Concession 2 in the Town of Ingersoll, to rezone the subject lands from

'Development Zone (D)' to 'Residential Type 1 Zone (R1)' to facilitate the development of a single detached dwelling on the subject lands.

CARRIED

2) **ZN 6-16-03, Sifton Properties Limited, 35 Chatfield Street**

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-226.

Mark Sinden, the applicant, said he concurred with the staff report.

Rose Gigeler, 304 Harris Street, speaking on behalf of our neighbour Irene Kerr. At that time the Mayor told Irene Kerr that they would be happy with that space as it would be a green area. We are always saying go green but this is taking away that green space.

The planner responds that the applicant is allowed to apply for this change and nothing on the subdivision plan indicated that it would always remain green space.

Tim Lobzun one thing you worry about is with those dead end streets is if there is enough parking. One car in the garage, one in the driveway maybe sticking out. Creating a pathway from Harris Street to this area. Nothing against cheaper houses in Sifton. He also asks about a possible trail or a walkway through the property.

Councillor Petrie asks if there is a sidewalk.

Answer: No

Councillor Petrie asks if that not against our policy.

Mark Sinden – answers saying not due to the scale of the development.

Andrea Hachler adds that this is a private street and that is why it is not a sidewalk. The road will be owned by the condo corp.

Mayor Comiskey asks if there could be access to Harris Street through a trail or walkway just as Tim has requested.

Mark Sinden says that in this case I don't believe that will be possible in this case.

Questions about site plan. CAO William Tigert reminds them that this is a rezoning not a site plan issue.

Mayor Comiskey asks if council can request that a walkway be required.

William Tigert, CAO - typically in a private property we don't request a walkway across their property. We do request them for subdivision. You could ask staff to ask that in the site plan process.

Councillor Petrie - I don't like to get off topic but it would help my decision. The lot that is going to be severed is going to be off of Harris Street.

The answer is yes.

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

C16-08-269 **THAT** the Council of the Town of Ingersoll approves the proposed Zoning By-law amendment (File ZN 6-16-03) for lands comprising Part Lots 1 -5, Block 62, Plan 41M-309 in the Town of Ingersoll, to rezone the subject lands from 'Residential Type 3 Zone (R3)' to 'Residential Type 1 Zone (R1)' and 'Special Residential Type 3 Zone (R3- 26)' to facilitate the development of a single detached dwelling on the recently severed lands and a 14-unit townhouse development on the retained lands.

CARRIED

3) **ZN 6-16-04, Sifton Properties Limited, 1 Chamberlain Ave.**

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-228.

Mark Sinden has no further comments.

Councillor Petrie questions – am I to understand that this is the same scenario as the last property.

Andrea Hachler responds saying yes

Councillor Lesser asks if the lot is on Harris Street again?

Mark Sinden says the parcel has extreme grading so we do not intend to develop it and there is a one foot reserve across the front so we couldn't do anything with it without planning approval.

Deputy Mayor Freeman questions if they maintain it.

Mark Sinden responds saying yes we will be required to maintain it to municipal property standards.

Councillor Petrie asks the Planner is she feels there is enough parking

Andrea Hachler responds saying that given the site plan we have seen yes we feel there is sufficient parking.

Councillor Petrie speaks to the residents that spoke to the application unfortunately the only way to ensure that land is done with as you please is to own land. In this case the town doesn't even own the land so we can't control this land.

I am a firm believer that if you own land you should be able to do with it as you wish within the rules. We have a park right near there, we will be getting a storm water management pond and we did get the woodlot.

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-270 THAT the Council of the Town of Ingersoll approves the proposed Zoning By-law amendment (File ZN 6-16-04) for lands comprising Block 63, Plan 41M-309 in the Town of Ingersoll, to rezone the subject lands from 'Residential Type 3 Zone (R3)' to 'Special Residential Type 2 Zone (R2-20(H))' and 'Special Residential Type 3 Zone (R3- 27)' to facilitate the development of a single detached dwelling on the recently severed lands and an 11-unit townhouse development on the retained lands

CARRIED

The Public Meeting was closed

Presentations & Delegations

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-271 THAT the Council for the Town of Ingersoll receives the presentation from Gregory Stewart, Integrity Commissioner for the Town of Ingersoll.

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-272 THAT the Council for the Town of Ingersoll receives special report A-022-16 and the presentation from Mark Dorfman, of Planner Inc, regarding the application to amend County of Oxford Official Plan, Application OP16-04-9 as information.

AND FURTHER THAT Council advises the County Oxford Council that it does not support the application for Official Plan Amendment OP16-04-9 as it does not represent good planning, as it encourages new infill development outside of settlement areas contrary to the PPS and will prejudice settlement area extensions in the future.

CARRIED

Moved by Councillor Petrie seconded by Councillor Lesser

C16-08-273 THAT the Council for the Town of Ingersoll receives the delegation from Rick Eus regarding his request for a by-law to not allow trucks in the down town core or on residential streets with exception to deliveries, as information and directs the issue to the Transportation Committee.

CARRIED

Consideration By-Laws

Moved by Councillor Franklin; seconded by Councillor Bowman

C16-08-276 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 16-4899 – to authorize the execution of an Encroachment Agreement between The Town of Ingersoll and Silvia Ellen Mayberry
- 2) By-Law 16-4900 - to authorize the execution of a Lease Agreement for Town owned Agricultural lands between Dave Crane and the Town of Ingersoll
- 3) By-Law 16-4901 - to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Dawna Peat, Target Zone, 109 Thames St. S.)
- 4) By-Law 16-4902 - to authorize the execution of a Loan Agreement between the Town and property owners participating in the Signage Revitalization Loan (Sue Reintjes, 120 Thames St. S.)
- 5) By-Law 16-4903 - to amend by-law 15-4805 to appoint members of Council, citizens and certain employees to committees, local boards and to other positions (BIA)
- 6) By-Law 16-4904 - to amend Zoning By-law Number 04-4160, as amended (35 Chatfield St.)
- 7) By-Law 16-4905 - to amend Zoning By-law Number 04-4160, as amended (1 Chamberlain Ave.)
- 8) By-Law 16-4906 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on September 12, 2016

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

CARRIED

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-277 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-278 THAT By-laws 16-4899, through to 16-4906 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Councillor Van Kootebn-Bossence excuses herself from the meeting.

Notice of Motion

Councillor Bowman introduced the following Notice of Motion at the July 11, 2016 meeting

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-08-279 I Councillor Mike Bowman, would move or cause to be moved at the August 2016 regular meeting of Ingersoll Town Council that the Council of the Town of Ingersoll support the idea of re-visiting the Shareholder Agreement between EARTH Corp and it's Shareholder Communities and further that Council appoint our CAO and Councillor Gordon Lesser to represent the interests of the Corporation of the Town of Ingersoll on such committee whenever and wherever it may be formed and to also take the lead in this formation of this committee.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-280 WHEREAS I, Fred Freeman have introduced a notice of motion regarding the safety at the intersection of Concession and Wellington;

AND WHEREAS I feel time is of the essence I propose that Council suspend the Notice requirements of clause 16.1.1 of it Procedure By-Law;

AND THAT the Notice of Motion that I have submitted be considered at the September 12, 2016 meeting.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-08-281 I Deputy Mayor Freeman make motion and move that an all-way stop be implemented at the Concession Street and Wellington Street Intersection;

AND THAT this recommendation be considered by the Transportation Committee.

CARRIED

Upcoming Council Meetings

Special Meeting of Council

Thursday, September 15, 2016, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Tuesday, October 11, 2016, 6:00 p.m.
Town Centre, Council Chambers

Upcoming Public Input Meetings

Backyard Hens

Wednesday, September 21, 2016, 7:00 p.m.
Town Centre, Council Chambers

Excessive Wildlife Feeding

Wednesday, October 5, 2016, 7:00 p.m.
Town Centre, Council Chambers

Closed Meeting

Moved by Councillor Franklin; seconded by Councillor Lesser

C16-08-282 THAT Council do now go into Committee of the Whole at 9:50p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of Closed Session, August 8, 2016
- 2) Section 239. (2) (b) personal matters about an identifiable individual
- 3) Section 239. (2) (c) a proposed or pending disposition of land by the municipality
- 4) Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (Woodcock & Otis, 36 Park Ave., Temporary Zoning OMB appeal)

CARRIED

Moved by Councillor Lesser; seconded by Councillor Franklin

C16-08-283 THAT Council do now rise out of Committee of the Whole from a Closed Session meeting at 10:31 p.m.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Lesser

C16-08-284 THAT the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for August 8, 2016 as printed.

CARRIED

Adjournment

Moved by Councillor Franklin; seconded by Councillor Bowman

C16-08-285 THAT the Council for the Town of Ingersoll adjourns the September 12, 2016 Regular Meeting of Council at 10:32 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Thursday, September 15, 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

Call to Order

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

Disclosures of Pecuniary Interest

None declared

Other Business

Moved by Councillor Petrie; Seconded by Councillor Lesser

C16-06-178 THAT the Council for the Town of Ingersoll directs Staff to submit the following comments regarding the Conservation Authorities Act:

1.1 Preamble and/or Purpose Statement (new Sections) it has become evident through the course of the Conservation Authorities Act review that there is confusion amongst the Ontario public and others with regard to the mandate of Conservation Authorities. **The Town of Ingersoll supports recommending that a Purpose Statement and Preamble be included as part of the Conservation Authorities Act.** It should reinforce Ontario's various legislative decisions that Conservation Authorities, as watershed management agencies, are an effective delivery mechanism to address the uncertain and escalating environmental conditions which impact important water and land resources.

1.2 Delegation to Conservation Authorities with funding (new Section) It is recognized from the Conserving Our Future: Proposed Priorities for Renewal that it is considered necessary for a new Section in the Act that the Province formally delegate natural resource conservation and management programs and services to Conservation Authorities. In order to avoid additional financial burden to current municipal funders, delegation of additional provincial programs and services to Conservation Authorities should be accompanied with financial resources or the ability to obtain funding through other sources of revenue. The focus in this review should be on improving the existing mechanism, Conservation Authorities, which were created for delivery of such programs on a watershed basis in partnership with government bodies, participating municipalities and other stakeholders.

1.3 Enable Counties to participate in a Conservation Authority (Section 4.0) Section 2 of the Conservation Authorities Act addresses municipal representatives appointed to form a Conservation Authority Board. Further, Section 4 of the Act outlines that a regional municipality shall act in the place of the local municipalities within the regional municipality for the purpose of appointing representatives. Regional municipalities are upper-tier municipalities; however, the Act does not specifically enable Counties (or Districts) that are upper tier municipalities to participate in a Conservation Authority. The opportunity should be created for consideration of Counties, as upper tier municipalities, to be the one window for the local municipalities to participate on a CA Board. **The Town of Ingersoll does not support this proposition and believe representation should still come from the local municipalities affected by CA decisions.**

1.4 Remove administrative burden and clarify municipal council appointments (Section 14(4)) Section 14(4) of the Act states that "Term: No member of an authority shall be appointed to hold office for more than three years at any one time". Currently, municipal councils appoint CA board members, typically at the beginning of a four-year term. Municipal councils in Ontario used to be on a three-year election cycle, therefore appointments to CA boards were (are) addressed in the Act using the threeyear concept. This should be modernized to acknowledge the current four-year election cycle. The current practice of using three-year appointment terms is administratively inefficient and administrative burdens decrease the efficiency of the operation of a Conservation Authority. It is recommended that the Act be amended to support that all municipal appointees must be confirmed by Conservation Ontario Comments on MNR Proposed Priorities for Renewal of the CA Act (July 28, 2016) Page 5 a new Municipal Council and leave the Term to be set by the municipalities at the time of appointment. With appointment occurring with each new Municipal Council, in effect the term will not be more than 4 years. In addition, since some

municipal councils can take months for their appointment processes, it is recommended that the existing Board member remains in place and represents that municipality until a new resolution is received to appoint another person. **The Town of Ingersoll agrees with this approach.**

1.5 Modernize references to 'costs' and confirm apportionment (Sections 27 and 1) It is recommended that the Act identify and define the types of costs that could be included in Levies; and the Act, or Regulations under the Act, should say how the levies are to be apportioned. Watershed-wide (General): where the entire watershed benefits from the program or project. **The Town of Ingersoll believes watershed wide apportionment should be maintained as impacts affect far more than just the local Municipality directly affected.**

1.6 Clarify variances in interpretation between CAA and Levy Regulation 670/00 The sustainability of our municipal levy process and funding tool are paramount in the long-term sustainability of Conservation Authorities. Since 2000, there has been a discrepancy between the legislation and the associated regulation regarding the apportionment of conservation authority levies. Section 27 (6) of the Act states: "Where only a part of a participating municipality is situated in the area over which the authority has jurisdiction, the amount apportioned to that municipality may only be charged against the rateable property in that part of the municipality and shall be collected in the same manner as municipal taxes for general purposes." Section 26 (5) of the Act states: "Where only a part of a participating municipality is situated in the area over which the authority has jurisdiction, the portion of the money required to be raised by that municipality for capital expenditure may be charged only against the rateable property in that part of the municipality." After tax reforms in 1998, and pursuant to Section 27(16) the Province enacted Ontario Regulation 670/2000 which states: 3. (2) "A participating municipality's modified assessment is the assessment calculated by dividing the area of the participating municipality within the authority's jurisdiction by its total area and multiplying that ratio by the modified current value assessment for that participating municipality." The regulation creates a contradiction in that the method of apportioning the levy owed by the municipality to the Conservation Authority differs from the method by which the municipality collects the property tax. Because of the uneven distribution of assessment within municipalities, the two approaches can often produce very different results. As an example, if 25% of a municipality is within a CA's jurisdiction, and that area has relatively lower assessment than the balance (a rural area, for instance) the Authority would be entitled to 25% of the total assessment of the municipality, which in turn would be required to assess the tax against only those properties within the 25% area. This would create an onerous tax burden on those properties. The intent of the regulation

appears to be to “share the wealth” in the same way that a facility such as a new arena would be paid for across the entire tax base rather than just those ratepayers in the arena’s “catchment area.” Given the complexities of this discrepancy and the potential impacts any changes could have on Conservation Authorities and Municipalities, it is important that we work closely with the Province, Municipalities and the Conservation Authorities to come to a resolution that is fair and equitable. Conservation Ontario is recommending that the Province clarify the variances in interpretation between the CAA and the Levy Regulation 670/00. If a “Levy Task Force” consisting of provincial, municipal and conservation authority representatives cannot reach a relatively quick resolution as to whether legislative amendments are required then this item should transition to a longer-term work plan commitment. Conservation Ontario Comments on MNRF Proposed Priorities for Renewal of the CA Act (July 28, 2016) Page 7. **The Town of Ingersoll agrees with this approach.**

1.7 Modernize enforcement provisions to reflect current environmental regulations/tools (Section 28) Please see “S. 28 Regulations Proposed CA Act Amendments” (Attachment 3) for further details and proposed wording. Antiquated enforcement provisions within the Act prevent CAs from addressing violations in a timely and cost-effective manner. CAs are seeking basic regulatory compliance tools common in other environmental regulatory legislation including stop work orders, orders to comply, and increasing the penalties upon conviction associated with contravening the Act. These amendments would assist with removing barriers to CAs minimizing continuing violations, environmental damage and gaining compliance quickly. CAs are also proposing the establishment of a conservation fund to return fines imposed by the courts to conservation projects in the watershed. Such funds have been established under current legislation including the “Ontario Community Environment Fund” created under the Ontario Water Resources Act and the Environmental Protection Act and the Environmental Damages Fund under the Federal Fisheries Act. **The Town of Ingersoll is in agreement.**

1.8 Clarify the language and process to enable effective use of the existing legislation (Section 28 & 1) Please see “S. 28 Regulations Proposed CA Act Amendments” (Attachment 3) for further details and proposed wording. Increased clarity in the language is essential to ensure efficient program delivery. Provincial direction to remove legal ambiguities will tackle current complications within the Act, including addressing that the Act does not reference alteration to shorelines whereas the regulations do; that a court can only order a person upon conviction to rehabilitate a watercourse or wetland rather than any regulated area; and that the definition of wetlands (Section 1) results in time and resource consuming studies to determine whether or not it is regulated. It is additionally proposed that the CA Act address

whether or not permissions can be granted “after the fact” when work has already been completed. This change will prevent CAs from having to engage in two parallel processes (i.e. Mining and Lands Commissioner and the court system) in situations where work is already (or partially) complete and does not meet the tests of the regulation. This will result in administrative and cost efficiencies and prevent a situation where two potentially contradictory decisions are made by decision-making bodies. Amend the legislation to clarify that CAs can require proponents of major applications, such as largescale fill activities, to provide a refundable security deposit (i.e. letter of credit) to cover any unforeseen costs of site remediation. **The Town is in agreement with this approach.**

1.9 Modernize governance and accountability provisions (Section 30 and Administration Regulation) Section 30 requires approval of the Minister for what is commonly referred to as Conservation Authority ‘Administration Regulations’. Section 30 and the 1985 Minister’s regulation provide a general framework for the board rules of all CAs. Provincial direction and expectations with regard to governance and accountability could be clarified through updates to this section of the Act, and the 1985 Minister’s Regulation under the Act. The attached Administration regulation (Attachment 4 – 37 pages) was written by Kawartha Conservation with a view to current best practices for municipalities and not-for profit corporations. It is provided in this submission as one example of what could be supported with Conservation Ontario Comments on MNRF Proposed Priorities for Renewal of the CA Act (July 28, 2016) Page 8 regard to modernization of the governance and accountability provisions; there are other examples. Providing a modernized general framework would result in more consistency across Conservation Authorities while strengthening oversight and accountability. Compliance can be ensured through provincial audit/review processes. **The Town of Ingersoll supports this approach.**

1.10 Remove Administrative burden associated with OMB approval of Board per diems (Section 37) Administrative burdens decrease the efficiency of the operation of a Conservation Authority. It is recommended that Section 37 be amended to remove the requirement for Ontario Municipal Board approval for Board members’ salaries, expenses and allowances since little to no provincial money is used to compensate CA Board members’ expenses. **The Town supports this request.**

CARRIED

Moved by Councillor Franklin; Seconded by Councillor Lesser

C16-06-177 THAT the Council of the Corporation of the Town of Ingersoll receives Report T-022-16 as information;

THAT Ingersoll does not support a change in the funding model and requests the maintenance of the status quo.

CARRIED

Adjournment

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-06-179 THAT the Council for the Town of Ingersoll adjourns the September 15, 2016 Special Meeting of Council at 6:49 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



Ingersoll Business Improvement Area (BIA)

Minutes

Monthly Board Meeting

Tuesday, August 9, 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	Regrets
Lisa Janssen	Present
Will Pritchard	Regrets
Dom Ricciuto	Present
Amanda Evely	Regrets
Cheryl Cole	Regrets
Pat Frey	Present
Chelsea Jibb - Staff	Present
Kale Brown - Staff	Regrets

1. Welcome/Introductions – Kathleen Young, President

Meeting called to order at 6:40 pm.

2. Approval of BIA Agenda of August 9, 2016

Approved.

Moved by Dom/ Seconded by Pat - Carried

3. Approval of BIA Minutes July 12, 2016

Minutes circulated and to be posted to the website.

Moved by Gord/ Seconded by Bob - Carried

4. Business arising from BIA Minutes July 12, 2016

None.

7. Financial Statements and Report to July 31, 2016

Financial statements circulated.

8. Correspondence

Ingersoll Safe Cycling Committee

Thank you letter to BIA for participation in 2016 June Bike Month.

Dekra-Lite Catalogue
Holiday décor and lighting catalogue.

9. Committee Reports – Ingersoll Festivals and Special Events

Harvest Festival

Planning efforts continue. Staff will follow up with businesses to confirm participation. Street to be closed in the morning with set up from 7:00 to 9:00 am. Activities include the Off Leash Dog Park Committee fundraising breakfast, a balloon twister from 10:00 am to 12:00 pm, and the town crier competition at 11:00 am. Businesses will host sidewalk sales and information booths from 9:00 am until 2:00 pm.

Moonlight Madness

Planning for the event has begun. Invitations have been sent to local choirs and musical groups. Request for road closure has been submitted to the Town and the special events form is in progress. Direction to contact local firms about costume rentals. Suggestion made to host scavenger hunt with prize donated by the BIA. In order to be eligible, shoppers would have to visit a certain number of shops or make a minimum purchase of a certain number of items to be entered into the draw.

10. Any Other Business

Annual General Meeting

Council Chambers have been booked for the evening of September 13, 2016. Direction to draft letter of invitation to business owners and staff. Brick Painters to speak as guests. Suggestion to also include Execulink reps as guest speakers for the evening.

Zorra Now Ad

Suggestion made that draft of the ad is too busy. Direction to redesign ad and pare it down to include the basic details of the event.

Target Zone Façade Improvement Application – Signage

Review of application to replace signage.

Motion to approve Target Zone's Façade Improvement Application for signage to maximum amount of \$500.00.

Moved by Sue/ Seconded by Lisa – Carried

Downtown WIFI

Member has spoken with Execulink regarding downtown connectivity and WIFI. Has asked if representatives can attend a BIA meeting to discuss details and services.

Christmas Decorations

Suggestion to purchase or fabricate light-up snowflakes for the downtown core. Suggested that businesses could purchase the snowflakes as part of the Festival of Lights. Direction to follow up with feasibility of project (electricity, fabrication, cost, etc).

11. Adjournment

Meeting adjourned at 7:37 PM

NEXT MEETING – ANNUAL GENERAL MEETING September 13, 2016

Posting of RFP	- July 12, 2016
Deadline Date of RFP	-Friday, September 23, 2016-09-27
Consultant Selection & Interviews-	Mid November
Council Approval of Consultant	- December
Consultant Work Plan	- January 2017
Consulting Timeframe	- January to August 2017

3. Other Business

4. Next Meeting

Wednesday, September 28th, 2016 at 6:30 pm at the Town Hall, JC Herbert Room (Upstairs)

5. Adjournment

Ingersoll Cheese and Agricultural Museum

MINUTES

Monthly Committee Meeting

July 21, 2016

Present: Scott, Chelsea, Jon, Mike, Dave, Gord, Michael

Regrets: Terry, Brian, Ted

1. Welcome

Chair welcomed everyone and called the meeting to order at 6:35 p.m.

2. Approval of the Agenda for July 21, 2016

Report added regarding HVAC upgrades.

Moved by Mike/ Seconded by Dave – CARRIED

3. Approval of the Minutes of June 16, 2016

Moved by Gord/ Seconded by Dave - CARRIED

4. Business Arising from the Minutes of June 16, 2016

Miss Canada IV

Current owner of boat has decided not to sell. No further action was taken.

5. Curator's Report

Report was circulated at the meeting. Discussion stemming from the report focused on the progress of summer camps and tours, as well as upcoming special events. Additional points of discussion include the preparation and installation of the new Mammoth Cheese historic plaque and the renewal of the long term loan for Sunset in the Niagara Gorge and Pathway of the Giants.

6. Correspondence

Woodstock Collegiate Institute (WCI)

Thank you letter for museum's role in the WCI-Taiwanese student exchange and tour.

Oxford Tourism

Thank you letter for museum's role in the WCI-Taiwanese student exchange and tour.

Ingersoll Cheese & Agricultural Museum

Letter from the Ingersoll Cheese & Agricultural Museum in support of Oxford Tourism's award application.

7. Business

Millstones

The millstones have been repaired by Jackson Memorials. Discussion of protective display structure. Staff will follow up with Building Department regarding required permits and processes for display structure.

Pavilion

Staff have followed up with Town's insurance company regarding Town's role as project manager in pavilion project. Staff have investigated various avenues including hiring the Amish and the Timber Builders Guild. Direction to follow up with additional building firms.

Sword

Sword dates to the Rebellion of 1837 and once belonged to Barker who established the Baptist church in Ingersoll. Discussion of how best to ship the sword internationally. Direction given to contact other museums regarding shipping practices and methods.

Cheese Factory Electrical Upgrades

Discussion of replacing traditional incandescent bulbs with LED bulbs. Other electrical upgrades are on hold. Staff will follow up with electrician for quote on upgrades to the service panel.

Minister of Culture

Provincial cabinet shuffle has resulted in new Minister of Tourism, Culture & Sport. Councilors for the Town of Ingersoll have previously met the new Minister and have a good relationship.

HVAC

Staff met with heating and cooling consultant regarding upgrades to the museum's HVAC system. Suggestion made to complete project in phases and to complete small repairs over time. Discussion of moving to a larger HVAC unit designed for commercial properties.

8. Historical Perspective

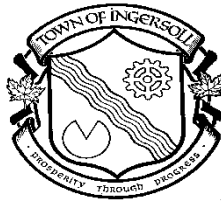
Joseph Chambers

Discussion of Joseph Chambers.

9. Adjournment

Meeting adjourned at 7:50 pm

Next meeting September 22, 2016



TOWN OF INGERSOLL
MINUTES OF TRANSPORTATION MANAGEMENT COMMITTEE

Minutes of the Transportation Management Committee meeting held in the J.C. Herbert Room, Town Centre, 130 Oxford Street on June 1, 2016.

Present: Jim Robb
Jordon Sangers
Doug Wituik
Sandra Lawson
Michael Graves

1. Welcome

Everyone is welcomed.

2. Acceptance of Agenda

Moved by Sandra Lawson

Seconded by Jordan Sangers

AND RESOLVED THAT the agenda as presented be adopted with the addition of the following two items:

- a. King Street Focus Patrol
 - b. Crosswalk at Centre and Tunis
- "Carried"

3. Minutes of March 30, 2016 meeting

Moved by Jim Robb

Seconded by Doug Wituik

AND RESOLVED THAT the minutes of March 30, 2016 be adopted as presented.

"Carried"

4. Results of Truck Restrictions on Whiting Street

There are still the same trucks going up the street. There was a discussion regarding signage. There are people parking on the bike land on Whiting. We are requesting an update from the OPP on their patrols in the area. The committee discussed short form wording.

5. Speeding on Whiting – 50 km/hr ahead sign

The committee discussed the possibility of installing 50 km/hour ahead signs. Staff felt it could do that. We will first do a speed study and a traffic count in that area.

6. Results of parking meeting on Princess Park Road during school pick up times for Royal Roads

An update on the public meeting was given. 23 people attended. All residents but 1. A report is going to Council in June recommending no stopping along that road. There were concerns raised regarding moving the problem to the Mason side. Gup committed to doing enforcement at the public meeting. The amendments to the by-law will hopefully be done by August so that it will be in time for the new school year to start.

7. Speeding on Princess Park Road

The curves in this area are naturally traffic calming. To run radar in that area is difficult. Jim explained how radar enforcement works and the impact for roads like princess park. The speed study will assist us in understanding traffic patterns. The speed study will be done in the fall.

8. Parking on Earl Street

We have checked but we have not seen vehicles there. The Committee discussed options for parking. Staff are going to review this issue further.

9. King Street Focus Patrol

We had a number of cars over the speed limit. Jim looked at the data. 78% are at 40 km/hour and over. 85% of the vehicles were going under 57 km/hour . We want to curb the 60 to 80 km/hour drivers. 20% of the drivers are in the 60 to 80 km/hour range. That's what the OPP are going to target. We need to go back after the focused patrols and do new counts to see the effect.

10. Crosswalk at Centre and Tunis

It is possible to add a crosswalk at Centre and Tunis but we don't currently have a crossing guard for this spot. The committee discussed reconsidering it after the construction is complete.

The meeting was adjourned at 11:05 am

Next Meeting September 21, 2016 at 10:00 am

August 11, 2016

**NOTICE OF
BOARD OF DIRECTORS' MEETING**

DATE: TUESDAY, August 23, 2016

TIME: 9:30 A.M. – 11:30 A.M.

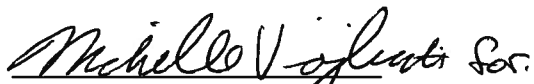
**LOCATION: WATERSHED CONSERVATION CENTRE
BOARDROOM**

Introduction of New Members:

Shirley McCall-Hanlon (East Zorra Tavistock/ Blandford Blenheim)
Brian Petrie (Ingersoll)

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: Tuesday June 28, 2016	
5.	Business Arising from the Minutes	
6.	Closed Session – In Camera	9:35am
	(a) Property Matters Relating to Fanshawe Cottages (J.Howley) (Report attached) (Document:Conservation Areas #2598) (15 minutes)	
	(b) Property Matters Relating to Pittock Lands (J.Howley)(Report attached) (Document: Conservation Areas #2620) (15 minutes)	
7.	For Your Information Report (June FYI attached) (I.Wilcox) (5 minutes)	10:05am
8.	Business for Approval	10:10am
	(a) CA Act Review Comments and Report for Approval (I.Wilcox) (Report attached)(Document #115406) (10 minutes)	

- (b) Fanshawe Dam – Additional Condition Survey
(C.Tasker)(Report attached)
(Document: Flood Control #814)(10 minutes)
9. Business for Information 10:30am
- (a) Administration and Enforcement - Section 28
(M.Snowsell/K.Winfield)(Report attached)
(Document: ENVP #3780) (10 minutes)
 - (b) Conservation Ontario Council E-Bulletin
(I.Wilcox) (Attached)
(5 minutes)
 - (c) Mid-Year Financial Report (C.Saracino)
(Report attached)(Document: Finance #350)
(10 minutes)
 - (d) Flood Control Project Tender:
West London Dyke – Phase 3 (C.Tasker)
(Report attached)(Document: Flood Control # 817)
(10 minutes)
 - (e) 2016 Agricultural Property Tender Results
(A.Shivas) (Report attached) (Document # 115346)
(10 minutes)
10. Other Business (Including Chair and
General Manager's Comments) 11:15am
- (a) Recognition for Jane McKelvie, Past Chair
11. Adjournment 11:25am


Ian Wilcox, General Manager

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

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

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, AUGUST 23, 2016

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

Members Present:	M. Blackie	S. McCall-Hanlon
	M. Blosch	H. McDermid
	R. Chowen	J. McKelvie
	A. Hopkins	A. Murray
	T. Jackson	B. Petrie
	S. Levin	M. Ryan
	N. Manning	G. Way

Regrets: T.Birtch

Solicitor: G.Inglis

Staff:	T. Annett	A. Shivas
	B. Glasman	J. Skrypnyk
	R. Goldt	M. Snowsell
	T. Hollingsworth	C. Tasker
	J. Howley	M. Viglianti
	B. Mackie	I. Wilcox
		K. Winfield

The Chair introduced the two new Board members, Brian Petrie representing Ingersoll and Shirley McCall-Hanlon representing East Zorra-Tavistock and Blandford-Blenheim.

1. Approval of Agenda

The Chair added 6(c) Staff Update, to the agenda.

J. McKelvie moved, N. Manning seconded.

“RESOLVED that the UTRCA Board accept the amendment to the agenda.”

CARRIED.

G. Way moved – S. Levin seconded:-

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

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

(a) Tuesday June 28, 2016

Amendment, the meeting was adjourned at 12:00pm.

J. McKelvie moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated June 28, 2016 as amended.”

CARRIED.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Closed Session – In Camera

There being property matters and a staff update to discuss.

M. Ryan moved – H. McDermid seconded:-

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

CARRIED.

Authority Staff not involved in the property matters were excused from the meeting

Progress Reported

a) A property matter relating to the Fanshawe Cottages was discussed.

A. Hopkins moved – M. Ryan seconded:

“RESOLVED that staff send a response to the delegation as outlined in the Closed Session – In Camera minutes.”

CARRIED.

- b) A property matter relating to the Pittock lands was discussed.
- c) A staff update was given.

7. For Your Information Report
(June FYI attached)

8. Business for Approval

- (a) CA Act Review Comments and Report for Approval
(Report attached)

There was discussion around Section 28 legislation strengthening recommendations in the CA Act Review Comments and report from Conservation Ontario.

J. McKelvie moved – G. Way seconded: -

S. Levin moved – J. McKelvie seconded: -

“RESOLVED that staff strengthen the ERB letter to reinforce the need for strengthened policies and funding around Section 28.”

CARRIED.

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

CARRIED.

- (b) Fanshawe Dam – Additional Condition Survey
(Report attached)

S. Levin moved – J. McKelvie seconded: -

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

CARRIED.

9. Business for Information

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

Discussion was had around the increasing number of violations throughout the Watershed. I.Wilcox explained the capacity issue that the planning department has been dealing with and the possibilities for funding to alleviate the problem in the future. Staff will bring forward suggestions to the Board throughout the budget discussions.

- (b) Conservation Ontario Council E-Bulletin
(E-Bulletin Attached)

M. Viglianti will e-mail the Conservation Ontario Council E-Bulletin with the live links to the Board of Directors.

- (c) Mid-Year Financial Report
(Report attached)

It was suggested that explanatory notes be included beside certain lines in the quarterly financial reports for clarification. This will be passed on to C. Saracino.

- (d) Flood Control Project Tender: West London Dyke – Phase 3
(Report attached)

C.Tasker updated the Board on the tender opening and the status of the NDMP funding. There was discussion around the potential need for either an e-mail vote or an extra meeting between now and the September meeting, depending on the complexity of the issue. The options presented in the West London Dyke Phase 3 Tender Summary were discussed.

- (e) 2016 Agricultural Property Tender Results
(Report attached)

10. Other Business (Including Chair and General Manager's Comments)


Staff will prepare a board report regarding the Thames River phosphorus issue to summarize our involvement to date, future plans, risks and opportunities.

- (a) Recognition for Jane McKelvie, Past Chair

M.Blackie and I.Wilcox thanked J.McKelvie for her 9.5 years of service on the UTRCA Board of Directors and acknowledged her years as Vice-Chair and Chair as well as her time on the Hearings Committee and the Building Committee. Ian highlighted the projects that Jane has been involved with over the years.

11. Adjournment

There being no further business the meeting was adjourned at 11:43 am on a motion by J. McKelvie.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair



Making it Work

Fanshawe College coop student Kaitlyn Monden (above, with Brad Glasman, Manager, Conservation Services) learns how to set up survey equipment as part of her experience with the Conservation Services Unit. She is one of 84 seasonal staff who have been gaining valuable experience working on various UTRCA programs and projects during the summer of 2016.

Rain Garden & Biofilter Installed in Conservation Areas

Pittock Conservation Area is now home to a biofilter. Biofilters are a form of Low Impact Development (LID), which is a stormwater management approach that mimics nature by filtering and infiltrating stormwater runoff. Before the biofilter was installed, stormwater runoff flowed through a culvert directly into the Thames River. The biofilter now intercepts this runoff and filters it through a soil medium so that the water exiting the biofilter is cleaner than the water that enters it.

Fanshawe CA has a new LID demonstration project. The rain garden shows how stormwater can be managed through infiltration practices. All runoff from the park workshop/ maintenance compound now flows into the rain garden, which has been designed to infiltrate the runoff within 24 hours.

Campers joined UTRCA staff to plant the biofilter and rain garden. A variety of native plant species was planted throughout the biofilter to stabilize the soil, slow water flow, assist in water infiltration, and create a beautiful landscape feature.



The Pittock biofilter has been planted with 300 native aquatic plants.

Funding for these projects came from the Great Lakes Guardian Community Fund of the Ministry of the Environment and Climate Change, and from the RBC Blue Water Community Fund.

Contact: Alison Regehr, Conservation Services Technician



Campers and staff planted and mulched 600 native plants in the rain garden at Fanshawe CA.





The newly planted residential rain garden.

Residential Rain Garden in London

A demonstration residential rain garden has been installed in London’s Glen Cairn neighbourhood. Once the plants in the new rain garden are established, one of the home’s downspouts will be disconnected from the storm sewer and redirected into the rain garden. The runoff will soak into the ground through the rain garden.

This small, simple low impact development will be promoted to encourage other homeowners to construct their own rain garden.
Contact: Alison Regehr, Conservation Services Technician

Launching greater accessibility at Pittock CA

Pittock CA has moved forward with the first phase of a fully accessible fishing platform and paddle craft launch system, thanks to generous funding support from Oxford Mutual Insurance’s iFund (now Heartland Farm Mutual). The goal of the project is to increase outdoor recreational opportunities that support healthy living and inclusive facilities, and we are well on our way to providing services not found anywhere else in the area!



Paddlers and anglers are enjoying the accessible ramp and newly enlarged dock.

The funding supported the first phase of the project, enlarging the current docking structure and adding a fully accessible ramp. Future project phases will include a fully accessible fishing platform and launching system, complete with a launching cradle and transition bench for anyone with disabilities or mobility issues.

Paddle sports and fishing on the

Pittock Reservoir are popular pastimes for Woodstock and Oxford County visitors of all ages and abilities. In fact, staff have noted a 30% increase in canoe and kayak rentals in the past year. Canoeing, kayaking and even stand up paddleboards are making waves as a fun and affordable way to spend quality time with friends and family while connecting with nature.



We extend our sincere appreciation to Oxford Mutual Insurance for showing their commitment to the local community.
Contact: Katie Ebel, Conservation Area Clerk, Pittock CA



The completed fish mural at CC Carruthers School.

Stream of Dreams, 1 School at a Time

The Glen Cairn Community Partners and the UTRCA have completed the Stream of Dreams program in three of the four schools in the Glen Cairn neighbourhood. The program is a great way to reach as many neighbourhood children as possible, to educate them about protecting our rivers and creeks. It also creates a sense of pride within the school when everyone comes together to create a fish mural on the school grounds. The mural is a reminder of what they learned and showcases to the community that the school cares about our natural resources.

In early June, UTRCA staff visited C.C. Carruthers Public School to deliver the program. After staff saw the kindergarten students, the children went out at recess and collected all the garbage they could find, on their own accord, and told their teacher that “they must keep the yard clean because it can hurt the fish.”

When it came time to install the fish on the fence, all the partners that make up the Glen Cairn Community Partners (mostly

businesses along Adelaide Street) came out to lend a hand. This group is about more than sitting around a table making decisions; they want to get out in their community and make a difference. The Stream of Dreams program lets them do just that.
Contact: Julie Welker, Community Partnership Specialist



The Friends of Medway Creek toured some of the UTRCA's project sites in the watershed.

Friends of Medway Creek Learn & Labour

The Friends of Medway Creek got to see firsthand what UTRCA is doing to protect the creek from phosphorus through the Priority Subwatershed Project. Staff demonstrated how they take water samples during storm events to assess the water chemistry in the creek during peak flows. This data will allow staff to understand the nutrients that make their way off the land. Staff also showed how a controlled drain functions and why it's proving to be beneficial to both farmers and the creek.

After the tour, the Friends of Medway Creek ventured downstream to a site where restoration efforts have occurred. There has been extensive tree planting and in-stream projects in and around the Medway Creek over the past six years on this property and now some of the trees are large enough that they no longer need to be staked. Committee members helped make quick work of removing the stakes and tree collars.

Contact: Julie Welker, Community Partnership Specialist

Aon Hewitt Makes a Difference on Global Service Day

Thank you to seven employees from AON Hewitt (Human Resource Consultants) who volunteered their time on a drizzly June 15 afternoon to work with the UTRCA. The group removed hundreds of old tree wraps from within a memorial forest and learned pruning techniques. As trees grow over the years, the plastic wraps don't always expand with the trees which can lead to girdling. This site received 21 accumulated hours of time in one



The AON Hewitt tree helpers.

afternoon to get the task done - a great example of how "many hands make light work!"

Contact: Karen Pugh, Resource Specialist

Black Locust, a tough neighbour

Black Locust (*Robinia pseudoacacia*) can be found throughout the upper Thames River watershed in sunny, disturbed areas, especially along the Thames River. Native to the mountains of the eastern US (Pennsylvania to Georgia), it was moved by Native Americans to the coastal plains. Early European settlers moved it throughout North America and Europe and now it has the widest worldwide distribution of any North American tree (because once you have one Black Locust tree, you will have many).



A stand of young Black Locust trees below Fanshawe Dam.

This species was used to reforest gravel pits and other wasteland areas where few other trees can survive. As a member of the bean family, bacteria in nodes on the roots can "fix" nitrogen, allowing the tree to grow in poor soils. The valley slope on the downstream side of Fanshawe Dam was planted with Black Locust and conifers in the 1980s to reforest this former gravel pit (see photo above). The UTRCA no longer plants this species.



The Black Locust's fragrant white flowers and compound leaves.

The Black Locust is a medium sized tree that grows up to 25 m high and 60 cm in diameter, and can live 90 years. The compound leaves have seven to 19 leaflets, creating a dappled shade. Drooping clusters of fragrant, white, pea-plant-like flowers blossom

in the early summer. Bees produce so-called acacia honey from the nectar (Black Locust is also called False Acacia).

In the past, the wood was much prized for its great strength and rot resistance; however, the tree is frequently attacked by the locust borer (*Megacyllene robiniae*), which spoils the wood for most uses except fence posts.

Despite its many attributes, Black Locust poses a serious threat to native vegetation in dry and sand prairies, oak savannas and upland forest edges, outside of its native range. The tree primarily reproduces by root suckers (not seed) forming dense stands that out compete native tree seedlings. In prairies, the nitrogen enriched soil enables the invasion of other non-prairie species. Black Locust is controlled by a combination of cutting and herbicide application.

With climate change and vegetation ecozones shifting northward, there will be a growing debate amongst ecologists as to whether we should accept the migration of more southerly species or continue to control non-native species from both North America and Europe/Asia to safeguard our native plants.

Our native Honey-Locust (*Gleditsia triacanthos*) will be described in a follow-up article.

Contact: Cathy Quinlan, Terrestrial Ecologist

On the Agenda

The next UTRCA Board of Directors meeting will be August 23, 2016. Agendas and approved board meeting minutes are posted at www.thamesriver.on.ca; click on "Publications."

- CA Act Review Comments and Report for Approval
- Fanshawe Dam - Additional Condition Survey
- Administration and Enforcement - Section 28
- Conservation Ontario Council E-Bulletin
- Quarterly Financial Report
- Flood Control Project Tender: West London Dyke - Phase 3
- 2016 Agricultural Property Tender Results
- Recognition for Jane McKelvie, Past Chair

Contact: Michelle Viglianti, Administrative Assistant



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To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: August 10, 2016
Subject: Conservation Authorities Act
Review Comments- For Approval

Agenda #: 8 (a)
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Recommendation: That the Board of Directors approve the attached letter and attachment as the UTRCA's response to the public review of the Conservation Authorities Act as posted on the Environmental Bill of Rights (EBR) Registry.

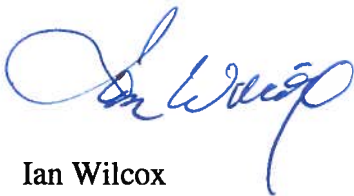
Discussion

The Ontario Ministry of Natural Resources and Forestry is leading a public review of the Conservation Authorities Act. UTRCA staff and Directors have participated in two public workshops as part of this review and the Authority has been invited to submit written comments through the EBR by September 9th.

Conservation Ontario (CO) has been very involved in the Act's review and has coordinated recommendations based on input from all Conservation Authorities. The UTRCA supports CO's position and staff believe that reinforcing their recommendations will best serve to improve and strengthen the Act.

Please find attached a draft letter for your review, as well as a copy of Conservation Ontario's detailed submission. If approved, these documents will be forwarded to the Province through the EBR as the UTRCA's formal written submission.

Prepared and Recommended by:



Ian Wilcox

"Inspiring a Healthy Environment"

8(a)

August 9, 2016

DRAFT

Alex McLeod
Policy Officer
Ministry of Natural Resources and Forestry
Policy Division
Natural Resources Conservation Policy Branch
Water Resources Section
300 Water Street
Peterborough Ontario
K9J 8M5
Phone: (705) 755-1374

Dear Mr. McLeod,

Re: *Conserving our Future: Proposed Priorities for Renewal* (EBR 012-7583)

On behalf of the Board of Directors of the Upper Thames River Conservation Authority (UTRCA), I would like to thank you for the opportunity to comment on the *Conserving Our Future: Proposed Priorities for Renewal*. The UTRCA has been supportive of the Conservation Authorities Act review and has been encouraged by the Province's positive and constructive approach. The Ministry of Natural Resources and Forestry is to be commended for their leadership and focus regarding this file.

The UTRCA is one of 36 Conservation Authorities in Ontario whose programs and services are authorized under the Conservation Authorities Act. We believe strongly in the founding principles of the Act, those being a watershed jurisdiction, cost shared programs, and local initiative and governance. And while these principles remain as valid today as they were in 1946, and we believe the Conservation Authorities Act has served our local watershed and the Province of Ontario very well for the past 70 years, we recognize there are areas where the Act can be improved.

Specifically, the UTRCA supports the following recommendations, developed in cooperation with the 35 other Conservation Authorities in Ontario, and Conservation Ontario:

- 1. Conservation Authorities do not have a 'core mandate' solely focused on natural hazards management.** The *CA Act* (Sections 20 and 21) enables a very broad mandate for Conservation Authorities to undertake watershed-based programs and activities deemed to be vital to the "conservation, restoration, development and management of natural resources".
- 2. Conservation Authorities are the delivery agents for Integrated Watershed Management (IWM).** Integrated watershed management is an approach that requires us to manage human activities and natural resources, together, on a watershed basis to ensure the sustainable and resilient ecological and socio-economic well-being of Ontario.



"Inspiring a Healthy Environment"

3. Conservation Authorities need to work at a more formalized 'inter-ministerial' table. This recognizes that Conservation Authorities' programs and services benefit many ministries and help to address multiple provincial priorities through integrated watershed management. Ongoing sustainable funding to support these priorities needs to come from multiple ministries.

4. Conservation Authorities are committed to improving client service delivery standards, with appropriate resourcing. Varying financial capacity/disparity among Conservation Authorities impacts the programs and services that are available on a province-wide basis. Frameworks for improvement need to allow flexibility to reflect local watershed needs and reflect best practices on a continual basis.

Full and detailed comments as submitted by Conservation Ontario are endorsed by the UTRCA Board of Directors and are attached to this letter for reference.

Again, we appreciate the opportunity to comment and look forward to constructive improvements and a strengthening of the Conservation Authorities Act so that we may continue the 70 year legacy of effective environmental management in Ontario.

Sincerely,

Murray Blackie
Chair, Upper Thames River Conservation Authority



Alex McLeod, Policy Officer
Ministry of Natural Resources and Forestry
Policy Division
Natural Resources Conservation Policy Branch
Water Resources Section
300 Water Street
Peterborough, Ontario, K9J 8M5

July 28, 2016

Dear Mr. McLeod:

Re: *Conserving our Future: Proposed Priorities for Renewal* (EBR 012-7583)

Thank you for the opportunity to comment on the *Conserving Our Future: Proposed Priorities for Renewal*. Conservation Ontario represents Ontario's 36 Conservation Authorities (CAs), which are local watershed management agencies, mandated to ensure the conservation, restoration and responsible management of Ontario's water, land and natural habitats through programs that consider human, environmental and economic interests and needs.

The following comments are submitted for your consideration based upon a review by CAs and these were endorsed by majority electronic vote (July 28, 2016) of the Conservation Ontario Council. These comments reflect the collective considerations of CAs and are not intended to limit consideration of comments shared individually by CAs.

Conservation Ontario (CO) acknowledges the efforts of staff from the Ministry of Natural Resources and Forestry (MNRF) who met with CO staff throughout the spring and summer of 2016 to discuss recommendations.

GENERAL COMMENTS

In June, Conservation Ontario and Conservation Authority staff participated in multi-stakeholder engagement sessions that were held across the Province to discuss the *Conserving Our Future: Proposed*

Priorities for Renewal as well as a two-day multi-stakeholder external advisory committee meeting organized by the Parliamentary Assistant Eleanor McMahon. Following these meetings, Conservation Ontario identified a number of key messages which provide further context for the legislative amendments and work plan priorities identified in this letter. The key messages include:

1. **Conservation Authorities do not have a ‘core mandate’ solely focused on natural hazards management.** The *CA Act* (Sections 20 and 21) enables a very broad mandate for Conservation Authorities to undertake watershed-based programs and activities deemed to be vital to the “conservation, restoration, development and management of natural resources”.
2. **Conservation Authorities are the delivery agents for Integrated Watershed Management (IWM).** Integrated watershed management is an approach that requires us to manage human activities and natural resources, together, on a watershed basis to ensure the sustainable and resilient ecological and socio-economic well-being of Ontario.
3. **Conservation Authorities need to work at a more formalized ‘inter-ministerial’ table.** This recognizes that Conservation Authorities’ programs and services benefit many ministries and help to address multiple provincial priorities through integrated watershed management. Ongoing sustainable funding to support these priorities needs to come from multiple ministries.
4. **Conservation Authorities are committed to improving client service delivery standards, with appropriate resourcing.** Varying financial capacity/disparity among Conservation Authorities impacts the programs and services that are available on a province-wide basis. Frameworks for improvement need to allow flexibility to reflect local watershed needs and reflect best practices on a continual basis.

These key messages are further elaborated on in the priorities laid out below in our submission which are categorized either as short term priorities (i.e. Legislative amendments – within the next several months) or longer term priorities (i.e. 2017-2021 MNRF/CO/CA shared work plan). The priorities, as outlined below, are intended to move the CAA Review forward in such a way as to result in some substantive changes that improve and support CA service/program delivery for the people of Ontario while minimizing administrative burden. Conservation Ontario’s comments are focused upon addressing the need for a more efficient and effective approach to environmental and resource management in Ontario to face today’s escalating and more complex challenges such as climate change and land use changes.

1.0 Conservation Ontario Priority #1: Legislative Amendments

Legislating additional administrative burdens without addressing the provincial funding shortfall to support the basic operational capacity of a watershed management agency will result in further widening of gaps in capacity and service delivery among Conservation Authorities. It will result in a reduced focus on addressing our critical environmental management issues of today; including climate change and Great Lakes water protection. Conservation Ontario does not support legislative amendments that add administrative burdens without beneficial outcomes for better natural resource management. It is important that through this review process, the Act and its regulations not become mired in excessive details best captured in non-legislative documents like policies and guidelines to

ensure they can be updated and adjusted as needed with ease. With regard to the recommended legislative amendments that follow, Conservation Ontario continues to be committed to working with Ministry of Natural Resources and Forestry staff on their refinement.

These are not presented in order of priority but in the order that we think they would appear in the legislation and it is noted that additional resources may be required in order to meet any additional legislated administrative responsibilities to ensure a consistent approach.

1.1 Preamble and/or Purpose Statement (new Sections)

It has become evident through the course of the *Conservation Authorities Act* review that there is confusion amongst the Ontario public and others with regard to the mandate of Conservation Authorities. We are therefore recommending that a Purpose Statement and Preamble be included as part of the *Conservation Authorities Act*.

The Purpose Statement and Preamble, proposed in Attachment 1, reinforce Ontario's various legislative decisions that Conservation Authorities, as watershed management agencies, are an effective delivery mechanism to address the uncertain and escalating environmental conditions which impact important water and land resources. These are detailed in the rationale section of the tables in Attachment 1.

As currently written, Conservation Authorities feel that the Act mandates them to manage our natural resources and human activities together on a watershed basis using an integrated watershed management approach. This clarity does not appear to be universally understood across stakeholder groups such that a Purpose Statement and Preamble is recommended as proposed in Attachment 1. Practically speaking, it is expected that this would provide a contextual framework for future work on an Integrated Watershed Management Provincial Policy (see Priority 2.1) as well.

1.2 Delegation to Conservation Authorities with funding (new Section)

It is recognized from the *Conserving Our Future: Proposed Priorities for Renewal* that it is considered necessary for a new Section in the Act that the Province formally delegate natural resource conservation and management programs and services to Conservation Authorities. In order to avoid additional financial burden to current municipal funders, delegation of additional provincial programs and services to Conservation Authorities should be accompanied with financial resources or the ability to obtain funding through other sources of revenue (see September 2015 submission for details).

Conservation Ontario does not support additional clauses for delegation to other entities where CAs exist. Given the current concerns around consistency, clarity, and transparency, CAs feel this may create even more inconsistencies around conservation and natural resource management in the province. The focus in this review should be on improving the existing mechanism, Conservation Authorities, which were created for delivery of such programs on a watershed basis in partnership with government bodies, participating municipalities and other stakeholders. Notwithstanding this opposition to such a clause being put in the CAA, it is noted that the Minister already has these abilities under Section 13.1 (1) of the *Ministry of Natural Resources Act*.

Delegation of programs to entities where Conservation Authorities do not exist does not appear to fit within the context of this review, either, and the Minister already has these abilities under Section 13.1 (1) of the *Ministry of Natural Resources Act*. Additional clauses in this regard are not supported.

1.3 Enable Counties to participate in a Conservation Authority (Section 4.0)

Section 2 of the *Conservation Authorities Act* addresses municipal representatives appointed to form a Conservation Authority Board. Further, Section 4 of the Act outlines that a regional municipality shall act in the place of the local municipalities within the regional municipality for the purpose of appointing representatives.

Regional municipalities are upper-tier municipalities; however, the Act does not specifically enable Counties (or Districts) that are upper tier municipalities to participate in a Conservation Authority. The opportunity should be created for consideration of Counties, as upper tier municipalities, to be the one window for the local municipalities to participate on a CA Board. This option should be provided for local consideration as it could have efficiency benefits to the operations of a CA with regard to i) budget approval through a single entity accustomed to delivery of services at a larger scale, and, ii) reporting to a single upper-tier municipality versus many presentations to local municipalities, and, iii) reduction of the size of CA Boards. As well, this proposed amendment enables a model whereby County systems could easily ensure that the local municipalities continue to be involved in the CA by, for example, requesting the local municipalities to provide the names of those who they would like to serve on the CA. The County could then appoint the members, could have their own representative, and pay the levy.

In conclusion, it is recommended that the CAA be modernized to enable Counties (or Districts), as upper-tier municipalities, to participate in a conservation authority upon agreement by the local municipalities. It is important to note that this proposed amendment is purposefully drafted as ‘optional’ to provide the opportunity for the existing local municipalities and upper-tier municipality to reach agreement. This added section could state:

upon agreement of each local municipality that is confirmed by resolutions passed by the councils of each, an upper-tier municipality County (or District) may act in the place of the local municipalities for the purpose of appointing representatives, voting and generally acting on behalf of their respective municipalities.

1.4 Remove administrative burden and clarify municipal council appointments (Section 14(4))

Section 14(4) of the Act states that “Term: No member of an authority shall be appointed to hold office for more than three years at any one time”. Currently, municipal councils appoint CA board members, typically at the beginning of a four-year term. Municipal councils in Ontario used to be on a three-year election cycle, therefore appointments to CA boards were (are) addressed in the Act using the three-year concept. This should be modernized to acknowledge the current four-year election cycle.

The current practice of using three-year appointment terms is administratively inefficient and administrative burdens decrease the efficiency of the operation of a Conservation Authority. It is recommended that the Act be amended to support that all municipal appointees must be confirmed by

a new Municipal Council and leave the Term to be set by the municipalities at the time of appointment. With appointment occurring with each new Municipal Council, in effect the term will not be more than 4 years. In addition, since some municipal councils can take months for their appointment processes, it is recommended that the existing Board member remains in place and represents that municipality until a new resolution is received to appoint another person.

1.5 Modernize references to ‘costs’ and confirm apportionment (Sections 27 and 1)

It is recommended that the Act identify and define the types of costs that could be included in Levies; and the Act, or Regulations under the Act, should say how the levies are to be apportioned. A preliminary suggestion of the types of costs and their definitions are provided in Attachment 2.

Either the Act or a Regulation would need to say how to apportion the categories of costs provided in Attachment 2. There are two methods of apportioning levies:

- 1) Watershed-wide (General): where the entire watershed benefits from the program or project (or where it is not feasible to identify who actually benefits).
- 2) Special Benefitting: where one or more of the municipalities benefit from the program or project, rather than the whole watershed.

The first category should be apportioned to all of the participating municipalities, based on the modified Current Value Assessment formula. The second category should be charged against only the municipality or municipalities that benefit, in a manner as mutually agreed.

The Act speaks to levies for different types of costs – administration, maintenance, capital, etc. The Act and Regulation 670/00 currently say that the levy for administration costs is to be apportioned on the basis of modified CVA. This is appropriate since the general administration costs support the entire watershed. Operating Costs need to be specifically referenced in the Act and apportioning those costs should be the same way, if the operating costs are for general watershed-based programs. Conservation Authorities should have the option of allocating both Capital and Maintenance levies to 1) the watershed, or 2) benefiting municipalities when they can be identified. There are cases where a capital project may benefit a specific municipality or more, but there are also cases where it is not really possible to calculate who actually benefits. For example, some large dams actually benefit all municipalities because they address the impacts of upstream activities (drainage, agriculture, development) but they also allow the reduction of flooding or augmentation of flows downstream. On the other hand, something like an erosion control project would likely have a distinct beneficiary. The foregoing option for apportionment is summarized in Attachment 2.

The description of costs and apportionment provided in Attachment 2 is one option and it is intended as a discussion starter. It is proposed that the details be finalized through discussions with MNRF staff, AMO, and CA representatives/experts with a view to achieving legislative amendments within the next several months.

1.6 Clarify variances in interpretation between CAA and Levy Regulation 670/00

The sustainability of our municipal levy process and funding tool are paramount in the long-term sustainability of Conservation Authorities. Since 2000, there has been a discrepancy between the legislation and the associated regulation regarding the apportionment of conservation authority levies.

Section 27 (6) of the Act states:

“Where only a part of a participating municipality is situated in the area over which the authority has jurisdiction, the amount apportioned to that municipality may only be charged against the rateable property in that part of the municipality and shall be collected in the same manner as municipal taxes for general purposes.”

Section 26 (5) of the Act states:

“Where only a part of a participating municipality is situated in the area over which the authority has jurisdiction, the portion of the money required to be raised by that municipality for capital expenditure may be charged only against the rateable property in that part of the municipality.”

After tax reforms in 1998, and pursuant to Section 27(16) the Province enacted Ontario Regulation 670/2000 which states:

3. (2) “A participating municipality’s modified assessment is the assessment calculated by dividing the area of the participating municipality within the authority’s jurisdiction by its total area and multiplying that ratio by the modified current value assessment for that participating municipality.”

The regulation creates a contradiction in that the method of apportioning the levy owed by the municipality to the Conservation Authority differs from the method by which the municipality collects the property tax. Because of the uneven distribution of assessment within municipalities, the two approaches can often produce very different results. As an example, if 25% of a municipality is within a CA’s jurisdiction, and that area has relatively lower assessment than the balance (a rural area, for instance) the Authority would be entitled to 25% of the total assessment of the municipality, which in turn would be required to assess the tax against only those properties within the 25% area. This would create an onerous tax burden on those properties. The intent of the regulation appears to be to “share the wealth” in the same way that a facility such as a new arena would be paid for across the entire tax base rather than just those ratepayers in the arena’s “catchment area.”

Given the complexities of this discrepancy and the potential impacts any changes could have on Conservation Authorities and Municipalities, it is important that we work closely with the Province, Municipalities and the Conservation Authorities to come to a resolution that is fair and equitable.

Conservation Ontario is recommending that the Province clarify the variances in interpretation between the CAA and the Levy Regulation 670/00. If a “Levy Task Force” consisting of provincial, municipal and conservation authority representatives cannot reach a relatively quick resolution as to whether legislative amendments are required then this item should transition to a longer-term work plan commitment.

1.7 Modernize enforcement provisions to reflect current environmental regulations/tools (Section 28)

Please see “S. 28 Regulations Proposed CA Act Amendments” (Attachment 3) for further details and proposed wording.

Antiquated enforcement provisions within the Act prevent CAs from addressing violations in a timely and cost-effective manner. CAs are seeking basic regulatory compliance tools common in other environmental regulatory legislation including stop work orders, orders to comply, and increasing the penalties upon conviction associated with contravening the Act. These amendments would assist with removing barriers to CAs minimizing continuing violations, environmental damage and gaining compliance quickly. CAs are also proposing the establishment of a conservation fund to return fines imposed by the courts to conservation projects in the watershed. Such funds have been established under current legislation including the “Ontario Community Environment Fund” created under the *Ontario Water Resources Act* and the *Environmental Protection Act* and the Environmental Damages Fund under the *Federal Fisheries Act*.

1.8 Clarify the language and process to enable effective use of the existing legislation (Section 28 & 1)

Please see “S. 28 Regulations Proposed CA Act Amendments” (Attachment 3) for further details and proposed wording.

Increased clarity in the language is essential to ensure efficient program delivery. Provincial direction to remove legal ambiguities will tackle current complications within the Act, including addressing that the Act does not reference alteration to shorelines whereas the regulations do; that a court can only order a person upon conviction to rehabilitate a watercourse or wetland rather than any regulated area; and that the definition of wetlands (Section 1) results in time and resource consuming studies to determine whether or not it is regulated. It is additionally proposed that the CA Act address whether or not permissions can be granted “after the fact” when work has already been completed. This change will prevent CAs from having to engage in two parallel processes (i.e. Mining and Lands Commissioner and the court system) in situations where work is already (or partially) complete and does not meet the tests of the regulation. This will result in administrative and cost efficiencies and prevent a situation where two potentially contradictory decisions are made by decision-making bodies.

Amend the legislation to clarify that CAs can require proponents of major applications, such as large-scale fill activities, to provide a refundable security deposit (i.e. letter of credit) to cover any unforeseen costs of site remediation.

1.9 Modernize governance and accountability provisions (Section 30 and Administration Regulation)

Section 30 requires approval of the Minister for what is commonly referred to as Conservation Authority ‘Administration Regulations’. Section 30 and the 1985 Minister’s regulation provide a general framework for the board rules of all CAs. Provincial direction and expectations with regard to governance and accountability could be clarified through updates to this section of the Act, and the 1985 Minister’s Regulation under the Act. The attached Administration regulation (Attachment 4 – 37 pages) was written by Kawartha Conservation with a view to current best practices for municipalities and not-for-profit corporations. It is provided in this submission as one example of what could be supported with

regard to modernization of the governance and accountability provisions; there are other examples. Providing a modernized general framework would result in more consistency across Conservation Authorities while strengthening oversight and accountability. Compliance can be ensured through provincial audit/review processes.

1.10 Remove Administrative burden associated with OMB approval of Board per diems (Section 37)

Administrative burdens decrease the efficiency of the operation of a Conservation Authority. It is recommended that Section 37 be amended to remove the requirement for Ontario Municipal Board approval for Board members' salaries, expenses and allowances since little to no provincial money is used to compensate CA Board members' expenses.

2.0 Conservation Ontario Priority #2: Policy Development: 2017-2021 Shared Work Plan Priorities

Conservation Ontario would welcome the opportunity to work with the MNRF and Province over the next four to five years to develop policies and guidelines to support the intent of the stated objective of the CAA review which is "to identify opportunities to improve the legislative, regulatory and policy framework that currently governs the creation, operation and activities of conservation authorities" (p.4, *Conserving Our Future: Proposed Priorities for Renewal*). As indicated in the preamble to Conservation Ontario's Priority #1: Legislative Amendments, Conservation Ontario feels strongly that many of the proposed provincial actions can be dealt with through provincial policies and guidelines to ensure they can be updated and adjusted as needed with ease. To achieve the proposed priorities listed below, this four to five year work plan requires a shared commitment of the Province and Conservation Authorities to work on them collaboratively and in consultation with other stakeholders. These are listed in order of priority.

2.1 Multi-Ministry body to support an integrated watershed management approach to provincial policy

Conservation Authorities support the mandates of many provincial ministries. There could be greater efficiencies and a clarification of mandates and responsibilities through a coordinated multi-ministry engagement approach. Conservation Ontario supports establishment of a multi-ministry body in a formalized relationship with participation of CAs via CO endorsed representatives (which could include staff and municipal members) in order to capture the full range of benefits provided to provincial priorities by CA programs and services. It is suggested that the proposed Purpose Statement and Preamble (Section 1.1 and Rationale in Attachment 1) could provide a contextual framework for development of a proposed Integrated Watershed Management Provincial Policy at such a collaborative inter-ministry table. This policy would capitalize on resource management that delivers local program needs while meeting cross-ministry science, policy, and legislative objectives. Discussions need to take place about how such an approach could be implemented.

It is noted that any provincial policy should not be so prescriptive as to discourage future provincial partnerships nor limit effective and innovative local resource management actions on a watershed basis. As taken from the proposed preamble, it should support "actions to address unique and local natural

resources issues, as well as emerging and unforeseen natural resources challenges”. The dialogue would identify and confirm priority programs (that would be supported by a sustainable funding formula) enabling greater consistency across the province and supporting the integration of management imperatives.

Conservation Authorities have demonstrated their strengths in implementing integrated watershed management at the local scale by involving municipalities, businesses, environmental non-government organizations and other stakeholders in shared decision making about management plans and actions to be undertaken in the watershed.

2.2 Delivery of provincially mandated programs and new business relationship with Conservation Ontario and Conservation Authorities

This work plan item would determine the details of how delegation legislation will be implemented and it would be further to multi-ministry IWM discussions. Any delegation is premised on funding being provided or for which cost recovery could be achieved. Conservation Ontario is advocating for a multi-ministry sustainable funding model for any provincially mandated programs best delivered on a watershed basis. A sustainable multi-ministry funding formula to support provincial priorities and to meet our current and emerging environmental imperatives and priorities are paramount in the long-term sustainability of Conservation Authorities. Such a funding model would result in consistent standards, training and stakeholder communication, and could explore opportunities for Conservation Authorities to act as a “one-window” service delivery agent for the Province (see September 2015 comments). Conservation Ontario supports accountability mechanisms (e.g. provincial audits/reviews) being applied to any such funding model.

Additional elements of the cost-sharing formula between levels of government should include at least 50% provincial funding (unless Federal funding reduces each level of government’s share) and must take into account inflation and the local ability to pay. In the past, local ability to pay was addressed through equalization payments from the Province and today remains unaddressed leading to issues of capacity. Developing a more equitable means of allocating provincial funding to CAs based on an analysis of CAs’ revenue, area, population and the ability to locally fund programs and services should be considered a high priority.

Additionally, discussions of the formula would include looking at efficiency opportunities including shared services, and CA restructuring. Conservation Ontario further recommends that the Province consider incentive funding to support CAs to examine the feasibility, options and ultimately implementation of any CA restructuring.

As part of the above discussions it is supported that there will be a new business relationship with Conservation Ontario, CAs, MNRF and potentially other provincial ministries. CO is well positioned to provide leadership in strengthening and facilitating the relationship between CAs and the Province and helping to improve collaboration, coordination and service standards. There is a need for longer term, formal commitments with appropriate sustainable financial compensation or incentives in order to

ensure ongoing outcomes supporting provincial priorities. Memorandums of Understanding may be mechanisms that could be explored.

To ensure capacity, initial one-time investments may be required in order to enable all / some CAs to meet province-wide commitments on a long term basis. In the absence of an inter-ministry table, it is assumed that we will continue in a piece-meal fashion via issue-specific contracts that fit within Conservation Ontario's strategic plan for the collective of CAs and issue-specific contracts between a CA and a provincial ministry that fits their watershed priorities and strategic plan.

2.3 Streamlining and Improving Service Delivery Standards for Plan Review and Permitting – Updated Provincial Process Guidelines

Conservation Ontario and the Conservation Authorities have a shared commitment to improving client services and implementing best management practices in the MNRF 2010 *Policies & Procedures for CA Plan Review and Permitting Activities*. CAs support a review of these and update (if necessary) in order to address streamlining and consistency concerns. To undertake this work plan activity, CAs support re-creation of an expanded multi-stakeholder table, such as a Service Delivery Review Committee (similar to the CA Liaison Committee (CALC) with additional stakeholders) to address, on a regular basis, streamlining and other issues relating to service standards (e.g. posting municipal Service Agreements); and clarification of a 'complete' application is supported as well. Such a multi-stakeholder table can also address user fees to ensure they are established in an open and transparent manner, are consistent with provincial direction and adequately support the effective delivery of CA operations, programs and services. It is strongly supported that regular multi-stakeholder training on the MNRF (2010) Policies and Procedures is required.

CAs have been actively involved in the creation of streamlining tools to improve customer service, including the "Drainage Act and Conservation Authorities Act Protocol ("DART Protocol") and the draft "Conservation Ontario's Guide to Development of an Agricultural Guide to Conservation Authority Permits". In these cases and for implementation of the Plan Review and Permitting Guidelines, updated provincial technical guidelines would be very beneficial to improving customer service.

2.4 Conservation Authorities Act Section 40 Regulations

Section 40 of the CAA enables the writing of a regulation to define terms. To establish consistency, clarity and effectiveness in upholding CA regulatory responsibilities definitions for the terms "conservation of land" and "interference in any way" are required. The Section 28 Regulations Committee has established definitions for these terms based on an analysis of Mining and Lands Commissioner (MLC) decisions and supporting documentation. These definitions have been upheld by the MLC and in the court system. A lack of a legislated definition has been a major stumbling block for moving towards increased CA consistency as it has prevented the Province from creating or endorsing technical guidance for the implementation of Section 28 (discussed in Section 2.5). The lack of clarity within these definitions is also a major hindrance to the adoption of any risk-based approach (as suggested by the *Proposed Priorities for Renewal*, p.10) and the upholding of Provincial environmental

legislation through the court system. See Attachment 5 for the proposed definitions for “conservation of land” and “interference in any way”.

The Province is encouraged to convene a multi-stakeholder table to discuss and establish appropriate definitions for these undefined terms through a Section 40 regulation while respecting the legal basis and history surrounding the proposed definitions.

2.5 Streamlining and Improving Service Delivery Standards for plan review and permitting – updated Provincial Technical Policies and Guidelines

Conservation Authorities need consistent provincial technical guidance and appropriate financial support to CAs for compliance with, and defense of, regulations. Conservation Authorities are very vulnerable to the unexpected costs of litigation necessary in the administration and enforcement of their regulations. Often, in defense of provincial and municipal interests, Conservation Authorities must incur significant legal costs that are not budgeted. Development proponents, and defendants who have the time, money, or legal resources are often prepared to use their ability to participate in extended and costly litigation as a way of deterring Conservation Authorities from pursuing prosecutions. A provincial fund to assist Conservation Authorities in paying significant legal costs in the defense of and administration of their Regulation should be considered. Additionally, lack of clarity in the legislation and provincial technical documents can further complicate and prolong court cases and hearings thus increasing the costs.

To streamline and improve service delivery standards for plan review and permitting there are a number of steps that need to be undertaken. An important aspect of this work is to clarify definitions in order to simplify and consistently uphold CA regulatory responsibilities; this is a ‘Section 40 regulation’ workplan item previously discussed in Section 2.4. Once these definitions are clarified, it will be necessary to provide policy guidelines to support implementation of the regulations including an update to the Conservation Ontario 2008 *Draft Guidelines to Support Conservation Authority Administration of the “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation”*.

The existing technical guidelines all require an update to address contemporary issues and provincial priorities, including climate change, green infrastructure and wetland conservation. As part of the update, and in order to promote consistency and improved service delivery, the Natural Hazard Technical Guidelines should clearly articulate that they were developed to support both the implementation of decisions surrounding the *Provincial Policy Statement* and the CA Section 28 Regulations. The *Natural Hazard Technical Guidelines* updates should address climate change considerations, as well as regulatory event flow increases resulting from urban development. Updates to flood and Great Lakes shoreline guidelines are the current priority. This would also support the work undertaken to update the procedures surrounding the creation and updating/expansion of Special Policy Areas. Conservation Ontario has specific expertise in these areas and is prepared to assist.

New technical guidelines to streamline and improve service delivery are required to achieve the provincial priority of conserving wetlands. As outlined in Conservation Ontario’s comments on “Wetland Conservation in Ontario: A Discussion Paper (EBR 012-4464)” the gaps in Ontario’s current wetland

policy framework have created loopholes for wetland destruction. The comments offered to the Province recommended providing necessary guidance and technical material, as well as coordination of terms, definitions, and implementation instruments. The *Recommendations for Conducting Wetland Environmental Impact Studies (EIS) for Section 28 Regulations Permissions* prepared by Beacon Environmental (December, 2010) for Conservation Ontario utilizing funding from the Ministry of Natural Resources and Forestry outlines a process for providing the necessary implementation support for permit applications in wetlands and adjacent areas. This includes the approval of necessary definitions through a Section 40 regulation, update and approval of the 2008 Draft Guidelines, and the creation of MNRF technical guidelines for wetlands which support both the implementation of Section 28 permissions and the *Provincial Policy Statement*. The Province should also take steps to address the recommendations contained within the 2010 report.

There is a need to address the above gaps within current policy directions regarding the application of CA regulations so that there is a consistent and relevant frame of reference prior to the consideration of a broader risk-based approach to the issuance of permit approvals as suggested by the *Proposed Priorities for Renewal* (p.10). A CA permit is a technical review/assessment and the regulation covers a range of natural hazards considerations. It is noted that the natural hazards in a CA jurisdiction and the extent of the activities (i.e. scale and scope) contribute to the assessment of risk and the ability to be flexible. A risk management framework should be applied on a watershed jurisdiction basis and resultant outcomes will vary accordingly. Conservation Ontario looks forward to further extensive discussion on the application of a risk-based approach to the regulations.

2.6 Financial Accountability

Stakeholders appear to have a relatively low level of understanding of the financial accountability and transparent processes applied at Conservation Authorities. As a first step, it is supported that the details be clarified and communicated so that everyone has a common understanding. Conservation Authorities support transparency. As a starting point, the following is what Conservation Ontario would propose to be communicated:

CAs conduct annual financial audits. These are publicly accessible through CA Board meetings and minutes, along with annual reports on CA programs and services, as per public sector best management practices. No other legislative solutions should be necessary.

Currently, CAs follow expenditure and report back practices as required by the Province for program/project funding; we support provincial audits/reviews. No other legislative solutions should be necessary.

2.7 Board Governance and Indigenous Peoples, stakeholder and special interest engagement

The MNRF document highlighted the need to enhance Indigenous Peoples' participation in the development and delivery of stewardship, science and educational initiatives and to clarify the process for Indigenous People to join or establish a CA. Conservation Ontario has not seen the details of what is proposed by Indigenous Peoples for involvement in CA Boards and programs and look forward to providing a response as coordinated by the Province. The province may wish to establish a separate

process for Indigenous Peoples' engagement focusing on clarifying engagement responsibilities and building meaningful relationships. It is noted that, with the support of the Ministry of Environment and Climate Change, CAs have engaged First Nations communities during all stages of the source protection planning process and there are 44 First Nation communities located within source protection areas.

Municipalities appoint members with an interest in representing their interests and watershed interests; appointees may be municipal councilors or citizens. CAs prefer the current arrangement where a wide variety of watershed stakeholders and special interest groups including the general public, industry and agencies participate in the development and implementation of local watershed management projects on committees and working groups which are complementary to the CA Board structure (e.g. Watershed Advisory Councils/Committees, Source Protection Committees, etc.). As such they share decision-making responsibilities helping to direct priorities and then track progress.

Conclusion

In order to move forward effectively, Conservation Ontario considers it critical to have coordinated communication by the Province, municipalities and CAs that clarifies roles and responsibilities of Conservation Authorities in the CAA and in other pieces of legislation (e.g. Clean Water Act).

As well it is noted that CO and CAs are committed to improving information sharing, networking and corporate effectiveness through best management practices training, templates and guidelines and will continue to move forward in this regard.

Thank you for the opportunity to engage in the engagement sessions and comment on the *Proposed Priorities for Renewal*. Conservation Authorities play an important role in addressing today's environmental and resource management challenges and we look forward to working with MNRF through the *Conservation Authorities Act* review process. Should you have any questions regarding the above comments please contact myself (ext. 231) or Bonnie Fox (Manager, Policy and Planning) at 905-895-0716 ext. 223.

Sincerely,



Kim Gavine
General Manager

c.c. All Conservation Authorities' CAOs

Conservation Ontario
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ATTACHMENT 1

Proposed Purpose Statement and Preamble

Table 1: Purpose Statement

Purpose Statement	Rationale
<p>The purpose of this Act is for the Government of Ontario to provide for the conservation, restoration, development and management of natural resources by supporting participating municipalities to collaborate on a watershed basis through Conservation Authorities' programs and services, working with government bodies and other stakeholders.</p>	<p>This statement is to confirm the mandate of the Conservation Authorities in order to specifically address stakeholder confusion about this. This statement reiterates the Objects and Powers of Authority under the Act, and is aligned with an integrated watershed management approach by reiterating the importance of managing natural resources and human activities together on a watershed basis. It acknowledges the role of member municipalities while speaking to the overall collaborative partnership approach. It supports our ability to address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.</p>

Table 2: Preamble

Preamble Sections	Rationale
<p>1. WHEREAS the demands on Ontario's natural resources are increasing rapidly; AND THAT more knowledge is needed of the nature, extent and distribution of those resources, and the present and future demands on a watershed basis; AND THAT actions must be taken to ensure that those demands are sustainably met;</p>	<p>Sustainability</p> <p>This section recognizes the demands on natural resources due to ongoing pressures including land use changes and growth. This section reiterates that these pressures should be examined and better understood on a watershed basis in order to determine a sustainable means to meet the demands. This is consistent with Ontario's acknowledgement of CAs as public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario's proposed requirement for watershed plans in the Provincial Plan Review.</p>
<p>2. AND WHEREAS the impact of climate change on natural resources of Ontario is a significant threat to the health, well-being and prosperity of the people of Ontario; AND THAT more knowledge is needed of the impact of climate change on those resources; AND THAT actions must be taken to mitigate and adapt to those impacts to ensure the</p>	<p>Climate Change</p> <p>This section acknowledges that climate change is impacting natural resources, our health, and the economy crossing political and other boundaries. This section highlights the need to study climate change in order to identify and implement appropriate mitigation and adaptation measures to protect human life and build</p>

Preamble Sections	Rationale
<p>protection of human life and infrastructure and the resilience of natural resources;</p>	<p>resilient communities and resources. This is consistent with the Ontario’s related legislative amendments and proposals noted above. As well, this is consistent with Ontario’s 2014 Provincial Policy Statement amendment to Section 3.1 ‘Natural Hazards’ for which Conservation Authorities have provincially delegated responsibility to represent provincial interests, which states “Planning authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards”. Natural resource management on a watershed-basis helps protect municipal and private infrastructure from natural hazards and climate change impacts. This general statement includes, but is not limited to, the \$2.7 billion in water and erosion control infrastructure which is managed by Conservation Authorities and the important role of green infrastructure in water management.</p>
<p>3. AND WHEREAS the pollution of natural resources of Ontario is also a threat to the health, well-being and prosperity of the people of Ontario; AND THAT as a result, actions must be taken to prevent and mitigate pollution;</p>	<p>Pollution</p> <p>This section brings to attention the contamination of natural resources which impacts public health and the environment, and the need to address this issue through measures such as Section 28 permits under the <i>Conservation Authorities Act</i> which prevent sedimentation and the import of contaminated fill, amongst other measures. This is consistent with Ontario’s acknowledgement of CAs as source protection authorities under the <i>Clean Water Act</i>, public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario’s proposed requirement for watershed plans in the Provincial Plan Review.</p>
<p>4. AND WHEREAS the conservation, restoration, development and management of natural resources on a watershed basis is an effective approach to ensure healthy and sustainable Great Lakes, surface water and groundwater including drinking water sources, and associated ecosystems, soil, and air resources which in turn support prosperous and resilient communities.</p>	<p>Watershed Management</p> <p>This section provides the logic in watershed-based natural resource management; therefore supporting the work of watershed-based CAs. It is noted that this approach provides a locally relevant boundary that supports bringing together stakeholders crossing political boundaries and consideration of broader natural resource issues that cross watershed boundaries (e.g. groundwater, ecosystems, natural heritage systems, and air).</p>
<p>5. AND WHEREAS the Province of Ontario desires that Conservation Authorities deliver programs utilizing an adaptive management framework that is watershed-based and informed by science, to result</p>	<p>Local Issues, Science and Adaptive Framework</p> <p>This section reiterates the Objects in Section 20 and Powers of Authority in Section</p>

Preamble Sections	Rationale
<p>in actions that address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.</p>	<p>21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach based on watershed science and a continuous improvement cycle of implementing measures and monitoring their performance. This watershed-based adaptive framework approach lends itself to addressing local, unique and unexpected natural resources issues including climate change impacts, resource depletion and pollution.</p>
<p>6. AND WHEREAS the Province of Ontario desires that, Conservation Authorities collaborate with participating municipalities, indigenous peoples, government bodies and others, bringing together all stakeholders on a watershed basis to manage natural resources and human activities together for the health, social and economic well-being of Ontarians.</p>	<p>Integrated Watershed Management Approach</p> <p>This section also reiterates the Objects in Section 20 and Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach supporting shared decision making about management actions. Conservation Authorities bring together multiple stakeholders crossing political and other boundaries to efficiently and sustainably address common natural resource issues while considering the connected interests of ecology, economy and society.</p>
<p>7. AND WHEREAS the Province of Ontario recognizes the substantial public land holdings of the Conservation Authorities and the value and importance of these for conservation, connecting people to nature through recreation and education, and for the overall health of people and watersheds.</p>	<p>Connecting People and Nature</p> <p>This section also reiterates the Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i> and makes the linkage between conservation programs that link to human activities and needs in the watershed. This is consistent with the Province’s various initiatives emphasizing tourism, cultural heritage, health, and environmental education which they have relied upon partnerships with CAs for delivery. This relationship most recently aligned through the Great Lakes Protection Act and associated multi-ministry Strategy.</p>

ATTACHMENT 2

One Option for Types of Cost and Apportionment of Different Types of Levy

The types of costs and their definitions could state:

- 1) “administration costs” means salaries and travelling expenses of members and administration employees of an authority, office rent, maintenance and purchase of office equipment, and all expenditures necessary to support carrying out the objects of an authority other than operating, capital and maintenance costs.
- 2) “operating costs” means salaries, benefits, travel, supplies, vehicles and equipment, and all expenditures required in relation to the implementation and operation of a project or program undertaken by an authority for the furtherance of its objects.
- 3) “capital costs” means expenditures for major projects such as water and erosion control infrastructure, roads, land acquisition, trails, and buildings.
- 4) “maintenance costs” means all expenditures required specifically in relation to the operation or maintenance of a capital project.

Table 1: Apportionment of Different Types of Levy

Type of Levy	How to apportion the levy	
General Administration and Operating Costs for Watershed-based Programs	Watershed Levy (based on Modified CVA)	
Capital and Maintenance Costs * <i>*We would have to include operating costs for small local projects in this category if we want to charge a special benefitting levy.</i>	If the project/program benefits entire watershed: Watershed Levy (based on Modified CVA)	If the project/program benefits some, but not all of the participating municipalities: Allocated according to benefit

ATTACHMENT 3

S. 28 REGULATION PROPOSED CA ACT AMENDMENTS

Updated July, 2016

Conservation Authorities Act Section	What is being proposed? (Brief explanation and description of the change)	Why is this change being proposed?
<p>28(1)(b) prohibiting, regulating or requiring the permission of the authority of straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland,</p>	<p>28(1)(b) prohibiting, regulating or requiring the permission of the authority of straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland, or for altering the shoreline of the Great Lakes – St. Lawrence River System or inland lake;</p> <p>The addition of the phrase “or for altering the shoreline of the Great Lakes – St. Lawrence River System or inland lake”</p>	<p>Currently CAs’ individual regulations and the “Content Regulation” refer to the regulation of alterations to shorelines however this is not included in the Act. This has caused some confusion when a CA is prosecuting a matter as the Act and the Regulations are not complementary.</p>
<p>Sections 28(12) to 28(15) relate to hearings, grounds for refusing permissions, reasons for decisions and appeal</p>	<p>Permission required under a regulation made under clause (1) (b) or (c) may be refused by the authority, or if the authority so directs, by the authority’s executive committee without a hearing if the development, interference or alteration for which permission being requested is complete or partially complete and subsection (16) applies and subsection (15) will not apply.</p>	<p>The Conservation Authorities Act is silent on whether or not a CoA has to accept an application for permission “after the fact” This change will address current ambiguities in the CA Act and will prevent CAs from having to engage in two parallel processes in situations where work is already (partially) complete and does not meet the tests of the regulation. This change will allow the CA to make a decision whether to issue a permit where the proposal meets Authority policy or to proceed with laying charges if the tests of the regulation are not met and will allow the matter to be heard in front of one decision-making body instead of two (MLC and the court system). This will result in administrative and cost efficiencies and prevent a situation where potentially two contradictory decisions are made by decision-making bodies. The appeal mechanism in Section 28 (15) would not apply in these circumstances.</p>

Conservation Authorities Act Section	What is being proposed? (Brief explanation and description of the change)	Why is this change being proposed?
<p>Sections 28(16) to 28(24) relate to regulation enforcement and offences.</p>	<p>Orders to Comply An officer who finds a contravention of this Act, Regulation or the terms and conditions of a permission of an authority may issue an order directing compliance with this Act, Regulation or the granted permission and may require the order to be carried out immediately or within such time as is specified in the order.</p> <p>Stop Work Order An officer who finds a contravention of this Act, Regulation or the terms and conditions of a permission of an authority may issue a Stop Work order directing compliance with this Act, Regulation or the granted permission.</p>	<p>The ability to issue stop work orders and orders to comply on violations under Section 28. Orders (Compliance and Stop Work) are required to minimize continuing violations, environmental damage and to gain compliance quickly.</p> <p>Conservation Authorities of Ontario implement programs that support the environmental objectives of the Provincial Government. There are basic regulatory compliance tools common in environmental regulatory legislation which should be inserted into these sections of the CA Act so that Conservation Authorities can effectively do their job.</p>
<p>Section 28 (16)</p> <p>Offence: contravening regulation</p> <p>(16) Every person who contravenes a regulation made under subsection (1) or the terms and conditions of a permission of an authority in a regulation made under clause (1) (b) or (c) is guilty of an offence and on conviction is liable to a fine of not more than \$10,000 or to a term of imprisonment of not more than three months. 1998, c. 18, Sched. I, s. 12; 2010, c. 16, Sched. 10, s. 1 (2).</p>	<p>(16) (a) Every person who contravenes a regulation made under subsection (1), or the terms and conditions of a permission of an authority in a regulation made under clause (1) (b) or (c), or fails to comply with an Order issued under subsection__ (proposed new subsection for stop work orders and orders to comply) is guilty of an offence,</p> <p>(b) A person who is convicted of an offence is liable to a fine of not more than \$50,000 for a first offence and to a fine of not more than \$100,000 for a subsequent offence or to a term of imprisonment of not more than three months.</p> <p>(c) For the purposes of subsection (b), an offence is a subsequent offence if there has been a previous conviction under this Act.</p> <p>(d) Every person who fails to comply with an order under subsection ____ (proposed new subsection for stop work orders and orders to comply) made by an officer appointed to enforce any regulation made under this section or section</p>	<ul style="list-style-type: none"> •significantly increase the fines to reflect monetary penalties in line with other compatible environmental legislation; •that in addition to any fine imposed by the court, neutralize any monetary benefit from the commission of the offence; •imposing such other penalties and sanctions that may result, in part, with the redirection of monies to CAs as compensation to remedy, avoid or remediate damages done, or to advocate or implement proper environmental management practice in line with CA policies and objectives; •a method of cost recovery similar to other legislation (<i>Ontario Water Resources Act, Municipal Act, Environmental Protection Act</i>) such as through the offender’s tax bill. •Introduce increased fines for subsequent offences to reflect the monetary penalties in other comparable environmental legislation •Introduce an offence for failure to comply with an order and a corresponding monetary penalty <p>Introduce a re-direction of the proceeds of the fines to the appropriate Conservation Authority to be held in a fund similar to the “Ontario Community Environment Fund” created under the <i>Ontario Water Resources Act</i> and the <i>Environmental Protection Act</i> (and O. Reg. 222/07 and 223/07).</p>

Conservation Authorities Act Section	What is being proposed? (Brief explanation and description of the change)	Why is this change being proposed?
	<p>29, is guilty of an offence and on conviction, in addition to the penalties prescribed in (b), is liable to a fine of not more than \$10, 000 per day for every day the offence continues after the time given for complying with the order has expired.</p> <p>28 (16) The proceeds of the fines imposed under this section shall be paid to the applicable conservation authority prescribed under section 1 of the regulation and section 4 of the <i>Fines and Forfeitures Act</i> does not apply in respect of the fine.</p>	
28(17)(b) 'rehabilitate any watercourse or wetland in the manner and within the time the court orders'	28 (17) In addition to any other remedy or penalty provided by law, the court, upon making a conviction under subsection (16), may order the person convicted to, (a) remove, at that person's expense, any development, within such reasonable time as the court orders; and (b) rehabilitate any watercourse or wetland in the manner and within the time the court orders.	The amendment should explicitly recognize all areas regulated under the Act rather than just watercourses and wetlands thus enabling the courts to order remedies for all violations.
28(18) 'If a person does not comply with an order made under subsection (17), the authority having jurisdiction may, in the case of a development, have it removed and, in the case of a watercourse or wetland, have it rehabilitated'	(18) If a person does not comply with an order made under subsection (17), the authority having jurisdiction may, in the case of a development, have it removed and, in the case of a watercourse or wetland, have it rehabilitated	The amendment should explicitly recognize all areas regulated under the Act, rather than just watercourses and wetlands, enabling the courts to order removal of non-compliant development as well as rehabilitation of the regulated area.
Section 28 (25) 'wetland means land that, (a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface, (b) directly	Amending the definition of wetland by deleting subsection (b) in its entirety, amending the numbering for subsection (c) and (d) to subsection (b) and (c) respectively, and striking the word "and" at the end of subsection (a) and (b) and	Removal of this clause will bring clarity to CAs regarding what is regulated. The current definition is inefficient for the proponent and the CA as it may potentially require that studies be undertaken to determine whether or not the wetland contributes to the hydrological function of a watercourse. The revised definition will bring additional

Conservation Authorities Act Section	What is being proposed? (Brief explanation and description of the change)	Why is this change being proposed?
<p>contributes to the hydrological function of a watershed through connection with a surface watercourse, (c) has hydric soils, the formation of which has been caused by the presence of abundant water, and (d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water, but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause (c) or (d). (terre marécageuse)'</p>	<p>substituting the word "or" at the end of each subsection.</p>	<p>clarity to the Act and is more consistent with other more frequently used definitions such as provided in the <u>Provincial Policy Statement</u>.</p>

KAWARTHA REGION CONSERVATION AUTHORITY

By-Law # 1

Governance and Administrative Policies



KAWARTHA REGION CONSERVATION AUTHORITY

OUR MANDATE

Our mandate is to ensure the conservation, restoration and responsible management of water, land and natural habitats through programs and services that balance human, environmental and economic needs.

OUR MISSION

“Leading the way to abundant clean water within a healthy landscape.”

OUR VISION

Our vision for the future is abundant, clean water within a healthy landscape.

POLICY STATEMENT:

Kawartha Region Conservation Authority policies and procedures are passed under powers conferred on the Authority by the Conservation Authorities Act, RSO 1990, Chapter C. 27. The Administrative By-Laws – Board of Directors is intended to be used by the Kawartha Region Conservation Authority as a governance and administrative policy and procedure supplement to the Authority's Administration Regulations, as approved by the Minister of Natural Resources on February 7, 1985, pursuant to Section 30 of the Act, and as adopted by the Authority by Resolution #29 FA/85.

The word "Authority" as used in this procedure refers to all members of the Kawartha Region Conservation Authority as defined in Section 14 of the Conservation Authorities Act, RSO 1990, Chapter C. 27.

PROCEDURE:

Kawartha Region Conservation Authority Administrative By-Laws – Board of Directors are detailed in the following pages.

By-Law # 1 – Governance and Administrative Policies – sets out the mandate, roles, responsibilities and duties of members of the Board of Directors, and the CAO, provides for the election of officers, and establishes various administrative policies.

By-Law # 2 – Meeting Procedures – sets out meeting procedures, and Conflict of Interest, Code of Conduct and other provisions relative to the conducting of meetings.



Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 26 of 12

**KAWARTHA REGION CONSERVATION AUTHORITY
ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES**

TABLE OF CONTENTS

	<u>Page</u>
<u>SECTION A - DEFINITIONS</u>	
1.0 Definitions	2
 <u>SECTION B – GOVERNANCE POLICIES</u>	
2.0 Board of Directors	3
3.0 Roles and Responsibilities of the Board of Directors	3
4.0 Duties of Officers	6
5.0 Election of Officers	8
 <u>SECTION C – ADMINISTRATIVE POLICIES</u>	
6.0 Auditor, Solicitor, Banker	10
7.0 Auditor’s Report	10
8.0 Borrowing Resolution	10
9.0 Levy Notice	10
10.0 Chair and Vice-Chair	10
11.0 Signing Officers	11
12.0 Standing Committees	11
13.0 Per Diems and Expenses	12

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 27 of 12

14.0 Revocation

12

SECTION A – DEFINITIONS

1.0 Definitions

“CAO/Secretary-Treasurer” means Chief Administrative Officer of the Authority.

“Secretary-Treasurer” means Director, Corporate Services of the Authority.

“Call of the Chair” shall mean the Chairperson of the Kawartha Region Conservation Authority will make the decision to have a meeting and will inform the Chief Administrative Officer/Secretary-Treasurer or designate and that person will ensure action if it is necessary.

“Chair” shall mean the Chairperson as elected by the Board of Directors of the Kawartha Region Conservation Authority.

“Fiscal Year” shall mean the period from January 1 through December 31.

“Inaugural Meeting” shall be an annual meeting to complete past year’s business; for annual elections and appointments; and to start current year’s business.

“Members” shall mean the board members, or Directors, as appointed by the watershed municipalities.

“Majority” shall mean half of the votes plus one.

“Officer” means a member of the Authority and the CAO/Secretary-Treasurer and Secretary-Treasurer.

“Private Interest” includes the financial or material interests of a member and the financial or material interests of a member of the member’s immediate family.

“Staff” shall mean staff members employed at the Kawartha Region Conservation Authority.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 28 of 12

“Vice-Chair” shall mean the Vice-Chairperson as elected by the Board of Directors of the Kawartha Region Conservation Authority.

“Weighted Majority” shall mean the votes of 51 percent of those represented in accordance with Section 2.2 and shall apply with regard to the Conservation Authority budget.

SECTION B – GOVERNANCE POLICIES

2.0 Board of Directors

2.1 Membership of the Kawartha Region Conservation Authority includes 6 municipalities: City of Kawartha Lakes; Regional Municipality of Durham (Municipality of Clarington, Township of Brock, Township of Scugog); Township of Galway-Cavendish and Harvey; and Township of Cavan-Monaghan.

2.2 The Kawartha Region Conservation Authority Board of Directors comprises all members appointed by participating municipalities.

Based on Section 2(2) of the Conservation Authorities Act, the municipalities appoint the following number of members:

City of Kawartha Lakes	-	3 members
Regional Municipality of Durham:		
Township of Scugog	-	2 members
Municipality of Clarington	-	1 member
Township of Brock	-	1 member
Township of Galway-Cavendish and Harvey-		1 member
Township of Cavan-Monaghan	-	1 member

2.3 Membership is in effect for the appointment term of the municipality.

2.4 The Board of Directors shall approve all policies and procedures of the Kawartha Region

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 29 of 12

Conservation Authority, approve the budget with or without revisions, give direction on priority of programs and projects and be generally responsible for other matters as required by the Conservation Authorities Act and Regulations.

3.0 Roles and Responsibilities of the Board of Directors

The Kawartha Conservation Board is accountable to the public for the successful operation of the Kawartha Region Conservation Authority. In carrying out this task it is imperative that the Board understand its primary responsibilities.

3.1 Carrying out Mandatory Responsibilities

The Kawartha Conservation Board is bound by the *Conservation Authorities Act*.

- Section 20 of the *Conservation Authorities Act* defines the objectives of a Conservation Authority as follows:

“The objectives of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal or minerals.”

- Section 21 of the *Conservation Authorities Act* specifically outlines the powers of a Conservation Authority to accomplish its objectives:
 - the power to study the watershed and develop an appropriate resource management program;
 - acquire and/or dispose of lands;
 - collaborate and enter into agreements with landowners, governments and organizations;
 - control the flow of surface waters;
 - alter the course of any waterway;
 - develop their lands for recreational purposes;
 - generally to do all such acts as are necessary for the due carrying out of any project.

3.2 Functions of the Board of Directors

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 30 of 12

In addition to the procedures in this policy and subject to the *Conservation Authority Act*, the Authority shall:

- Approve the auditor’s statement for the preceding year – if the statement is not approved, the amended statement shall be reintroduced for approval at the next appropriate meeting;
- Pass a borrowing resolution for a specified amount for the purposes of the Authority and authorizing the appointed signing officers to sign notes as required to implement this borrowing;
- Approve a budget for the Authority for the ensuing year;
- Approve the levies to be paid by Municipalities;
- Supervise the activities of any Standing Committees and to accept or reject any of their recommendations;
- Receive delegations on behalf of the Authority;
- Consider requests for grants or donations from groups outside the Authority;
- Decide and recommend policies not covered in these resolutions;
- Update as required policies of the Authority.

All Directors of the Board are public officials and thus have the responsibility to be guided by and adhere to the rules of conduct, explicit and implied, for all such holders of public office in the Province of Ontario. In addition, all the Board must adhere to all applicable acts of incorporation. In the case of the Kawartha Region Conservation Authority, Directors must adhere to the following:

- The *Municipal Conflict of Interest Act*;
- The *Municipal Freedom of Information and Protection of Privacy Act*;
- Administrative Procedures Manual of the Kawartha Region Conservation Authority;
- Regulation 182/06 whereby the Kawartha Region Conservation Authority enforces regulations governing the Fill, Construction and Alteration to Waterways;
- Land Use Watershed Planning Policies.

3.3 Ensuring Fiscal Stability of Kawartha Conservation

The Board of Directors must ensure the financial stability of the Kawartha Region Conservation Authority. While the CAO/Secretary-Treasurer provides day-to-day leadership in fiscal affairs, the Board bears the ultimate responsibility for financial soundness. This includes approving an annual budget, receiving and approving reports on financial

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 31 of 12

performance of the Kawartha Region Conservation Authority on a quarterly basis and ensuring policies are in place for financial soundness.

3.4 Reliance On and Partnership with the CAO/Secretary-Treasurer

The Board of Directors relies on the CAO/Secretary-Treasurer to inspire, lead and manage the Kawartha Region Conservation Authority. The Board will forge a strong partnership with the CAO/Secretary-Treasurer, working cooperatively to achieve the goals of the Kawartha Region Conservation Authority. The Board regularly evaluates the CAO/Secretary-Treasurer, measuring his/her performance against the Kawartha Region Conservation Authority's strategic plan and financial and human resources goals of the organization.

3.5 Practicing Effective Human Resources Practices

The Board of Directors must act as a team and represent the interests of the entire watershed. A strong partnership must be forged between the Board of Directors and the CAO/Secretary-Treasurer. The Board allows the CAO/Secretary-Treasurer to manage the organization and its staff. The following guidelines should be followed throughout the organization and by the public at large:

- If a Board Director has questions on a project or report, such questions should be referred through the CAO/Secretary-Treasurer for him/her to invite the appropriate staff Director(s) to explain the project and answer questions.
- If a Board Director would like to volunteer to assist in a project, such action should be taken in consultation with the CAO/Secretary-Treasurer to organize the process.
- If a Board Director receives a complaint about a staff person or would like to acknowledge a staff person, such information should go through the CAO/Secretary-Treasurer.
- If a Board Director receives a complaint from a staff person, the Board Director must advise the staff person to follow the Appeal Procedure as outlined in the personnel policy.

With respect to staffing issues, the following outlines the responsibilities of the Board of Directors and the CAO/Secretary-Treasurer:

- The Board of Directors is solely responsible for the following:
 - Recruiting the CAO/Secretary-Treasurer;

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 32 of 12

- Hiring the CAO/Secretary-Treasurer;
 - Evaluating the CAO/Secretary-Treasurer;
 - Dismissing the CAO/Secretary-Treasurer;
 - Determining the annual salary and pay for performance of the CAO/Secretary-Treasurer.
- The Board of Directors and the CAO/Secretary-Treasurer share the following responsibilities in that the recommendation will come from the CAO/Secretary-Treasurer and the approval will come from the Board of Directors:
 - Setting key commitments and deliverables for the CAO/Secretary-Treasurer;
 - Setting human resource and personnel policies which will have a dollar impact upon the budget;
 - Setting staff salary schedules and plans as part of the annual budget review process.
 - The CAO/Secretary-Treasurer is solely responsible for the following:
 - Assessing staffing requirements;
 - Recruiting, hiring and dismissing staff;
 - Providing staff direction;
 - Approving staff evaluations;
 - Implementing approved salary schedule and salary plan by setting individual staff salaries;
 - Designing the organizational structure;
 - Setting human resource and personnel policies, which have no dollar impact on the budget.

4.0 Duties of Officers

4.1 Chair of the Board

- Oversees Board meetings and ensures Meeting Procedural By-Law is adhered to;
- Serves as ex-officio Director of all committees;
- Works in partnership with the CAO/Secretary-Treasurer to ensure Board resolutions are carried out;
- Assists CAO/Secretary-Treasurer in preparing agenda for Board meetings where required;
- Calls special meetings if necessary;
- Periodically consults with Board Directors on their roles;

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 33 of 12

- Acts as a public spokesperson for the Kawartha Region Conservation Authority to facilitate the objectives of the Kawartha Region Conservation Authority;
- Represents the Kawartha Region Conservation Authority at such functions as warrant the interest of the Kawartha Region Conservation Authority except where this responsibility is specifically assigned to some other person;
- Inspires other Board Directors with his or her own commitment of support, time and enthusiasm;
- Represents the Kawartha Region Conservation Authority at Conservation Ontario Council meetings;
- Serves as ex-officio Director of Friends of Kawartha Conservation;
- Serves as signing officer for the Kawartha Region Conservation Authority;
- Performs other duties when directed to do so by resolution of the Kawartha Region Conservation Authority;
- Keeps the Board of Directors apprised of significant issues in a timely fashion.

4.2 Vice-Chair of the Board

- Attends all Board meetings;
- Carries out special assignments as requested by the Chair of the Board;
- Understands the responsibilities of the Board Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Participates as a vital part of the Board leadership;
- Assumes a role in all ad hoc committees;
- Serves as a signing officer for Kawartha Conservation;
- Serves as a Director of Friends of Kawartha Conservation;
- Keeps the board of Directors apprised of significant issues in a timely fashion;
- Alternate to Chair at Conservation Ontario Council Meetings.

4.3 CAO/Secretary-Treasurer

- Attends all Board meetings;
- Acts as Secretary-Treasurer of the Board in accordance with the *Conservation Authorities Act*;
- Serves as a signing officer for the Kawartha Region Conservation Authority;
- Keeps the Chair and Vice-Chair apprised of significant issues in a timely fashion;
- Develops and implements both short and long-term strategic plans in accordance with business goals and objectives;
- Tends to the day-to-day requirements, details and management of the Kawartha Region Conservation Authority;

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 34 of 12

- Manages staff and programs of the Kawartha Region Conservation Authority;
- Makes certain that appropriate actions are taken in a timely fashion;
- Works in close collaboration with the Chair and Vice-Chair;

- Implements all Board resolutions in a timely fashion;
- Ensures Board policies and strategic plan are adhered to;
- Manages the financial activities of the Kawartha Region Conservation Authority;
- Makes recommendations to the Board regarding suggested policy changes;
- Acts as public spokesperson for Kawartha Conservation in the absence of the Chair and Vice-Chair of the Board;
- Represents the Kawartha Region Conservation Authority at Conservation Ontario Council, Committee and Task Force meetings;
- In the absence of the Chair of the Board, designated ex-officio Director of Friends of Kawartha Conservation;
- Negotiates and enters into contracts with external agencies/partners to carry out the goals of the organization in accordance with approved Policy;
- Develops and maintains effective relationships and ensures good communications with watershed municipalities, federal and provincial government ministries/agencies, other Conservation Authorities, Conservation Ontario and community groups and associations.

5.0 Election of Officers

5.1 Chair for Election of Officers

An individual other than a Member of Kawartha Conservation will assume the position of Chair for the purpose of Election of Officers. The CAO/Secretary-Treasurer, or designate, assumes this position.

5.2 Appointment of Scrutineers

The appointment of scrutineers is required for the purpose of counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by Members of the Authority.

5.3 Election of Officers

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 35 of 12

The CAO or designate advises that the election will be conducted in accordance with Section 10 of the *Conservation Authorities Act* as follows:

- Only current members of the Authority may vote.
 - Nominations will be called three (3) times and will only require a mover.
 - The closing of nominations will require both a mover and a seconder.
 - Each member nominated will be required to accept the nomination. The member must be present to accept the nomination or an affidavit of acceptance, signed by the member nominated, must be provided to the CAO/Secretary-Treasurer to indicate acceptance of the nomination.
-
- In the event of an election, each nominee will be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames.
 - Upon the acceptance by nominees for the position of office, ballots will be distributed to the Members for the purpose of election. A Member's choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

A majority vote will be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes will be removed from further consideration for the office and new ballots will be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots will be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the CAO or designate.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 36 of 12

SECTION C – ADMINISTRATIVE POLICIES

6.0 Auditor, Solicitor, Banker

- 6.1** The Authority shall consider tendering for the services of an auditor, solicitor and banker at least every five years.
- 6.2** Subject to satisfactory performance and reasonable fees, the Authority will annually appoint the same auditor, solicitor, and banker during the period between tendering for these services. Such annual appointments will be made at the annual meeting.

7.0 Auditor’s Report

- 7.1** The Authority will be presented with the auditor’s report within four months following year end.
- 7.2** The Authority will forward a copy of the auditor’s report to each member, each participating municipality, and to the Minister of Natural Resources within thirty days of approving the auditor’s report.

8.0 Borrowing Resolution

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 37 of 12

8.1 The Authority will establish a borrowing resolution by March 31 of each year and such resolution will be in force until it is superseded by another borrowing resolution.

9.0 Levy Notice

9.1 The levy due to the Authority from member municipalities shall be made in three Installments each year due March 31, June 30 and September 30.

10.0 Chair and Vice-Chair

10.1 In the event of the absence of the Chair and Vice-Chair from any meeting, the members shall appoint an acting chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

10.2 The Chair and vice-Chair are members on all Authority committees.

10.3 The term of office for the Authority Chair is set at a maximum of four consecutive one-year terms after which the incumbent must step down for at least one year before seeking office again.

10.4 Where the Chair considers there to be an emergency, the four signing officers of the Authority shall be empowered to act without approval of the Authority membership as a whole.

11.0 Signing Officers

11.1 For purposes of signing officers, the Authority equates the title Chief Administrative Officer/Secretary-Treasurer to Chief Administrative Officer and the title Director of Corporate Services to Secretary-Treasurer as set out under "Signing Officers" in the Administrative Regulation as approved by the Minister of Natural Resources on February 7, 1985. The two signing officers of the Authority shall be one of the Chair or Vice-Chair and one of the Chief Administrative Officer or Director of Corporate Services. In the event of an emergency, such that the Chief Administrative Officer/Secretary-Treasurer and the Director of Corporate Services are not available, the Director of Watershed Management will serve as an alternate signing officer.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 38 of 12

11.2 All deeds, transfers, assignments, contracts, and obligations entered into by the Authority must be signed by the signing officers of the Authority and these signing officers are empowered to sign such documents as are necessary for works approved by the Authority.

12.0 Standing Committees

12.1 The Authority may strike a standing committee to investigate and make recommendations on matters of interest to the Authority.

12.2 Any standing committee of the Authority will be recognized as a functioning committee until the Authority replaces or dissolves that committee or until December 31 of the year in which the committee is formed.

12.3 The Authority will strike standing committees at the first business meeting of the year or at other times as may be desired.

12.4 Any standing committee of the Authority will be comprised of two members plus the Chair and the Vice-Chair of the Authority.

12.5 Each standing committee will have terms of reference established by the Authority. The terms of reference will serve as a consistent guide to committee members and provide a continuity of understanding by the Authority as to the specific purpose for the standing committee. The terms of reference may be altered by the Authority where the scope of a standing committee's mandate is either altered or changed.

12.6 When a standing committee is proposed, either the Authority member proposing the new standing committee will present terms of reference for Authority approval, or the Authority will cause such terms of reference to be prepared. In either case, a new standing committee shall not be struck until the Authority approves terms of reference for the standing committee.

12.7 Authority standing committees will be comprised of Authority members. The committee may invite people to attend committee meetings as a resource to the committee.

12.8 Only committee members are entitled to vote on matters coming before the committee.

13.0 Per diems and Expenses

13.1 The Authority shall establish a per diem rate from time to time and this rate will apply to the

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS – GOVERNANCE AND ADMINISTRATIVE POLICIES	
RESPONSIBILITY: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page: 39 of 12

Chair, Vice-Chair and Directors for service to the Authority in attendance at Authority Board of Director meetings, Standing Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Chief Administrative Officer.

- 13.2** A per diem will be paid for each separate meeting attended.
- 13.3** For teleconference meetings lasting less than 45 minutes, only ½ the per diem rate be paid.
- 13.4** The Chair, Vice-Chair and Directors will be responsible for advising the Secretary-Treasurer of any per diems and mileage incurred for other than Board of Directors or Source Protection Authority meetings, within 30 days of the per diem or mileage being incurred.
- 13.5** The Authority will reimburse members' travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority.
- 14.0 Revocation**
- 14.1** Upon approval of these Administrative By-Laws – Board of Directors, all such previous administrative policies and procedures shall be revoked.

KAWARTHA REGION CONSERVATION AUTHORITY

By-Law # 2

Meeting Procedures





Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 41 of 12

**KAWARTHA REGION CONSERVATION AUTHORITY
MEETING PROCEDURES**

TABLE OF CONTENTS

	<u>Page</u>
A. Quorum	2
B. Annual Meeting	2
C. Duties of the Chair	2
D. Conduct of Members	3
E. Freedom of Information	4
F. Notice of Meeting	4
G. Agenda of Meetings	5
H. Conflict of Interest	6
I. Disclosure of Pecuniary Interest	7
J. Notice of Motion	8
K. Meeting Procedures	8
L. Delegations	9
M. Meetings with Closed Sessions	10
N. Vote	10
O. Minutes	11
Appendix A – Common Motions	(i)
Appendix B – Code of Conduct	(v)

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 42 of 12	

MEETING PROCEDURES

A. Quorum

- A-1** At any meeting, a quorum consists of one-half of the members appointed by the participating municipalities.
- A-2** If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum and the recording secretary shall record the names of the members present and absent.
- A-3** Where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, are disabled from participating in a meeting, is such that at the meeting the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- A-4** If during the course of an Authority or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. (See also Section F).

B. Annual Meeting

- B-1** At least thirty days prior to the first meeting of each year, the Secretary-Treasurer shall notify the clerk of any municipality for which the term of office of its members will expire at the time of that meeting.
- B-2** At the first meeting of the Authority each year the agenda shall include the election of a Chair and Vice-Chair and annual appointment of the auditor, solicitor and banker.

C. Duties of the Chair

- C-1** It shall be the duty of the Chair, with respect to any meetings over which he/she preside, to:

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 43 of 12

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Board;
- c) Ask any individual that is disrupting the Board to leave;
- d) Adjourn the meeting without question, in the case of grave disorder arising in the meeting room;
- e) Receive and submit to a vote all motions presented by the Members or Committee, as the case may be, which do not contravene the rules and regulations of the Authority;
- f) Announce the results of the vote on any motions so presented;
- g) Decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Authority;
- h) Enforce on all occasions the observance of order and decorum among the Members;
- i) Adjourn the meeting when business is concluded;
- j) Adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
- k) Represent and support the Authority, declaring its will and implicitly obeying its decisions in all things; and
- l) Perform other duties when directed to do so by resolution of the Authority.

D. Conduct of Members

D-1 No Director at any meeting of the Authority shall:

- a) Criticize any decision of the Authority or the Committee, as the case may be, except for moving, in accordance with the provision of this by-law, that the questions be reconsidered.
- b) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability.
- c) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.
- d) Interrupt a member while speaking, except to raise a point of order or a question of privilege.
- e) Speak disrespectfully or use offensive words against the Authority, Authority members, staff, or any member of the public;
- f) Speak beyond the question (s) under debate;
- g) Resist the rules or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the rules of the Authority.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 44 of 12

D-2 If any Director resists or disobeys, they may be ordered by the Chair to leave their seat for the remainder of the meeting. In the case of an apology being made by the offender, they may, by majority vote of the Authority, be permitted to retake their seat.

D-3 No person except Directors and Staff shall be allowed to come to the Board's table during the meetings of the Board without permission of the Chair or the Board.

D-4 Censorship of an individual director for conduct unbecoming a Board member in the fulfillment of their duties will be in accordance with a Motion to Censure described in Appendix A.

E. Freedom of Information

E-1 The Authority members shall be governed at all times by the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

E-2 In the instance where a member vacates their position on the Authority Board they will continue to be bound by MFIPPA requirements.

F. Notice of Meeting

F-1 The Chair shall call regular meetings of the Authority. Notice of regular meetings will be sent out from the Authority office at least five calendar days prior to the meeting date.

F-2 Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

F-3 All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer at least fourteen (14) days in advance of the meeting in question.

F-4 Written notice of motion may be given by any member of the Authority and shall be forthwith placed on the agenda of the next meeting.

F-5 When a quorum is first present after the hour fixed for a meeting, the Chair shall call the meeting to order.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 45 of 12	

F-6 If no quorum is present one-half hour after the time appointed for a meeting, the Secretary-Treasurer shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next meeting.

F-7 The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by the Authority.

F-8 No member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the members present.

F-9 The following matters shall have precedence over the usual order of business:

- a. a point of order
- b. a matter of privilege
- c. a matter of clarification
- d. a motion to suspend a rule of procedure or to request compliance with the rules of procedure
- e. a motion that the question be put to a vote
- f. a motion to adjourn

F-10 The Chair may, at his/her pleasure, call a special meeting of the Authority on three days' written notice. That notice shall state the business of the special meeting and only that business shall be considered unless permission is granted by two-thirds of the members present.

F-11 With the exception of any municipal planning or regulation matter that requires an immediate decision of the Board of Directors, all matters will be dealt with "in person" at a Board of Directors meeting. For those planning and regulation matters requiring immediate attention, the Chair may call a meeting of the Board of Directors via telephone conference or other conferencing technology. Such a telephone conference meeting must have 2/3 of the Directors participating and voting will be as outlined in Section N-8. Normally confidential matters will not be handled by teleconference.

F-12 Any member of the Board of Directors, with 50% support of the other Directors, may request the Chair to call a meeting of the Board and the Chair will not refuse.

F-13 Notwithstanding Section F-6 of this Procedure, a meeting which has been interrupted through the loss of a quorum may be reconvened without notice provided that the meeting is reconvened on the same day.

F-14 The Chair or the CAO/Secretary-Treasurer may, by notice in writing or email, deliver to the members so as to be received by them at least 12 hours before the hour appointed

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 46 of 12

for the meeting, postpone or cancel any meeting until the next scheduled date for the specific committee affected.

F-15 The Chair or the CAO/Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.

G. Agenda for Meetings

G-1 Authority staff, under the supervision of the CAO shall prepare for the use of members at all regular meetings of the Authority, an agenda which shall include, but not necessarily be limited to, the following headings:

- 1) Approval of Agenda
- 2) Declaration of Pecuniary Interest
- 3) Approval of Minutes of Previous Meeting
- 4) Presentation of written reports (where applicable), including Report from CAO
- 5 Verbal Reports (where applicable)
- 6) Correspondence
- 7) New Business
- 8) Reports and Updates from Board Members
- 9) Notice of Next Meeting
- 10) Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

H. Conflict of Interest

H-1 A conflict of interest refers to a situation in which the private interests or personal considerations of the member could compromise, or could reasonably appear to compromise, the member's judgment in acting objectively and in the best interest of the Authority.

A conflict of interest also includes using a member's position or confidential information for private gain or advancement or the expectation of private gain or advancement (e.g. direct or indirect financial interest in a matter, a contract or proposed contract with the Authority). A conflict may occur when an interest benefits any member of the member's family (spouse, partner, children, parents, siblings), friends or business associates.

A conflict of interest includes engagement of members in private employment or rendering services for any person or corporation where such employment of services are

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 47 of 12	

considered a conflict of interest as defined by the Province of Ontario conflict of interest legislation.

- H-2** Members shall refrain from placing themselves in conflict of interest situations.
- H-3** A member must resign from the Authority if he or she is or becomes involved in private employment or rendering services considered to be a conflict of interest.
- H-4** A member who has reasonable grounds to believe that he or she may have a conflict of interest or that there may be an appearance of a conflict of interest, in respect of a matter that is before the committee shall:
- a) Disclose orally the actual, potential or perceived conflict of interest at the beginning of the committee meeting or as soon as possible; and
 - b) Excuse him or herself from the committee meeting while the matter is under consideration. If the member is participating via telephone or other electronic means, the chair shall ensure that the member is not able to listen to or participate in the discussion of the matter.
- H-5** A member who has disclosed an actual, potential or perceived conflict of interest to the chair or the committee, as the case may be, shall refrain from voting or participating in the consideration of the matter, or from commenting on, discussing or attempting to exert his or her personal influence on another member with respect to the matter.
- H-6** The minutes of the meeting shall reflect the disclosure of the actual, potential or perceived conflict of interest and whether the member withdrew from the discussion of the matter.
- H-7** If it is not entirely clear whether or not an actual, potential or perceived conflict of interest exists, then the member with the potential conflict of interest shall disclose the circumstances to the chair and the chair of the lead source protection authority or the Minister and the chair of the lead source protection authority as the case may be.
- H-8** The chair or the Minister, as the case may be, will determine if there is a conflict of interest or if the member's conduct has violated this policy, in a timely fashion, dependent on the complexity of the situations and will communicate his or her decision directly to the member.
- H-9** A member who has concerns about the conduct of another member regarding compliance with this policy should raise those concerns with the chair. The chair will follow essentially the same process for addressing complaints as for dealing with declared conflicts of interest with modifications to suit the difference circumstances.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 48 of 12	

I. Disclosure of Pecuniary Interest

I-1 Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority or Standing Committee at which the matter is the subject of consideration, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter; and
- c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

I-2 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

I-3 Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority or Standing Committee, as the case may be, attended by them after the particular meeting.

I-4 The meeting secretary shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by members of the Authority or Committees, as the case may be, and any such record shall appear in the minutes/notes of that particular meeting of the Authority or of the Committee, as the case may be.

J. Notice of Motion

J-1 Except as otherwise provided in this by-law, a notice of motion to be made at an Authority or Committee meeting shall be given in writing and shall be delivered to the CAO/Secretary-Treasurer not less than seven (7) business days prior to the date and time of the meeting, to be included in the agenda for the Authority or the committee of the whole meeting at which the motion is to be introduced.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 49 of 12

- J-2** The CAO/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.
- J-3** Reports of Committees included in the Authority agenda shall constitute notice of motion with respect to any matter contained in such reports and recommended by any such Committee for adoption by the Authority.
- J-4** Staff reports in the Authority agenda not having been considered by any Committee for adoption, shall constitute notice of motion for the purposes of any motion brought to the Authority with respect thereto.
- J-5** Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Standing Committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of two-thirds of the members of the Authority present.
- J-6** Any motion called from the Chair and for whatever reason deferred in three successive regular meetings of the Authority or Committee of the whole which is not proceeded with shall be deemed to be withdrawn.

K. Meeting Procedures

- K-1** The Authority will normally conduct its business as a committee of the whole.
- K-2** The Authority will conduct business in accordance with Robert's Rules of Order.
- K-3** The Authority will observe the following procedures for discussion/debate on any matter coming before it:
- a) A member will be recognized by the Chair prior to speaking.
 - b) Where two or more members rise to speak, the Chair shall designate the member who has the floor, who shall be the member who in the opinion of the Chair was first recognized.
 - c) All questions and points of discussion shall be directed through the Chair.
 - d) Where a motion is presented, it shall be moved and seconded before debate.
 - e) No member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech and when no new matter is introduced.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 50 of 12	

- f) No member shall speak more than ten minutes without leave of the Chair.
- g) Any member may ask a question of the previous speaker through the Chair.
- h) The member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote.
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings.
- j) When a motion is under consideration, only one amendment is permitted at a time.

K-4 Upon a Director vacancy due to death, incapacity, resignation or continued absence occurring in any office of the Authority, the Authority will request the municipality which was represented by that Director to immediately proceed to appoint a Director replacement.

K-5 In the event that a municipally-appointed member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

K-6 If a Board Member, unable to be in attendance at any regular scheduled meeting, wishes to bring to the attention of the Board any additional information or opinion pertaining to an agenda item, the Member shall address in writing to the Chair such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Chief Administrative Officer/Secretary-Treasurer without comment or explanations.

L. Delegations

L-1 Any person or organization desiring an opportunity to address the Authority may make a request in writing to the Chief Administrative Officer/Secretary-Treasurer fourteen (14) days in advance of a scheduled meeting if such request is to be included in the agenda of that meeting. The request should comprise a brief statement of the issue or matter involved and indicate the name of the proposed speaker.

L-2 Any person or organization requesting an opportunity to address the Authority but not having made a written request to do so in accordance with Section L-1 may appear before a meeting of the Authority but will be heard only if approved by a ruling of 2/3 of the Directors of the meeting.

L-3 No delegation, whether or not listed on the agenda, shall be heard without a ruling by the Chair of the meeting giving leave, but such ruling may be immediately appealed by a proper motion, and the ruling of the meeting shall govern.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:	Page 51 of 12	

L-4 Notwithstanding Section L-2, a representative of a council of a member municipality of the Authority, duly authorized by resolution of such council, shall be heard as of right, and further any member of the Authority shall be heard as of right.

L-5 Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than ten (10) minutes.

M. Meetings with Closed Sessions

M-1 A meeting or a part of a meeting may be closed to the public if the subject matter being considered relates to:

- a) the security of the property of the Authority;
- b) personnel matters about an identifiable individual including Authority employees;
- c) a proposed or pending acquisition of land;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation including matters before administrative tribunals affecting the Authority;
- f) the receiving of advice that is subject to solicitor-client privilege.

M-2 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

M-3 Before holding a meeting or part of a meeting that is to be closed to the public, the members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting.

M-4 No vote shall be taken and no written record shall be kept in a closed meeting unless it is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the Authority or persons retained under contract with the Authority.

M-5 Any materials presented to the Board of directors during a closed meeting will be returned to the Secretary-Treasurer prior to departing from the meeting.

N. Vote

N-1 On a tie vote, the motion is lost, and the Chair, if a member of the assembly, may vote to make it a tie unless the vote is by ballot. The Chair cannot, however, vote twice, first to make a tie and then give the casting vote.

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 52 of 12

N-2 A majority vote of the members present at any meeting is required upon all matters coming before the meeting.

N-3 Interrelated motions shall be voted on in the following order:

- a) motions to refer the matter, and
- b) if no motion under clause (a) is carried, the order for voting on the remaining motions shall be:
 - i) amending motion
 - ii) the original motion

N-4 Unless a member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call.

N-5 Before a vote is taken, any member may require a recorded vote and it shall be taken by alphabetical surname with the Chair voting last. On a recorded vote, each member will answer "yes" or "no" to the question, or will answer "abstain" if the said member does not wish to vote. If any Member abstains from voting, they shall be deemed to have voted in opposition to the question, and where the vote is a recorded vote, their vote shall be recorded accordingly by the secretary.

N-6 At the meeting of the Authority at which the non-matching levy is to be approved, the Chair shall at the appointed time during the meeting, call the roll of members present, and having been advised by the Secretary-Treasurer of those present and the respective, eligible weighted votes, conduct the roll call vote to approve of non-matching levy by a weighted majority of the members present and eligible to vote.

N-7 Where a question under consideration contains more than one item, upon the request of any member, a vote upon each item shall be taken separately.

N-8 A vote on any planning or regulation matter dealt with through a telephone conference meeting (F-11) shall be a recorded vote.

N-9 Where any member of the Authority or Committee is acting in the place and stead of the Chair or the Committee Chair, as the case may be, such member shall have and may exercise all the rights and powers of the Chair or the Committee Chair of the Standing Committee as the case may be, while so acting.

O. Minutes

Section ADMINISTRATION	Title ADMINISTRATIVE BY-LAWS - MEETING PROCEDURES	
Responsibility: CAO	Approved by: Board of Directors (Resolution #39/10)	Date of Approval: February 3, 2010
Revisions:		Page 53 of 12

- O-1** The CAO/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority and each Standing Committee. The recording secretary will make a record in the form of Minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.
- O-2** For matters dealt with in closed session, the CAO will take notes of any direction provided, for endorsement by the Chair and Vice-Chair.
- O-3** Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder.
- O-4** The Secretary-Treasurer shall send out the minutes of any meeting to each member of the Authority and other parties as are interested in receiving them at the same time as agendas for the next meeting are distributed.
- O-5** The Authority will not mail agendas to member municipalities except by request.
- O-6** The Authority will mail minutes of Board of Directors meetings to member municipalities following approval of those minutes by the Board of Directors.

APPENDIX A

COMMON MOTIONS

1.0 Motion to Adjourn

1.1 A Motion to Adjourn:

- a) is always in order except as provided by this by-law;
- b) is not debatable;
- c) is not amendable;
- d) is not in order when a member is speaking or during the verification of the vote;
- e) is not in order immediately following the affirmative resolution of a motion to close debate; and
- f) when resulting in the negative, cannot be made again until after some intermediate proceedings have been completed by the Authority.

1.2 A motion to adjourn without qualification, if carried, brings a meeting or a session of the Authority to an end.

1.3 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of the Authority to continue at such time.

2.0 Motion to Amend

2.1 A motion to amend:

- a) is debatable;
- b) is amendable;
- c) shall be relevant and not contrary to the principle of the report or motion under consideration; and
- d) may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter or the question.

2.2 Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.

2.3 Notwithstanding anything herein to the contrary, no motion to amend the motion to adopt any report of the Committee of the Whole shall be permitted.

3.0 Motion to Censure

3.1 Kawartha Region Conservation Authority Board of Directors may call for a motion to censure an individual director for conduct unbecoming a board member in the fulfillment of his/her Kawartha Region Conservation Authority duties. This will require a seconder and a 2/3 vote of members present at the Board of directors meeting to pass. The motion to

censure must be dealt with immediately and once the motion is approved, the appointing municipality will be advised, in writing, by the Chair of the Board of Directors.

4.0 Motion to Close Debate (Previous Question)

4.1 A motion to close debate:

- a) is not debatable;
- b) is not amendable;
- c) cannot be moved with respect to the main motion when there is an amendment under consideration;
- d) should be moved by a member who has not already debated the question; and
- e) can only be moved in the following words: "I move to close debate".
- f) requires a two-thirds (2/3) majority of members present for passage; and
- g) when resolved in the affirmative, the question is to be put forward without debate or amendment.

5.0 Motion to Postpone Definitely

5.1 A motion to postpone definitely:

- a) is debatable, but only as to whether a matter should be postponed and to what time;
- b) is amendable as to time;
- c) requires a majority of members present to pass; and
- d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6.0 Motion to Postpone Indefinitely

6.1 A motion to postpone indefinitely:

- a) is not amendable;
- b) is debatable, and debate may go into the merits of the main question, which effectively kills a motion and avoids a direct vote on the question;
- c) requires a majority vote; and
- d) shall have precedence over no other motion.

7.0 Motion to Reconsider

7.1 A motion to reconsider, under this by-law:

- a) is debatable;
- b) is not amendable; and
- c) requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

7.2 After any question, except one of indefinite postponement has been decided by the Authority, any Member who was present and who voted in the majority may, at a subsequent meeting of the Authority, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

7.3 After any question, except one of indefinite postponement has been decided by Committee, but before a decision thereon by the Authority, any member who was present at the Committee meeting concerned and who voted in the majority, may, at a subsequent meeting of the Committee, provided the Authority still has made no decision thereon, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

7.4 No question upon which a notice of reconsideration has been accepted shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

7.5 If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

8.0 Motion to Refer (to Committee)

8.1 A motion to refer:

- a) is debatable;
- b) is amendable; and
- c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

9.0 Motion to Suspend the Rules (Waive the Rules)

9.1 A motion to suspend the rules:

- a) is not debatable;
- b) is not amendable; and
- c) requires a 2/3 majority to carry;
- d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

10.0 Motion to Table

10.1 A motion to table:

- a) is not debatable;

b) is not amendable.

- 10.2** A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.
- 10.3** The matter tabled shall not be considered again by the Authority until a motion has been made to take up the tabled matter at the same time or subsequent meeting of the Authority.
- 10.4** A motion to take up a tabled matter is not subject to debate or amendment.
- 10.5** A motion that has been tabled at a previous meeting of the Authority cannot be lifted off the table unless notice thereof is given in accordance with Section J of this by-law.
- 10.6** A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

11.0 Point of Order

The chair or Committee Chair, as the case may be, shall decide points of order. When a Member wishes to raise a point of order, the Member shall ask leave of the Chair/Committee Chair and after leave is granted, the Member shall state the point of order to the Chair/Committee Chair, after which the Chair/Committee chair shall decide on the point or order. Thereafter, the Member shall only address the Chair/Committee Chair for the purpose of appealing the decision to the Authority or the Committee, as the case may be. If the Member does not appeal, the decision of the Chair/Committee Chair shall be final. If the Member appeals to the Authority or the Committee as the case may be, the Authority/Committee shall decide the question without debate and the decision shall be final.

12.0 Point of Personal Privilege

When a Member considers that his integrity or the integrity of the Authority or Committee has been impugned, the Member may, as a matter of personal privilege and with the leave of the Chairman, draw the attention of the Authority or the Committee, as the case may be, to the matter by way of a point of personal privilege. When a point of personal privilege is raised, it shall be considered and decided by the Chair or Committee Chair, as the case may be, immediately. The decision of the Chair or Committee Chair, as the case may be, on a point of privilege may be appealed to the Authority.

APPENDIX B

CODE OF CONDUCT

Preamble

Since its inception in 1979, the Kawartha Region Conservation Authority has demanded a high level of integrity and ethical conduct from its members. The Authority's exemplary reputation has relied upon the good judgment of individual members. While tacit understandings have served well for many years, a written Code of Conduct helps to ensure that all members share a common basis for acceptable conduct. Formalized standards help to provide a useful reference guide and a supplement to the legislative parameters within which members must operate. Further, they enhance public confidence that members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of members, and it is not intended to replace personal ethics.

1.0 General

All members shall serve in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

2.0 Gifts and Benefits

Members shall not accept fees, gifts or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

3.0 Confidentiality

All information, documentation or deliberations received, reviewed, or taken in closed session of the Authority and its committees are confidential.

Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons other than those who are entitled thereto to have access to information which is confidential.

Particular care should be exercised in releasing information such as the following:

- personnel matters
- information about suppliers provided for evaluation which might be useful to other suppliers
- matters relating to the legal affairs of the Authority
- sources of complaints where the identity of the complainant is given in confidence
- items under negotiation
- schedules of prices in contract tenders
- information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*.

The list above is provided for example and is not inclusive.

4.0 Use of Authority Property

No member shall use for personal purposes any Authority property, equipment, supplies, or Services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

5.0 Work of a Political Nature

No Member shall use Authority facilities, services or property for his or her re-election campaign. No member shall use the services of Authority employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Authority.

6.0 Conduct at Authority Meetings

During meetings, members shall conduct themselves with decorum. Respect for delegations and for fellow members requires that all members show courtesy and not distract from the business of the Authority during presentations and when other members have the floor.

7.0 Influence on Staff

Members shall be respectful of the fact that staff work for the whole corporation and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or faction.

8.0 Business Relations

No member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No member shall act as a paid agent before the Authority or a committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

9.0 Encouragement of Respect for Corporation and its By-Laws

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its by-laws.

10.0 Harassment

Harassment of another member, staff or any member of the public is misconduct. It is the policy of the Kawartha Region Conservation Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

Harassment may be defined as any behaviour by any person including a co-worker that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status or family status and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

11.0 Interpretation

Members of the Authority seeking clarification of any part of this Appendix should consult with the Municipal Clerk or Corporate Council of the municipality that appointed the respective member.

ATTACHMENT 5

Section 40 Regulation:

Proposed Definitions of Conservation of Land and Interference in Any Way

“Conservation of Land” has never been defined in the Act or Regulation or any other planning document prepared by the Province. On this basis, past decisions by the Mining and Lands Commissioner were reviewed and documented. Based on the review of all of the decisions in their entirety, the **interpretation** below was developed by the Ministry of Natural Resources/ Conservation Ontario Section 28 Peer Review and Implementation Committee.

Conservation of Land is interpreted as:

... the protection, management, or restoration of lands within the watershed for the purpose of maintaining or enhancing the natural features and hydrologic and ecological functions within the watershed (February 2008).

The common uses of words in this interpretation can be found in the Oxford Dictionary as follows:

Protection means: to defend or keep safe from or against danger or injury. (It is assumed that this would apply to animate (people) as well as inanimate objects (land or property)).

Management means: organize or regulate (while management can also mean managing or being managed as well as being in charge of administration of business concerns or public undertakings).

Restoration means: to bring back to original state or bring back to former place or condition; restoration is the act of restoring. (Restoration can also apply to rebuilding or repairing).

Maintaining means: cause to continue; retain in being; take action to preserve in good order (such as in a machine or house etc.)

Enhancing means: heighten or intensify (quality).

For further background information, all Mining and Lands Commissioner decisions regarding Section 28 of the *Conservation Authorities Act* may be found at: www.omlc.mnr.gov.on.ca.

In addition, the *Conservation Authorities Act* and Ontario Regulation 97/04 do not define “Interference” nor was any definition found in any other planning document; hence, the **interpretation** below was developed by the Ministry of Natural Resources/ Conservation Ontario Section 28 Peer Review and Implementation Committee. Under the Regulation, “interference” only applies to projects within watercourses and wetlands.

Interference in any way is interpreted as:

“any anthropogenic act or instance which hinders, disrupts, degrades or impedes in any way the natural features or hydrologic and ecologic functions of a wetland or watercourse” (March 2008).

The common uses of words in this interpretation can be found in the Oxford Dictionary as follows:

Hinder means: to delay or impede

Disrupt means: to interrupt or disturb (an activity or process)

Degrade means: lower the character or quality of

Impede means: delay or block the progress or action of

To: UTRCA Board of Directors
From: Chris Tasker, Manager ,Water and Information Management
Date: August 8, 2016 **Agenda #:** 8(b)
Subject: For Approval : Fanshawe Dam, Additional Concrete Inspections **Filename:** P:\Users\goldtr\Documents\GroupWise\814-1.doc103609

Recommendation:

That the engineering agreement with AECOM dated May 2, 2014 be extended to undertake below normal water level concrete inspections on the upstream face of Fanshawe Dam at an upset cost limit of \$6980.00 + HST.

Background:

A project to undertake multiphase painting of Fanshawe Dam superstructure and gates was initiated in 2013. AECOM was contracted for design, tender, and contract admin for the 1st phase of painting and electrical work and 3 of 4 painting phases completed by the end of 2015. Part of the work also included 2015 inspection of the concrete below the top of wingwall and piers abutting the steel gains. These gains guide gate travel and provide log installations in front of the gates for maintenance purposes. The concrete inspection was undertaken so that subsequent concrete repairs would not damage the steel surfaces of the gains to be painted as part of the final phase (Phase 4). Inspection was only planned for the areas above the normal water level due to the midsummer timing of the work. It was identified that there may also be concern with concrete near normal water level, and around and behind the steel nose cladding of the piers (ice protection). The final painting phase was deferred one year other projects were more urgent. To prepare for 2017 painting and concrete repairs, the additional inspection is planned for late October 2016. At this time the water level can be lowered to allow the inspection without having as significant an impact on the recreational uses of the reservoir.

Project Budget:

This additional concrete inspection is included as a project on the 2016 Water and Erosion Control Infrastructure (WECI) projects (Board of Directors approved February 2016). This project will be funded 50% through the MNRF WECI program with the municipal share (50%) provided by the City of London. This project is also included in the WECS 20 year Capital Repair Plan which is updated annually and shared with the City of London. The overall project budget is \$10,000.

Discussion:

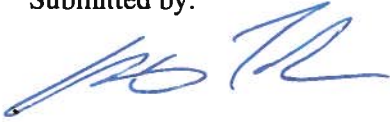
This report proposes the sole sourcing of additional engineering services for an ongoing, multi-year, phased project for Fanshawe Dam Painting and Concrete Repairs. Current purchasing policies require 3 quotations for work over \$2500. However, this work is a reasonable extension to AEOCOM's work based on the prior inspection work, report completed, the consultant's detailed knowledge of the site and projects and performance to date. The proposal for this additional work is also well within the budget for this project.

The UTRCA undertook a competitive RFP process through which AECOM was originally selected. The value of the additional services included in this extension is in line with similar services already included in the engineering agreement. Also, the need to incorporate the concrete repair work resulting from this inspection with tender and contract documents to be developed by the same consultant validates the efficiencies of having the current consultant undertake the additional engineering.

We are therefore seeking board approval for the extension of the current engineering agreement to include this additional engineering. AECOM has submitted an estimate of \$6980 + HST to complete the additional survey, and update the report for 2017 budgeting and funding application purposes. For comparison, the 2015 inspection and report was completed at a cost of \$10,910 + HST.

It is therefore recommended that the engineering agreement with AECOM be extended to include these additional engineering services. Please feel free to contact staff if you have any questions.

Submitted by:



Chris Tasker, Manager
Water and Information Management

Prepared by:

Rick Goldt, Supervisor
Water Control Structures

To: Chair and Members of the UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: August 10, 2016 **Agenda #:** 9 (a)
Subject: Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document
Development, Interference of Wetlands and Alteration to **ENVP 3780**
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 June 15, 2016 to August 9, 2016.

Application #101/15

City of London

1616 Hamilton Road – City of London

- approval required for construction of stormwater management facility as part of Old Victoria (East) subdivision
- substantial peer review of natural heritage, geotechnical and hydrogeological information
- staff approved and permit issued August 3, 2016

Application #2/16

Drewlo Holdings Inc.

922 Longworth Road – City of London

- proposal to undertake rehabilitation of existing SWM facility prior to assumption of facility by City of London
- plans prepared by Parsons (formerly Delcan)
- staff approved and permit issued August 8 upon receipt of revised plans from Parsons and following review/discussion with City of London SWM Unit staff

Application #55/16

Shaun Stevens

9345 Elviage Drive – City of London

- approval requested for reconstruction of farm access laneway across unnamed tributary of Dingman Creek
- previous tributary crossing deteriorated over time and new engineering submission prepared by EngPlus
- staff approved and permit issued August 3, 2016

Application #64/16

B.M. Ross and Associates Limited

Line 20 (Lot 12, Concession 8 and Lot 13, Concession 9) – Township of Perth South

- proposed road culvert replacement crossing the Gillard Municipal Drain.
- plans prepared by B.M. Ross and Associates Limited.
- staff approved and permit issued August 3, 2016.

Application #81/16

Michael Smith

1535 Gloucester Road – City of London

- house reconstruction project adjacent to Medway Valley ESA
- project supported by satisfactory geotechnical report by Golder Associates
- staff approved and permit issued July 15, 2016 upon receipt of revised project drawings

Application #84/16

Whitney Engineering Inc.

1300 Fanshawe Park Road East – City of London

- permit required in conjunction with development in regulated area south of Stoney Creek flood plain
- engineering drawings prepared by Whitney Engineering and MTE, with vegetation plantings prepared by Arthur Lierman Landscape Architect
- staff approved and permit issued July 15, 2016

Application #90/16

Township of Zorra

Cody Drain

- proposed spot cleanouts along 2600 metres of a Class C Drain
- UTRCA permit, signed notification form, and SCR for spot cleanouts issued June 24, 2016

Application #92/16

Township of Zorra

Buchner Drain

- proposed spot cleanouts along 4000 metres of a Class F Drain
- UTRCA permit, signed notification form, and SCR for spot cleanouts issued June 24, 2016

Application #93/16

Township of Perth South

Anderson Drain

- proposed bottom cleanout along 700 metres of a Class C Drain
- UTRCA permit, signed notification form, and SCR for bottom cleanouts issued June 29, 2016

Application #97/16

Quadro Communications Co-Operation Inc.

Various Locations in Mitchell – Municipality of West Perth

- proposed high pressure directional drilling installation of fibre optic cable undercrossing the Smith Municipal Drain and the North Thames River.
- plans prepared by Quadro Communications Co-Operation Inc. and Weber Contracting Limited.
- staff approved and permit issued July 13, 2016.

Application #104/16

Scott Gillies

287 Thames Street South – Town of Ingersoll

- proposed foundation repair of existing single family residence.
- plans prepared by Scott Gillies in accordance with location and mitigation measures discussed on site between landowner and UTRCA staff and reviewed by Elite Engineering Group Inc.
- staff approved and permit issued June 20, 2016.

Application #105/16

Township of Zorra

Wakem-McKay Drain

- proposed bottom cleanout along 300 metres of a Class F Drain
- UTRCA permit, signed notification form, and SCR for bottom cleanouts issued July 13, 2016

Application #107/16

City of London

153 Rivertrace Walk – City of London

- permission required for sediment removal from stormwater management facility
- project plans including strategy for retrieving and relocating aquatic life prepared by AECOM Canada
- staff approved and permit issued July 8, 2016

Application #108/16

City of London

995 South Wenige Drive – City of London

- permission required for sediment removal from stormwater management facility
- project plans including strategy for retrieving and relocating aquatic life prepared by AECOM Canada
- staff approved and permit issued July 8, 2016

Application #109/16

Distinctive Homes London Ltd.

196 Cooper Street – City of London

- approval from UTRCA required for construction of house addition in West London candidate Special Policy Area (SPA)
- plans prepared by D.C. Buck Engineering
- staff approved and permit issued June 30, 2016

Application #110/16

CNC Homes Ltd.

220 Cooper Street - City of London

- permit required for construction of house addition in West London candidate Special Policy Area (SPA)
- drawings prepared by D.C. Buck Engineering
- staff approved and permit issued June 30, 2016

Application #114/16

Terry Guest

28 Charles Street – City of London

- proposal to construct house addition in West London candidate Special Policy Area (SPA)
- drawings prepared by D.C. Buck Engineering
- staff approved and permit issued June 27, 2016

Application #115/16

CNC Homes Ltd.

226 Rathnally Street – City of London

- house addition proposed in West London SPA

-plans prepared by D.C. Buck Engineering
-staff approved and permit issued June 30, 2016

Application #116/16

2444765 Ontario Inc.

53 Romeo Street North – City of Stratford

-proposed erosion protection installation adjacent 14 bridge abutment locations through the Stratford Golf and Country Club property.
-plans prepared in accordance with location and mitigation measures discussed on site between Stratford Golf and Country Club staff and UTRCA staff.
-staff approved and permit issued July 4, 2016.

Application #117/16

Municipality of Middlesex Centre c/o Strik, Baldinelli, Moniz Ltd.

Sixteen Mile Road – Municipality of Middlesex Centre

-proposed road culvert replacement crossing the White-Fitzgerald Municipal Drain.
-plans prepared by Strik, Baldinelli, Moniz Ltd.
-staff approved and permit issued July 4, 2016.

Application #118/16

Pneueyor Systems International Ltd./SPH Engineering Inc.

119 Houser's Lane – City of Woodstock

-proposed industrial building with office space, site alteration including installation of parking and asphalt lots, associated servicing 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 July 13, 2016.

Application #119/16

Union Gas Limited

Perth Road 109 and Line 34 – Township of Perth East

-proposed NPS 2 inch gas pipeline installation undercrossing the Sheerer Municipal Drain and Branch 'B' of the Sheerer Municipal Drain.
-plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
-staff approved and permit issued July 4, 2016.

Application #120/16

City of Woodstock

Springbank Avenue South – City of Woodstock

-Two projects proposed within the Brick Ponds Wetland area of Woodstock: a) proposed test pit excavations to observe soil and water conditions along existing sanitary sewer easement to inform upcoming rehabilitation work; b) channel maintenance work (vegetation removal and clean-outs) and dredging around equalization culvert outlets to reduce localized flooding of Springbank Avenue and adjacent residential properties.
-plans prepared in accordance with location and mitigation measures discussed on site between City of Woodstock and UTRCA staff.
-staff approved and permit issued July 5, 2016.

Application #121/16

Township of Perth South

Shabel Drain

- proposed bottom cleanout of 250 metres of a Class C Drain
- UTRCA permit, signed notification form, and SCR for bottom cleanout issued July 12, 2016

Application #122/16

Municipality of Middlesex Centre

Ready Drain

- proposed bottom cleanout of 340 metres of a Class F Drain
- UTRCA permit, signed notification form, and SCR for bottom cleanout issued July 13, 2016

Application #124/16

Nicholls and Associates Ltd.

3668 Homewood Lane – City of London

- proposal to construct house addition and upgrade septic system
- supporting drawings prepared by Bos Engineering & Environmental Services
- staff approved and permit issued July 15, 2016

Application #125/16

Whitney Engineering Inc.

965 Sarnia Road – City of London

- storm and sanitary sewer installation in a regulated area in support of previously approved development at 905 Sarnia Road (wetland/pond relocation project)
- engineering drawings prepared by Whitney Engineering Inc.
- staff approved and permit issued July 15, 2016

Application #126/16

Heather Down

Lot 13, Block 104, R.P. 279, Carnegie Street – Town of Ingersoll

- proposed construction of new single family residence and attached garage.
- plans prepared by djDesign and Santarelli Engineering Services in accordance with lot grading plan and survey info from Benedict Raithby Inc. Surveying.
- staff approved and permit issued July 25, 2016.

Application #127/16

Don Smale/Smale Farms Limited

Part Lot B, Concession 5SD – Municipality of Thames Centre

- proposed construction of new single family residence and attached garage, installation of new driveway and installation of associated septic system adjacent Reynolds Creek.
- plans prepared by Orchard Design Studio Inc. with site layout and elevations in accordance with survey information and flood modeling from Spriet Associates Ltd.
- staff approved and permit issued July 26, 2016.

Application #128/16

MA Elite Properties Inc.

140 Empress Avenue – City of London

- application to construct house addition within West London candidate SPA
- drawings prepared by D. C. Buck Engineering
- staff approved and permit issued August 2, 2016

Application #131/16

Natural Resource Gas Limited

Cromarty Drive from Dorchester Road to Pigram Road – Municipality of Thames Centre

- proposed NPS 4 inch gas pipeline installation undercrossing multiple watercourses on Cromarty Drive.
- plans prepared by Natural Resource Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
- staff approved and permit issued August 3, 2016.

Application #133/16

Seiko Homes

1430 Highbury Avenue North – City of London

- proposal to construct retaining wall in conjunction with final stages of residential development
- engineering drawings prepared by Vert0Crete and A-D Engineering Group Ltd.
- work proceeding in accordance with geotechnical report recommendations prepared by Golder Associates
- staff approved and permit issued August 4, 2016

Application #134/16

Township of Lucan Biddulph

Elginfield Drain

- proposed spot cleanouts along 2000 metres of a Class C Drain
- UTRCA permit, signed notification form, and SCR for spot cleanouts issued August 9, 2016

Application #135/16

Township of Zorra c/o Spriet Associates

James Street, Embro – Township of Zorra

- proposed stormwater management facility associated with the future Fraser Subdivision in Embro.
- plans prepared by Spriet Associates London Limited.
- staff approved and permit issued August 5, 2016.

Application #136/16

James & Elizabeth Turple

155095 15th Line – Township of Zorra

- proposed clear span (trailer bed) walking bridge crossing the Quinn Municipal Drain.
- plans prepared show a clear span walking bridge with concrete block tie-ins located well outside the watercourse bed and banks.
- staff approved and permit issued August 5, 2016.

Application #137/16

Rogers Communications Canada Inc.

1220 Adelaide Street North – City of London

- permit required for installation of fibre optic equipment via overhead installation across North Thames River
- using existing utility poles for crossing location, along with updated equipment associated with fibre optic technology
- staff approved and permit issued August 8, 2016

Application #138/16

Union Gas Limited

Vivian Street/Line 37 and Road 111 – Township of Perth East

- proposed NPS 4 inch gas pipeline installation undercrossing the Culliton Drain and the Avon River.
- plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.

-staff approved and permit issued August 8, 2016.

**Status Report – Unauthorized Site Grading, Site Alteration and Interference with a Wetland
Part Lot 14, Concession 6**

Municipality of Middlesex Centre

We note this property was the site of a very similar violation brought to the board back in 2014 where a portion of a Provincially Significant Wetland (PSW) was filled in. At that time, UTRCA staff worked with landowner(s), their consultants and contractors to remove the fill and restore the site. Additional unauthorized tree removal in 2015 resulted in prosecution by the County under the Woodlands Conservation By-Law. Following recent complaints of tree removal and site grading on the property, UTRCA staff yet again attended a visit to the site (August 9, 2016) and observed vegetation/tree removal and site grading in progress within a different portion of the PSW than our previous 2014 concern. UTRCA staff have sent correspondence to the landowner(s) and their consultants requesting a site meeting to discuss restoration. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized On-Line Pond Excavation, Unauthorized Watercourse Crossing,
Unauthorized Fill Placement, Site Grading and Alteration to a Watercourse**

Road 119

Township of Perth South

Enroute from other site visits, UTRCA staff observed large fill piles and construction equipment adjacent a watercourse. Following discussions with the landowners it was apparent that a large on-line pond was being excavated in the middle of a regulated watercourse. No approval had been obtained for the work from either the Township or the UTRCA and it appears the pond may have been excavated right up to a neighbouring lot line. Staff have advised the landowners and the Township that UTRCA polices do not support the creation of new on-line ponds. (Please note we are including a “*What You Should Know About On-Line Ponds*” fact sheet with this board report for your FYI.) A violation letter has since been issued (August 4, 2016) to the landowners and the contractor. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Site Alteration/Grading, Unauthorized Development (Cabin/House),
Unauthorized Pond Excavation and Unauthorized Watercourse Enclosure**

Part Lot 18, Concession 10

Township of Perth East

Following a complaint that a cabin/house was being built in a wetland/woodland regulated by the Conservation Authority, UTRCA staff notified the Township Building Official and County Woodlands Conservation By-Law Enforcement Officer. UTRCA staff were advised that building permits had not been obtained for the construction and further that current zoning for the wetland/woodland portion of the property would not permit a new structure of this nature. Township By-Law Enforcement attended a visit to the site and advised of additional works on the property (i.e. pond excavation) and UTRCA staff then noted an unauthorized watercourse enclosure. A violation letter has since been issued to the landowner (August 4, 2016) and staff are waiting to arrange a site visit to discuss site restoration measures. Prosecution is currently underway against the landowner under the Woodlands Conservation By-Law. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Development (Cabin) and Unauthorized Interference With A Wetland
Part Lot 32, Concession 2**

Township of Perth East

UTRCA staff were made aware that site grading/filling had occurred and a cabin was being built in a Provincially Significant Wetland regulated by the Conservation Authority. UTRCA staff notified the Township Building Official and County Woodlands Conservation By-Law Enforcement Officer. UTRCA staff were advised that building permits had not been issued for the construction and further the

current zoning for the wetland/woodland portion of the property would not permit a new structure of this nature. A violation letter has since been issued (July 15, 2016) to the landowner and staff are waiting to arrange a site visit to discuss site restoration measures. UTRCA staff will continue to monitor this project.

Status Report – Unauthorized Development (Cabin and Driveway) and Unauthorized Interference With A Wetland

Part Lot 10, Concession 4

Municipality of West Perth

Municipal staff advised us that a stop-work order had been issued against landowners who were constructing a cabin without a building permit in a wetland/woodland area regulated by the Conservation Authority. UTRCA staff were further advised that the current zoning for the wetland/woodland portion of the property would not permit a new structure of this nature. A violation letter was issued to the landowners (July 6, 2016). A meeting was subsequently arranged (July 27, 2016) at the municipal office with the landowners, municipal, County and UTRCA staff to discuss options moving forward including site restoration. UTRCA staff will continue to monitor this project.

Status Report – Unauthorized Filling, Site Grading and Unauthorized Alteration to a Watercourse Part Lot 7, Concession 2

Township of Zorra

Following complaints of construction activity within an area regulated by the Conservation Authority, UTRCA staff attended a visit to the site (June 28, 2016). New landowner had filled a section of watercourse and floodplain immediately downstream of an old County landfill site. With concerns that floodwaters could back up into landfill berms (potentially increasing leaching) and dam up floodwaters on other upstream properties, UTRCA staff advised landowner that the watercourse would have to be reinstated ASAP under the direction of a qualified professional. Landowner immediately employed the services of a drainage engineer to redesign the site. UTRCA staff have been in contact with the drainage engineer regarding requirements of site rehabilitation and will continue to monitor this project.

Status Report – Unauthorized Development

Thames Street

Town of Ingersoll

UTRCA staff were advised that a landowner had commenced work on a residence within an erosion hazard regulated by the Conservation Authority in the absence of building permits and CA approval. After the work had commenced the foundation collapsed and the landowner subsequently acquired all relevant approvals and the services of a qualified engineer to assist. Landowner and UTRCA staff discussed additional mitigation measures on site (June 17, 2016). Work has been completed and UTRCA staff are awaiting “as-built” information from the engineer to ensure works have been constructed appropriately.

Status Report – Unauthorized Development (Shed Construction and Pool Installation) and Unauthorized Site Grading

Huron Road

Township of Perth East

Township staff advised us that a shed had been constructed and an in-ground pool installed without municipal permits in the floodplain of Black Creek and area regulated by the Conservation Authority. Owners had previously been advised about the requirement for both UTRCA and Municipal approval for development at this location. A violation letter was issued to the landowners (June 16, 2016). Landowners have since undertaken an elevation survey and acquired the services of an engineer to assess flood susceptibility and potential for retrofit that would meet our flood policies. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Alteration to a Watercourse
Victoria Street, Union Road
Town of Ingersoll**

UTRCA staff received a complaint that a landowner had placed large concrete slab blocks along the bank of a watercourse in an effort to relocate the watercourse off of his property and onto the neighbouring property. Neighbouring landowner responded by placing fill on his side of the watercourse in an effort to reinforce it from realigning to his property. Both landowners claim to have survey information suggesting the watercourse historically was on the other's property. UTRCA regulations and bioengineer staff attended the site (July 26, 2016) to assess options and are working with the two landowners to find a solution that will stabilize the creek from further eroding either property while allowing for improved flood storage and stream health. UTRCA staff will continue to monitor this project.

**Status Report – Potential Fish Kill
Harris Road
Municipality of Thames Centre**

At the request of the Municipality (and because local MOECC staff were unable to attend at that time), UTRCA staff attended a site visit (July 14, 2016) of a potential fish kill on a tributary upstream of the Dorchester Golf Course and the South Thames River. Watercourse in question flows through multiple residential lots where many of the residents have historically constructed their own on-line or bypass ponds and many are stocked with trout. (Please note we are including a “*What You Should Know About On-Line Ponds*” fact sheet with this board report for your FYI.) UTRCA staff met with an upstream landowner who had used an unknown chemical in his pond as an algaecide, unaware that it would readily transfer to downstream ponds and waterways. UTRCA staff discussed immediate mitigation measures until direction from the MOECC could be obtained. UTRCA staff provided site visit notes to MOECC staff who subsequently followed up with upstream and downstream landowners.

**Status Report – Potential (Food Grade) Oil Spill
Ingersoll Road
City of Woodstock**

At the request of City staff (and because local MOECC staff were unable to attend at that time), UTRCA staff were asked to follow up with a complaint regarding a potential oil spill adjacent Cedar Creek. While we own property in the vicinity it was determined the spill had not occurred onto UTRCA owned lands but rather land owned by the City. UTRCA staff made contact with adjacent landowner(s) who advised it was (food grade) oil and that they were working to clean up the spill which had not yet reached the watercourse. Landowner was advised to contact MOECC staff regarding specifics related to site remediation. Contaminated area has since been excavated and all oil removed from the floodplain.

**Status Report – Unauthorized Fill Placement, Site Grading, Culvert Works, Alteration to a Watercourse and Interference with a Wetland
Part Lot 26, Concession 1
Township of Zorra**

Board was last updated on this issue in October of 2015. Following observations of unauthorized road construction, fill placement, culvert installation and tree removal in the regulated area of the above noted property a violation letter was sent to the landowner. County staff issued a stop work order under the Woodlands Conservation By-Law and prosecution is currently underway in that regard. Areas of the property identified as Provincially Significant Wetland (PSW) had been filled in to accommodate a new road. UTRCA staff, County staff and Township staff subsequently met on site (August 13, 2015) with the landowner to discuss site restoration measures. Landowner continues to refuse to restore the site. UTRCA staff, assisted by MNRF wetland staff, executed a search warrant on the property (June 21, 2016)

to document evidence related to the violation. UTRCA staff will continue to brief the Board on the status of this project.

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

Holcroft Street

Town of Ingersoll

Board was last updated on this issue in October of 2015. Following complaints of construction activity on the subject property and lower than normal water levels through the creek on adjacent properties, UTRCA staff attended a site visit to the above noted property (September 18, 2015). Landowner of the subject property had previously been advised, both verbally and in writing, of the need for written approval (permits) from the Conservation Authority prior to undertaking any works in the regulated area. Fill placement, site grading and construction activity were actively occurring during our site visit. It was noted that fill had been used to potentially augment the earthen berms associated with the existing dam and fresh concrete had been poured in the vicinity of the spillway of the dam. Standpipes associated with the dam had been removed lowering the water levels on upstream and downstream properties. Landowner was advised of the need for sediment and erosion control, permit(s) from the UTRCA and an assessment from a qualified professional engineer regarding a variety of UTRCA concerns related to the recent dam/spillway/earthen berm augmentation works. Landowner reinstated the pond reservoir with a new (and potentially higher) standpipe and continues to ignore the requirement of hiring an engineer to assess the site while UTRCA staff continue to receive complaints from neighbours as well as complaints from upstream landowners regarding higher than normal water levels. UTRCA staff will continue to monitor this project.

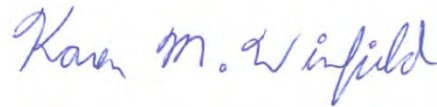
Note- Additional complaints related to water-takings were forwarded to the MOECC while complaints related to tree removals occurring outside CA regulated area were forwarded on to the respective County Tree Commissioners.

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



On-line pond

What You Should Know About On-line Ponds

There are many reasons why people create ponds on their properties. Ponds can provide recreational opportunities like fishing, swimming and boating. They are also a reliable water sources for livestock, irrigation and firefighting.

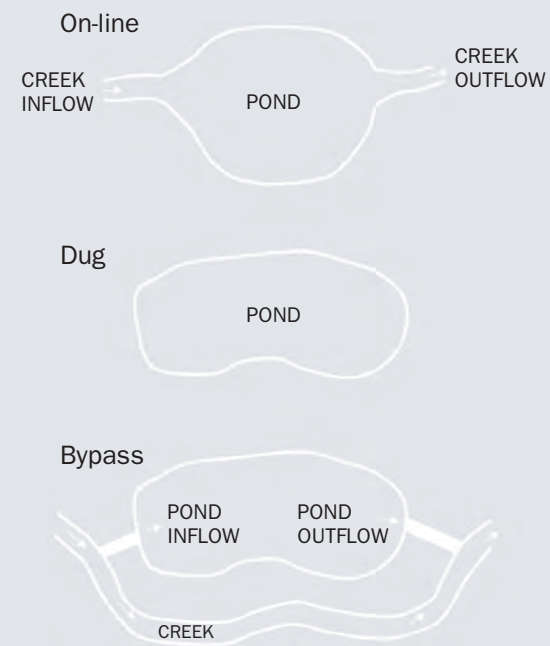
In the right conditions, ponds can provide excellent fish and wildlife habitat, but if you have an on-line pond, it could be having a negative impact on fish habitat and creek water quality — not only on your property, but also on your upstream and downstream neighbour's properties, by:

- disrupting the natural flow of water and sediment, which can disrupt the natural balance in the stream ecosystem, impacting fish and fish habitat both upstream and downstream of the pond;
- causing changes to the water quality. Large volumes of standing or slow moving water in the on-line pond can result in low oxygen levels and intolerable environments for some fish species;
- increasing water temperatures to levels which some species cannot tolerate;
- accumulating and storing nutrients which may cause excessive algae growth and make the creek or pond uninhabitable. Excessive algae often prevents other native plants from growing in the pond by blocking out light that is critical to their growth; and
- blocking migration of fish, preventing them from reaching spawning or nursery habitat, which can lead to population fragmentation.

Because of these negative environmental effects, the construction of on-line ponds is rarely approved by the Ministry of Natural Resources or Conservation Authorities.

What is an online pond?

There are three basic types of ponds — on-line, dug and bypass. On-line ponds are located directly within the creek or stream channel. They may be dugout or controlled by a dam, weir or culvert.





Bypass pond



Dug pond

I Have an On-line Pond! What Can I Do?

Environmental agencies recommend that on-line ponds be taken off-line or decommissioned. On-line ponds can be retrofitted to become off-line ponds, which have less impact on the aquatic environment. Contact our stewardship technician to discuss taking your pond off-line and to learn about what permits and approvals may be needed and if you are eligible for financial assistance.

Here are some easy and inexpensive enhancements you can make to help your on-line pond become a healthier and more productive part of your property and local environment.

Plant native trees and shrubs and allow the vegetation to naturally grow up around the pond and adjacent to the creek banks. This will help:

- shade the surface water from the sun's warming rays and keep water temperatures cool, which is important for many fish species that are highly sensitive to fluctuating or warmer temperatures;
- stabilize the creek banks which is beneficial not only to the environment but is also a preventative cost savings measure to you due to the costs associated with creek bank repairs;
- provide habitat for birds and other animals;

- provide overhanging cover and protection for fish species; and
- filter, store and breakdown nutrients and sediment carried in surface water run-off before it enters the pond and creek.

The introduction of items such as woody stumps and logs into your pond and along its edge can add habitat and offer protection for fish spawning and rearing areas. Native emergent and submergent aquatic plants in and around your pond will also help add diversity while providing fish habitat.

Contact

Stewardship Technician
Cootes to Escarpment EcoPark System
c/o Conservation Halton
2596 Britannia Road, Burlington, ON L7P 0G3
905.336.1158 x.2319
stewardship@hrca.on.ca





Conservation Ontario Council E-Bulletin

June 2016 - Volume 60



In This Issue

Update on the Conservation Authorities Act Review

CO Council Endorses: "Approaches to Manage Regulatory Event Flow Increases Resulting From Urban Development"

Request for short-form wording for Section 28 under the Conservation Authorities Act

Climate Change Action Plan

Update on Special Project to Develop an Agricultural Guide to Conservation Authority Permits in the Greenbelt and Beyond

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.

Update on the Conservation Authorities Act Review

On May 13, 2016, the MNRF posted their paper [Conserving Our Future, Proposed Priorities for Renewal](#) on the Environmental Bill of Rights (EBR) which identifies suggested priorities for renewal of the Conservation Authorities Act. The MNRF held a series of five engagement sessions across the Province to collect feedback from various stakeholders. Conservation Ontario has put together a framework which includes five key messages as well as preliminary comments on each provincial priority and actions being suggested by the Province. This framework set the stage for a working session held at the June 27th Council meeting and feedback was obtained from the members to be used in preparing CO's submission to the Province by September 9th. To view the full Council Report, click [here](#).

CO Council Endorses: "Approaches to Manage Regulatory Event Flow Increases Resulting From Urban Development"

As a result of ongoing efforts to address increases in Regulatory flood flows arising from future urbanization; the report titled [Approaches to Manage Regulatory Event Flow Increases Resulting From Urban Development](#), has been prepared by the Toronto and Region Conservation Authority

Flood Business Case

CO Regulatory Compliance Committee

Update from CO Representatives on Provincial Groups

Conservation Ontario E-bulletins & Press Releases

Conservation Authorities can support the Province to combat Climate Change

(June 9)

Conservation Ontario elects 2016 Board of Directors

(April 17)

Conservation Ontario Participates on New Great Lakes Guardians' Council

(March 23, 2016)

Let's Chat!



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(TRCA) in association with the Regional Control Committee, and has been endorsed by CO Council. The intent of this document is to provide guidance on approaches to address increases in Regulatory flood risk as a result of ongoing and proposed urban development. This document is meant to inform all stakeholders of the obligations to address potential future increases in Regulatory flood flows resulting from new development, and present feasible alternatives to mitigate those increases in flood risk. For the full Council Report, please click [here](#).

Request for short-form wording for Section 28 under the Conservation Authorities Act

Conservation Authorities are seeking a basic regulatory compliance tool, obtaining short-form wording for Section 28 offences, which would allow Provincial Offences Officers to issue a Certificate of Offence ("a ticket" or "Part 1 ticket") in situations where CA regulatory intervention is warranted. To obtain "short form wording" Conservation Authorities must request the addition of a schedule to Ontario Regulation 950, R.R.O., 1990 as amended, issued under the *Provincial Offences Act*. This would then allow CA staff to issue Certificates of Offence for Section 28 matters which are relatively minor in nature but where some penalty is required based on the circumstances. The full Council-endorsed Report can be found [here](#).

Climate Change Action Plan

The Province of Ontario's 5 year **Climate Action Plan** was released on June 8th. This provided an opportunity for Conservation Ontario to respond regarding the important opportunities Conservation Authorities provide for the province to advance its Climate Change priority actions. Highlights of the Action Plan are provided with additional updates on the Cap and Trade Program. Conservation Ontario will continue to identify opportunities for CA engagement including the development and implementation of the forthcoming Climate Change Adaptation Plan, expected in 2017 and promotion of the CA role during CA Act Review discussions. Click [here](#) for the full Council Report.

Update on Special Project to Develop an Agricultural Guide to Conservation Authority Permits in the Greenbelt and Beyond

The "Revised Template Guide for Agricultural Permits in CA Regulated Areas" (aka the 'Guide to a Guide') is undergoing revisions based on feedback provided by a newly formed "Technical Working Group" comprised of agricultural representatives and interested members of the CO Section 28 Regulations Committee. Major amendments to the document include further refinement of the lists of agricultural activities and how they are categorized ('no permit, streamlined or full permit'). The final 'Guide to a Guide' will be brought to September Council for endorsement. For further information, please click [here](#).

Flood Business Case

Conservation Ontario's "Flood Business Case" continues to be an area of focus for Conservation Ontario and members of the Flood Business Case working group and subcommittees. Activities on the File since April 2016 CO Council meeting include:

- Promoting investments in the CA Flood Management Program at Provincial and Federal Levels
- Promoting and facilitating CO/CA engagement in the National Disaster Mitigation Program in response to the second application intake deadline of June 9th, 2016
- Engagement with external partners to promote the role of CAs in flood management, natural green infrastructure and low impact development and building flood resiliency to extreme weather events and climate change

The full Council Report can be found [here](#).

CO Regulatory Compliance Committee

CO Council endorsed the formation of a CO Regulatory Compliance Committee (RCC) for Section 28 and Section 29 officers in September 2008. Since its formation, RCC has successfully run four Provincial Offences Officer training courses ("Level 1") which has graduated 104 students. Building on the success of that training, the RCC has canvassed Section 28 and Section 29 officers to determine what additional training may be required. The RCC has also recently updated its membership. The full Council Report can be found [here](#).

Update from CO Representatives on Provincial Groups

Please see the following links for updates from CO representatives on:

- [The Ontario Invasives Plant Council \(OIPC\)](#)
- [The Forest Gene Conservation Association \(FGCA\)](#)
- [Drainage Investment Group \(DIG\)](#)

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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Sent by info@conservationontario.ca in collaboration with

To: UTRCA Board of Directors
From: Christine Saracino, Supervisor, Finance and Accounting
Date: 8 Aug 2016 **Agenda #:** 9 (c)
Subject: Mid-Year Report on Financial Performance **Filename:** ::ODMA\GRPWISEUT_MAIN.UT
RCA_PO.Finances:350.1

Overall the UTRCA's financial position is on-track for 2016. The following issues are being highlighted for the Board's information:

1. Our 2016 budget has now been amended as a result of the approval in June of the Storage Shed Addition and the approved transfer of Capital Maintenance Reserve which will take place once the project is completed and the entirety of the costs are known.
2. We have now also exceeded our budgeted revenue target for 2016 by 1.4%. Provincial-source funding is almost double the budgeted amount: WECI funding was conservatively estimated to be \$72,500 and it is currently \$538,543; unbudgeted OSCIA funding has materialized in the amount of \$412,000; the balance of additional revenue has largely occurred in Community Partnership programs. Federal funding primarily from Environment Canada is 50% higher than budgeted. Donations and sponsorships are 75% than budgeted as well. As of June 30th, we have hit 74% of the expected revenue for the Conservation Areas for the year. A hot dry summer has been a boon in this regard.
3. Our expenses are now at 59% of the annual total budget though only 50% of the year is now over. This compares well to 56% spent at this same time last year. While higher, we are now engaged in more complete accrual accounting so higher levels of expenses would naturally be recorded at an earlier date and equally, revenues will be recorded as earned rather than simply when paid. Additional expenses also reflect higher operating levels due to increased funding. Flood control expenses have now exceeded the total annual budget but are in line with the additional WECI resources. Property management expenses are well under budget. Our insurance program will come over budget for the year and additional audit costs are being absorbed.
4. While the statements reflect a bottom line deficit of \$101,798 in operations and a deficit of \$163,663 in service cost centres for the year thus far, they do not include most of the net transfers from operating reserves planned for the year of \$31,648.

While our actual operations may exceed original plans, we will come in close to target or better by the end of year.



Prepared by: Christine Saracino

Upper Thames River Conservation Authority

Statement of Operations & Surplus For The Period Ending June 30, 2016

	2016 Budget	2016 Actual	2015 Actual
Revenue			
Municipal general levy	2,683,266.00	2,683,266.00	2,637,270.00
Dam / Flood control / Levy-incl.Capital revenue	1,324,909.00	1,549,909.00	1,532,323.00
Specific project funding-incl. Op. & Cap. Mtce Levy	105,000.00	305,723.00	302,323.00
Provincial transfer - M.N.R. Section 39	351,425.00	351,020.00	0.00
Provincial sources	926,740.00	1,736,081.46	1,006,581.14
Federal program funding	121,536.00	181,919.81	228,429.51
Conservation areas	3,249,433.00	2,412,052.45	2,167,025.51
Direct land & asset management	987,862.00	709,650.59	748,735.45
Direct fees for service	2,235,790.00	2,056,650.74	1,393,061.62
Donations / sponsorships	250,244.00	439,182.78	422,951.84
Interest income	40,000.00	27,441.26	33,994.95
Total Revenue	12,276,205.00	12,452,897.09	10,472,696.02
Mission Cost Centre Expenditures			
Community partnerships	866,438.00	495,635.33	576,844.82
Flood Control	1,724,962.00	1,929,597.03	1,290,991.05
Environmental planning	664,213.00	362,097.93	352,371.44
Soil conservation	1,074,451.00	447,741.73	308,004.29
Forestry	865,432.00	498,195.73	507,300.38
Research	983,949.00	715,934.30	566,502.84
Recreation	3,947,630.00	1,853,881.08	1,794,715.02
Environmentally significant areas	387,711.00	255,618.99	254,925.17
Lands & facilities	1,095,724.00	416,720.27	561,978.01
Source water protection-utrca/scrca/ltvca	506,875.00	282,192.29	307,325.13
Source Protection -Implementation	260,618.00	80,532.85	67,694.33
Other	0.00	10,897.60	1,068.00
Total Expenditures	12,378,003.00	7,349,045.13	6,589,720.48
Excess (deficiency) of revenue over expenditures	(101,798.00)	5,103,851.96	3,882,975.54
Net surplus (deficit) in Service Cost Centres	(163,663.00)	(93,923.32)	(138,979.51)
Benefits	0.00	54,728.60	28,741.45
	(163,663.00)	(39,194.72)	(110,238.06)
Appropriations (to) from reserves and reserve funds	20,159.00	(342,067.43)	5,682.95
Net Excess Revenue	(245,302.00)	\$4,722,589.81	3,778,420.43

To: UTRCA Board of Directors
From: Chris Tasker, Manager Water and Information Systems
Date: August 8, 2016 **Agenda #:** 9 (d)
Subject: For Information – Tender to be received:
West London Dyke Phase 3 Construction **Filename:** P:\Users\goldtr\Documents\GroupWise\817-1.doc

Report Purpose:

This report provides background information on the tender for West London Dyke Phase 3 Construction and will be updated at the board meeting with results from the tender process. The tender was advertised August 3 with bids due August 18. Tenders received will be reviewed by our consultants, who will provide recommendations on acceptance. Staff will provide an update at the August 23 board meeting with results from the tender process. If the lowest bid is recommended, this report, with the updates, will remain as an information report. UTRCA purchasing policy requires board approval if other than the lowest cost proposal is recommended for acceptance. If staff recommends a tender other than the lowest, a report will be provided for consideration for approval.

Background:

The Master Repair Plan (MRP) EA for the West London Dyke was completed with notice posted February 25, 2016. An Executive Summary and full report can be found on the Authority's website <http://thamesriver.on.ca/water-management/london-dyke-system/west-london-dyke/wld-current-projects/>). London council has endorsed the MRP. The MRP was initiated in 2010, however near completion in 2013 a review of design flood levels was warranted. The flood level review and update was completed in 2015 allowing the MRP EA to be completed.

Early in 2015, with new flood information available, technical studies were started towards developing conceptual plans for the dyke along the North Branch of the Thames. The studies address many of the engineering (including erosion and morphology), environmental (including an Environmental Impact Study), and cultural (including heritage) requirements set out in the EA. These studies inform the development of the concept plan still under way, and also identified the specific requirements for dyke rehabilitation projects. Reconstruction of Phase 1 (2007) and 2 (2009) had previously been completed from Queen St bridge north to Rogers Ave through separate EA. With the MRP EA completed and technical studies completed to a sufficient level a design for Phase 3 was initiated for this 2016 construction project.

The Phase 3 project extends a similar construction as in Phase 1 approximately 280 metres north of Rogers Ave. to Carrothers Ave. The Phase 3 dyke design has incorporated new design guidelines developed for the Authority and City in 2013. The Phase 3 dyke will be constructed relatively higher than previous reconstruction to incorporate higher design flood levels and freeboard identified through the review of design flood levels.

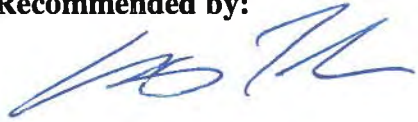
Project Budget:

WECI provincial funding (50%) is in place and City of London (50%) funding is forthcoming for a total budget of \$3,600,000 + HST. This project cost includes engineering for tendering and contract administration through Stantec consultants (previously approved by the Board).

In June, the UTRCA applied for an additional \$1,500,000 through the federal National Disaster Mitigation Program. The Province completed their review of our applications and forwarded for federal funding consideration. We are hopeful the additional funding approval will be realized in a timely manner before the project begins. This additional funding would increase the overall budget to \$5,100,000 and allow a greater length of dyke to be reconstructed than if this phase was completed with only the available WECI/municipal funding.

Please contact staff if you have any questions.

Recommended by:



Chris Tasker, Manager
Water and Information Systems

Prepared by:

Rick Goldt, Supervisor
Water Control Structures



Notes:
- All dimensions are in meters unless otherwise specified.
- Images and data have been used as per the project file.
- © 2014 Stantec Inc.

Client/Project:
Upper Thames River Conservation
Authority and City of London
West London Dyke Replacement

Figure No:
1

Project Location

To: UTRCA Board of Directors
From: Alex B. Shivas - Manager, Lands & Facilities
Date: August 8, 2016
Subject: 2016 Agricultural Property Tender Results
- For Information


Agenda #: 9 (e)
Filename: ::ODMA\GRPWISE\UT_MAIN.UT
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346.1

A full tendering process was initiated for the Authority agricultural properties in July 2016. Existing tenants were contacted in advance of the tendering process and tender notifications were placed in newspapers throughout the watershed.


Tender packages were developed and distributed for each of the four geographic locations of Fanshawe, Pittock and Wildwood Conservation Areas as well as the Glengowan area. The packages included an outline of the recommended tillage, cropping, and other best management practices required to meet minimum soil erosion objectives for each property. Potential tenants were encouraged to submit their own management plans to be considered during the tender process.

The attached chart identifies each agricultural property tendered and compares existing per acre fees with the new tendered fees that will be in effect from 2017-2020. The outline submitted by each bidder detailing their proposed tillage, cropping and best management practices served as the primary criteria for determining the successful bidder. Upon reviewing the tenders and determining that the land management practices were acceptable, the tenders were then awarded to the highest per acre bid. The bids submitted for this four year term were generally slightly lower than in 2012.


Prepared & Recommended by:



Alex B. Shivas
Manager, Lands & Facilities



Brad Glasman
Manager, Conservation Services



Bill Mackie
Lands & Facilities Supervisor

Parcel & Acres	New Bid Fee/Per Acre 2017/2018/2019/2020	Current Fee/Per Acre 2013/2014/2015/2016	Plus - Minus/Per Acre
F3 - 68 acres	\$302.00	\$ 302.00	SAME
F4 - 87 acres	\$302.00	\$ 302.00	SAME
P1 - 116 acres	\$322.00	\$ 312.00	Plus \$10.00/acre
P2 - 39 acres	\$317.00	\$ 312.00	Plus \$5.00/acre
W1 - 18 acres	\$ 325.00	\$ 366.00	Minus \$41.00/acre
W2 - 99 acres	\$ 325.00	\$ 366.00	Minus \$41.00/acre
W3 - 42 acres	\$ 366.00	\$ 366.00	SAME
W4 - 108 acres	\$ 366.00	\$ 366.00	SAME
W5 - 47 acres	\$ 325.00	\$ 366.00	Minus \$41.00/acre
W6 - 48 acres	\$ 195.00 (Hay only)	\$ 366.00	Minus \$171.00/acre
G1 - 39 acres	\$ 366.00	\$ 366.00	SAME
G2 - 49 acres	\$340.00	\$ 366.00	Minus \$26.00/acre
G3 - 82 acres	\$ 320.00	\$ 366.00	Minus \$46.00/acre
G4 - 96 acres	\$ 320.00	\$ 366.00	Minus \$46.00/acre
G5 - 76 acres	\$ 320.00	\$ 366.00	Minus \$46.00/acre

Notes:

* The overall revenue generated from the agricultural properties was \$405,000 in 2016 but will be reduced by \$40,000 to \$365,000 for the next four years due to lower lease fees and retired land,

* There has been approximately 40 acres of agricultural property retired to trees during the past four-year term and additional land scheduled to be retired during the next four years.



Dear Ingersoll Town Council,

In March 2017 the Ingersoll Creative Arts Centre will be hosting a special fundraiser exhibition titled TAKE A SEAT. Members and friends of the Centre are painting chairs for an exciting show and silent auction.

Our board is inviting you as a team of creative councillors or one individual from council to decorate a chair for this event and help us meet our fundraising goal. You will be recognized on our bidding sheets and in all signage and promotional material. Your efforts will be greatly appreciated.

Please contact ICAC with your commitment and we will send more details about the show.

Sincerely

Pat Gibson

Exhibitions Curator

Vivian Bloom
Mayor



**Tel: 613-338-2811 or
Toll Free 877-338-2818
Extension 277
Fax: 613-338-3292**

Pat Pilgrim
**Chief Administrative
Officer**

**#33011 Hwy 62, P.O Box 130
Maynooth, Ontario, K0L 2S0**

Email:
deputyclerk@hastingshighlands.ca

September 12, 2016

The Honourable Steven Del Duca
Minister of Transportation
77 Wellesley Street West
Ferguson Block, 3rd Floor
Toronto, ON M7A 1Z8
minister.mto@ontario.ca

Dear Minister Del Duca:

Please be advised that the Council of the Municipality of Hastings Highlands passed the following motion at the Regular Meeting of Council on September 7, 2016 regarding:

Bill 171, Highway Traffic Amendment Act (Waste Collection and Snow Plows) 2016

Resolution #466-2016

Motion Details
Moved by: Councillor Matheson
Seconded by: Councillor Robinson
CARRIED

THAT Council receives this report "Bill 171, Highway Traffic Amendment Act" provided by the Clerk/Manager of Corporate Services and;

THAT the Council of Hastings Highlands supports the Township of Carlow/Mayo in their request of support for Bill 171 Amendment and;

WHEREAS the Council of Hastings Highlands recognizes the importance of service vehicles as Waste Collection and Snowplows to be acknowledged the same as O.P.P, EMS and Fire vehicles when in operation for the health and safety of the operators of these vehicles in reducing injury or harm and;

THEREFORE BE IT RESOLVED that the Municipality of Hastings Highlands supports the amendments to Bill 171 extending the restrictions on approaching stopped emergency vehicles or tow trucks to approaching a stopped road service vehicle, this including vehicles for an entity such as a municipality in the course of collecting garbage or material for disposal or recycling from the side of a highway and road service vehicles for the purpose of plowing, salting or de-icing a highway or to apply chemicals or abrasives to a highway for snow or ice control and;

FURTHERMORE THAT a copy of this resolution be forwarded to the Township of Carlow/Mayo, the Hon. Del Duca, Minister of Transportation, Premier of Ontario, and all Ontario Municipalities.

Thank you for receiving our correspondence and considering the request.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Huschilt".

Suzanne Huschilt,
Acting Deputy Clerk

cc: The Township of Carlow/Mayo clerk@carlowmayo.ca
cc: The Premier of Ontario premiere@ontario.ca
cc: All Ontario Municipalities –will be sent in a separate email

Ingersoll Off Leash Dog Park Committee
355 Wellington Street
Ingersoll, ON
N5C 1T2

October 6, 2016

Ingersoll Town Council
130 Oxford Street (2nd Floor)
Ingersoll, ON.
N5C 2V5

Dear Mr. Mayor Comiskey

Please accept this correspondence as an update on the progress of the Ingersoll Off Leash Dog Park. On September 24, 2016, fifteen volunteers made significant headway in clearing brush in the established area for the dog park. A significant amount of brush was also removed from the site. Unfortunately our second volunteer day planned for October 2nd followed several days of rain and a weather forecast not favourable for planned activities or conducive to ensuring volunteer safety.

Our volunteers will continue to work on readying the site for use, with our next significant volunteer days planned for the week-end of October 29/30 2016. Weather permitting we expect to not only continue with the removal of debris, but also begin installing posts around the perimeter of the off leash area.

Our committees' goal remains to have the area appropriately cleared and fenced before winter sets in. Weather permitting we feel this is still an obtainable goal, with our contingency to pick up activities in 2017 after migratory birds nesting season has completed.

If you or any member of council has any questions, please don't hesitate to reach out to myself or committee co-chair Daryl Countryman.

Thank-you for your ongoing support.

A handwritten signature in cursive script that reads "Dave Cripps". The signature is written in dark ink on a light-colored background.

Dave Cripps
Ingersoll Off Leash Dog Park Committee Co-Chair

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

612-10

September 08, 2016

Dear Mayor/CAO,

In anticipation of the 2017 Annual Billing Statements, the OPP, Municipal Policing Bureau would like to provide you with the following notice.

Most OPP members are represented by the Ontario Provincial Police Association (OPPA). OPP salaries and benefits are negotiated through the collective bargaining process. The OPPA bargains with The Crown in the Right of Ontario, represented by Treasury Board Secretariat (formerly the Ministry of Government Services) which represents the Employer – the Province of Ontario. The OPPA Uniform and Civilian Collective Agreements expired on December 31, 2014 and as negotiations on a new agreement are still ongoing, salary rates for 2015 and beyond have yet to be established.

As part of the current billing model, a reconciliation of the 2015 actual costs to the estimate provided in the 2015 Annual Billing Statement would normally be included in the 2017 Annual Billing Statements issued by October 1st of this year. As the reconciliation of municipal policing costs is principally salary related it is not possible to perform this calculation in time for the 2017 Annual Billing Statements. The OPP will therefore include both the 2015 and 2016 reconciliation adjustments in the 2018 Annual Billing Statement, providing municipalities with the opportunity to include these adjustments in their 2018 budget planning.

Please note the estimated salary rates incorporated in the municipal policing annual statements are set to reduce the risk of municipalities potentially incurring significant reconciliation adjustments. The annual estimates of general salary rate increases included in the 2015 through 2017 Annual Billing Statements have been based on current salary rate settlements with other Ontario municipal police services. The rate increases have been estimated for 2015 through 2017 as 1.5%, 2.64% and 2.54% respectively.

The OPP values its relationship with your municipality and will continue working with all of our partners to ensure community safety in Ontario. Should you have any questions, please contact our Financial Services Unit at OPP.MPB.Financial.Services.Unit@opp.ca.

Yours truly,



M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ACAPULCO ***						
80,438	47703	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$1,281.16	
80,438	47703	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$166.55	
80,438	47703	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$1,447.71
ACKLANDS GRAINGER						
80,326	47704	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	EYE WASH ASSEMBLY	\$982.99	
80,326	47704	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EYE WASH ASSEMBLY	\$108.58	
80,326	47704	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EYE WASH ASSEMBLY	\$0.00	\$1,091.57
80,327	47704	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	NO SMOKING SIGN	\$13.73	
80,327	47704	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NO SMOKING SIGN	\$1.51	
80,327	47704	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NO SMOKING SIGN	\$0.00	\$15.24
AFFORDABLE PORTABLES						
80,310	47705	01-5000-6030-41540	RENTAL	JULY PORTABLE TOILET RENTAL	\$140.00	
80,310	47705	01-0000-0200-00325	HST RECEIVABLE100%	JULY PORTABLE TOILET RENTAL	\$18.20	
80,310	47705	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PORTABLE TOILET RENTAL	\$0.00	\$158.20
80,380	47705	01-6200-6810-41540	RENTAL	HARVEST FEST PORTABLE TOILETS	\$510.00	
80,380	47705	01-0000-0200-00325	HST RECEIVABLE100%	HARVEST FEST PORTABLE TOILETS	\$66.30	
80,380	47705	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARVEST FEST PORTABLE TOILETS	\$0.00	\$576.30
AQUAM						
80,356	47706	01-5100-4100-41530	EQUIP REPAIRS & MAINT	NEW LADDER STEP	\$1,419.68	
80,356	47706	01-0000-0200-00325	HST RECEIVABLE100%	NEW LADDER STEP	\$184.56	
80,356	47706	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW LADDER STEP	\$0.00	\$1,604.24
ASSOC. OF MUNICIPAL.ONTARIO						
80,368	47707	01-0100-4000-40610	MEETINGS & CONFERENCES	AMO CONFERENCE	\$503.71	
80,368	47707	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AMO CONFERENCE	\$55.64	
80,368	47707	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AMO CONFERENCE	\$0.00	\$559.35
BELL CANADA ***						
80,373	47708	01-1000-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$716.71	
80,373	47708	01-2000-4025-40220	TELEPHONE	AUG PHONE CHRGS	\$141.54	
80,373	47708	01-1001-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$74.22	
80,373	47708	01-1001-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$61.63	
80,373	47708	01-1002-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$204.44	
80,373	47708	01-3000-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$238.42	
80,373	47708	01-4500-4100-40220	TELEPHONE	AUG PHONE CHRGS	\$224.40	
80,373	47708	01-5000-6020-40220	TELEPHONE	AUG PHONE CHRGS	\$186.98	
80,373	47708	01-5000-6050-40220	TELEPHONE	AUG PHONE CHRGS	\$73.12	
80,373	47708	01-5100-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$676.50	
80,373	47708	01-5100-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$206.51	
80,373	47708	01-5200-6090-40220	TELEPHONE	AUG PHONE CHRGS	\$475.44	
80,373	47708	01-6200-4000-40220	TELEPHONE	AUG PHONE CHRGS	\$57.86	
80,373	47708	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG PHONE CHRGS	\$178.32	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,373	47708	01-0000-0200-00325	HST RECEIVABLE100%	AUG PHONE CHRGS	\$210.94	
80,373	47708	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG PHONE CHRGS	\$0.00	\$3,727.03
BRAD'S LOCK & KEY ***						
80,306	47709	01-5100-4100-41700	BLDG REPAIRS AND MAINT	LOCK SERVICE	\$672.21	
80,306	47709	01-0000-0200-00325	HST RECEIVABLE100%	LOCK SERVICE	\$87.39	
80,306	47709	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOCK SERVICE	\$0.00	\$759.60
JEFF BRAGG						
80,324	47710	01-2000-4025-41550	MAINTENANCE CONTRACTS	LIBRARY CLEANING 8/05 & 8/12	\$101.76	
80,324	47710	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIBRARY CLEANING 8/05 & 8/12	\$11.24	
80,324	47710	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIBRARY CLEANING 8/05 & 8/12	\$0.00	\$113.00
80,325	47710	01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL CLEANING 8/07-8/11	\$432.48	
80,325	47710	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL CLEANING 8/07-8/11	\$47.77	
80,325	47710	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL CLEANING 8/07-8/11	\$0.00	\$480.25
EMPLOYEE REIMBURSEMENT						
80,434	47711	01-5100-6090-40420	PROGRAM SUPPLIES	REIMBURSE-FUSION	\$15.35	
80,434	47711	01-5200-4100-40210	JANITORIAL SUPPLIES	REIMBURSE-FUSION	\$15.99	
80,434	47711	01-5200-6090-40200	OFFICE SUPPLIES	REIMBURSE-FUSION	\$3.00	
80,434	47711	01-5200-6090-40420	PROGRAM SUPPLIES	REIMBURSE-FUSION	\$29.98	
80,434	47711	01-5200-6090-40610	MEETINGS & CONFERENCES	REIMBURSE-FUSION	\$12.22	
80,434	47711	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION	\$1.72	
80,434	47711	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION	\$2.08	
80,434	47711	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION	\$0.39	
80,434	47711	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION	\$3.90	
80,434	47711	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION	\$1.37	
80,434	47711	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-FUSION	\$0.00	\$86.00
BUTTERWORTH'S SERVICE CENTRE						
80,370	47712	01-4500-4230-46390	939000 T10-09 DODGE 2500	TRUCK #10 REPAIRS	\$538.23	
80,370	47712	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #10 REPAIRS	\$59.45	
80,370	47712	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #10 REPAIRS	\$0.00	\$597.68
CANADA BROKERLINK (ONTARIO)						
80,294	47713	01-1300-4000-40280	INSURANCE	ADD 2016 CHEVROLET INSURANCE	\$72.50	
80,294	47713	01-0000-0400-00280	PREPAID EXPENSES	ADD 2016 CHEVROLET INSURANCE	\$72.50	
80,294	47713	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADD 2016 CHEVROLET INSURANCE	\$0.00	\$145.00
80,295	47713	01-1300-4000-40280	INSURANCE	INSURANCE JUL 1'16-JUL 1, '17	\$95,567.78	
80,295	47713	01-0000-0400-00280	PREPAID EXPENSES	INSURANCE JUL 1'16-JUL 1, '17	\$95,011.58	
80,295	47713	01-3200-4100-40280	INSURANCE	INSURANCE JUL 1'16-JUL 1, '17	\$344.52	
80,295	47713	01-3230-4000-40280	INSURANCE	INSURANCE JUL 1'16-JUL 1, '17	\$211.68	
80,295	47713	01-0000-0090-99999	SUSPENSE - CLEARING	INSURANCE JUL 1'16-JUL 1, '17	\$220.32	
80,295	47713	40-0000-0400-00280	BIA - PREPAID EXPENSES	INSURANCE JUL 1'16-JUL 1, '17	\$304.56	
80,295	47713	40-8000-4000-40280	INSURANCE	INSURANCE JUL 1'16-JUL 1, '17	\$304.56	
80,295	47713	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSURANCE JUL 1'16-JUL 1, '17	\$0.00	\$191,965.00
CANSEL - TORONTO*****						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,402	47714	01-4000-4000-40220	TELEPHONE	SURVEY SERVICES	\$264.58	
80,402	47714	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY SERVICES	\$29.22	
80,402	47714	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY SERVICES	\$0.00	\$293.80
CAREY'S PRODUCE						
79,658	47715	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$638.00	
79,658	47715	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$638.00
CHUBB SECURITY SYSTEMS						
80,319	47716	01-2000-4025-41700	BLDG REPAIRS & MAINT	REPAIR ROOF HATCH	\$297.65	
80,319	47716	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR ROOF HATCH	\$32.88	
80,319	47716	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR ROOF HATCH	\$0.00	\$330.53
CORPORATE INQUIRY SYSTEMS						
80,408	47717	01-5000-4000-42900	MISCELLANEOUS EXPENSE	K STEFANOVIC REFERENCE CHECK	\$88.00	
80,408	47717	01-0000-0200-00325	HST RECEIVABLE100%	K STEFANOVIC REFERENCE CHECK	\$11.44	
80,408	47717	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	K STEFANOVIC REFERENCE CHECK	\$0.00	\$99.44
COULTER, CATHY						
80,435	47718	01-5200-6090-40500	SPECIAL EVENTS	ART ROOM+HALL'S CREEKSUPPLIES	\$47.51	
80,435	47718	01-5200-6090-40420	PROGRAM SUPPLIES	ART ROOM+HALL'S CREEKSUPPLIES	\$55.97	
80,435	47718	01-0000-0200-00325	HST RECEIVABLE100%	ART ROOM+HALL'S CREEKSUPPLIES	\$6.18	
80,435	47718	01-0000-0200-00325	HST RECEIVABLE100%	ART ROOM+HALL'S CREEKSUPPLIES	\$7.28	
80,435	47718	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ART ROOM+HALL'S CREEKSUPPLIES	\$0.00	\$116.94
DIRECTOR OF FAMILY RESPONSIBIL						
80,362	47719	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT	\$2,061.00	
80,362	47719	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT	\$0.00	\$2,061.00
80,363	47719	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT	\$192.00	
80,363	47719	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT	\$0.00	\$192.00
EASY WAY CLEANING PRODUCTS LIM						
80,323	47720	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$213.98	
80,323	47720	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$23.64	
80,323	47720	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$237.62
ELGIE BUS LINES LIMITED						
80,311	47721	01-5100-6090-40500	SPECIAL EVENTS	BUS VPCC-STORYBOOK GARDENS	\$285.96	
80,311	47721	01-0000-0200-00325	HST RECEIVABLE100%	BUS VPCC-STORYBOOK GARDENS	\$37.17	
80,311	47721	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUS VPCC-STORYBOOK GARDENS	\$0.00	\$323.13
ERIE THAMES POWERLINES CORP						
80,399	47722	10-0000-3228-80000	MATERIALS-TUNIS ST RECON	TUNIS ST TREE REMOVAL	\$407.04	
80,399	47722	01-0000-0250-60033	KINGST RECONST MERRIT-INGERSOLL	TUNIS ST TREE REMOVAL	\$712.32	
80,399	47722	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS ST TREE REMOVAL	\$44.96	
80,399	47722	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS ST TREE REMOVAL	\$78.68	
80,399	47722	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS ST TREE REMOVAL	\$0.00	\$1,243.00
ERTH HOLDINGS INC.						
80,317	47723	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	REPAIR ST LITS-TUNIS&PRINCESS	\$264.49	
80,317	47723	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR ST LITS-TUNIS&PRINCESS	\$29.22	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,317	47723	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR ST LITS-TUNIS&PRINCESS	\$0.00	\$293.71
FASTENAL CANADA ***						
80,330	47724	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	PW SUPPLIES	\$205.18	
80,330	47724	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$22.66	
80,330	47724	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$227.84
80,340	47724	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SCREWS	\$44.41	
80,340	47724	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCREWS	\$4.90	
80,340	47724	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$49.31
FILION WAKELY THORUP ANGELETTI						
80,431	47725	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$1,088.83	
80,431	47725	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$120.27	
80,431	47725	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$1,209.10
FRAMED-IN TYME						
80,366	47726	01-0100-4000-42900	MISCELLANEOUS	REPAIR PICTURE FRAME+REGLAZING	\$73.78	
80,366	47726	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR PICTURE FRAME+REGLAZING	\$8.15	
80,366	47726	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR PICTURE FRAME+REGLAZING	\$0.00	\$81.93
COUNCILLOR REIMBURSEMENT						
80,441	47727	01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCILLOR	\$342.56	
80,441	47727	01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCILLOR	\$405.24	
80,441	47727	01-0100-4000-40220	TELEPHONE	REIMBURSE-COUNCILLOR	\$228.96	
80,441	47727	01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCILLOR	\$212.99	
80,441	47727	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCILLOR	\$36.76	
80,441	47727	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCILLOR	\$44.76	
80,441	47727	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCILLOR	\$25.29	
80,441	47727	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCILLOR	\$23.53	
80,441	47727	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCILLOR	\$0.00	\$1,320.09
GRA - HAM ENERGY						
80,307	47728	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$488.78	
80,307	47728	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$63.54	
80,307	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$552.32
80,335	47728	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$393.81	
80,335	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$43.50	
80,335	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$437.31
80,336	47728	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLOR DIESEL	\$505.87	
80,336	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLOR DIESEL	\$55.88	
80,336	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLOR DIESEL	\$0.00	\$561.75
80,337	47728	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$281.62	
80,337	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$31.11	
80,337	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$312.73
80,341	47728	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$422.90	
80,341	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$46.72	
80,341	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$469.62

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,342	47728	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$276.60	
80,342	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$30.56	
80,342	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$307.16
80,343	47728	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$806.45	
80,343	47728	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$89.08	
80,343	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$895.53
80,358	47728	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$237.05	
80,358	47728	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$30.82	
80,358	47728	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$267.87
GREEN LEA						
80,339	47729	01-4500-4230-46395	939500 ELGIN SWEEPER	PUMP KIT	\$737.76	
80,339	47729	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP KIT	\$81.49	
80,339	47729	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP KIT	\$0.00	\$819.25
GROULX, JIM						
80,382	47730	40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	FESTIVAL STROLLING MUSICIAN	\$150.00	
80,382	47730	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FESTIVAL STROLLING MUSICIAN	\$0.00	\$150.00
GUNN'S HILL ARTISAN CHEESE LTD						
80,387	47731	01-6200-4000-40440	GIFT SHOP SUPPLIES	GIFT SHOP SUPPLIES	\$227.99	
80,387	47731	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIFT SHOP SUPPLIES	\$0.00	\$227.99
HERITAGE RENOVATIONS WINDOWS A						
80,429	47732	01-0000-2000-00780	PW TREE TRIMMING/REMOVAL-DEPOSIT	RETURN BID DEPOSIT	\$2,000.00	
80,429	47732	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETURN BID DEPOSIT	\$0.00	\$2,000.00
HOT,COLD & FREEZING						
80,396	47733	01-2000-4015-41700	BLDG REPAIRS & MAINTENANCE	CARR BLDG WATER LEAKING REPAIR	\$241.18	
80,396	47733	01-0000-0200-00325	HST RECEIVABLE100%	CARR BLDG WATER LEAKING REPAIR	\$31.35	
80,396	47733	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR BLDG WATER LEAKING REPAIR	\$0.00	\$272.53
HURON TRACTOR LTD						
80,308	47734	01-5000-6050-41530	EQUIP REPAIRS & MAINT	BLADES + WINDOW	\$561.44	
80,308	47734	01-0000-0200-00325	HST RECEIVABLE100%	BLADES + WINDOW	\$72.99	
80,308	47734	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADES + WINDOW	\$0.00	\$634.43
80,359	47734	01-5000-6050-41530	EQUIP REPAIRS & MAINT	OIL FILTERS	\$27.88	
80,359	47734	01-0000-0200-00325	HST RECEIVABLE100%	OIL FILTERS	\$3.62	
80,359	47734	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTERS	\$0.00	\$31.50
80,360	47734	01-5000-6050-41530	EQUIP REPAIRS & MAINT	OIL	\$48.28	
80,360	47734	01-0000-0200-00325	HST RECEIVABLE100%	OIL	\$6.28	
80,360	47734	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL	\$0.00	\$54.56
IDEAL SUPPLY COMPANY LTD						
80,357	47735	01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHTS	\$186.30	
80,357	47735	01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS	\$24.22	
80,357	47735	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS	\$0.00	\$210.52
INGERSOLL DISTRICT CHAMBER ***						
80,411	47736	01-0100-4000-41020	PROMOTION & MEALS	COUNCILLORS FOOD&WINE TICKETS	\$81.05	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,411	47736	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COUNCILLORS FOOD&WINE TICKETS	\$8.95	
80,411	47736	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COUNCILLORS FOOD&WINE TICKETS	\$0.00	\$90.00
INGERSOLL GLASS & MIRROR ***						
80,407	47737	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA FRONT DOOR REPAIR	\$85.00	
80,407	47737	01-0000-0200-00325	HST RECEIVABLE100%	ARENA FRONT DOOR REPAIR	\$11.05	
80,407	47737	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA FRONT DOOR REPAIR	\$0.00	\$96.05
INGERSOLL RENT-ALL ***						
80,318	47738	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	QUIK-MARK PAINT	\$134.70	
80,318	47738	01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	QUIK-MARK PAINT	\$134.71	
80,318	47738	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	\$14.88	
80,318	47738	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUIK-MARK PAINT	\$14.88	
80,318	47738	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUIK-MARK PAINT	\$0.00	\$299.17
80,375	47738	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SAFETY CHAPS	\$144.69	
80,375	47738	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY CHAPS	\$15.98	
80,375	47738	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY CHAPS	\$0.00	\$160.67
80,397	47738	01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	MOWING SUPPLIES	\$19.28	
80,397	47738	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOWING SUPPLIES	\$2.13	
80,397	47738	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOWING SUPPLIES	\$0.00	\$21.41
INSIGHT CANADA						
80,315	47739	10-0000-3050-80000	MATERIALS-IT COMPUTER UPGRADES	DOMAIN CONTROLLER	\$1,704.33	
80,315	47739	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DOMAIN CONTROLLER	\$188.25	
80,315	47739	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOMAIN CONTROLLER	\$0.00	\$1,892.58
80,316	47739	10-0000-3050-80000	MATERIALS-IT COMPUTER UPGRADES	HO DOMAIN CONTROLLER	\$644.07	
80,316	47739	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HO DOMAIN CONTROLLER	\$71.14	
80,316	47739	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HO DOMAIN CONTROLLER	\$0.00	\$715.21
A. M. JENSEN LIMITED						
80,386	47740	01-6200-4000-40440	GIFT SHOP SUPPLIES	GIFT SHOP SUPPLIES	\$205.71	
80,386	47740	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GIFT SHOP SUPPLIES	\$0.00	\$205.71
D.H. JUTZI LIMITED						
80,355	47741	01-5000-6020-41550	MAINTENANCE CONTRACTS	JUNE WATER TREATMENT	\$375.00	
80,355	47741	01-0000-0200-00325	HST RECEIVABLE100%	JUNE WATER TREATMENT	\$48.75	
80,355	47741	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE WATER TREATMENT	\$0.00	\$423.75
KING HIRAM # 37						
80,412	47742	01-0100-4000-41020	PROMOTION & MEALS	MASON'S CHARITY GOLF TOURNAMNT	\$300.00	
80,412	47742	01-0900-4000-41020	PROMOTION & MEALS	MASON'S CHARITY GOLF TOURNAMNT	\$100.00	
80,412	47742	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MASON'S CHARITY GOLF TOURNAMNT	\$0.00	\$400.00
BILL KNIGHT CONSTRUCTION LIMIT						
80,329	47743	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHAL REMOVAL	\$737.76	
80,329	47743	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHAL REMOVAL	\$81.49	
80,329	47743	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHAL REMOVAL	\$0.00	\$819.25
LAW ENGINEERING (LONDON) INC						
80,398	47744	10-0000-3265-80000	MATERIALS-PAVEMENT PRESERVATION PROGRAM	GEOTECH-SAMNAH CRES&HOLCROFT	\$194.62	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,398	47744	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-SAMNAH CRES&HOLCROFT	\$21.49	
80,398	47744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH-SAMNAH CRES&HOLCROFT	\$0.00	\$216.11
80,400	47744	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	GEOTECH-GEORGE ST	\$5,247.26	
80,400	47744	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-GEORGE ST	\$579.59	
80,400	47744	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH-GEORGE ST	\$0.00	\$5,826.85
LONDON CIVIC EMPLOY,LOCAL 107						
80,361	47745	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	AUG UNION DUES	\$1,423.17	
80,361	47745	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG UNION DUES	\$0.00	\$1,423.17
TIM LOVETT INSTALLATIONS INC.						
80,320	47746	01-2000-4025-41700	BLDG REPAIRS & MAINT	LIBRARY LOCK REPAIR	\$152.64	
80,320	47746	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIBRARY LOCK REPAIR	\$16.86	
80,320	47746	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIBRARY LOCK REPAIR	\$0.00	\$169.50
80,353	47746	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC REPLACE BALLASTS	\$120.24	
80,353	47746	01-0000-0200-00325	HST RECEIVABLE100%	VPCC REPLACE BALLASTS	\$15.63	
80,353	47746	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC REPLACE BALLASTS	\$0.00	\$135.87
80,354	47746	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC SPLASH PAD MOTOR	\$120.00	
80,354	47746	01-0000-0200-00325	HST RECEIVABLE100%	VPCC SPLASH PAD MOTOR	\$15.60	
80,354	47746	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC SPLASH PAD MOTOR	\$0.00	\$135.60
LWR AUTOMOTIVE						
80,344	47747	01-4500-4230-46381	938100 T1-14 DODGE RAM	BRAKE PADS	\$182.53	
80,344	47747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRAKE PADS	\$20.16	
80,344	47747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRAKE PADS	\$0.00	\$202.69
80,345	47747	01-4500-4230-46381	938100 T1-14 DODGE RAM	BRAKE PADS	\$203.90	
80,345	47747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRAKE PADS	\$22.52	
80,345	47747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRAKE PADS	\$0.00	\$226.42
80,346	47747	01-4500-4230-46381	938100 T1-14 DODGE RAM	BRAKE PARTS	\$7.73	
80,346	47747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRAKE PARTS	\$0.86	
80,346	47747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRAKE PARTS	\$0.00	\$8.59
80,347	47747	01-4500-4230-46431	VEHICLE MAINTENANCE	GREASE	\$39.58	
80,347	47747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GREASE	\$4.38	
80,347	47747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GREASE	\$0.00	\$43.96
80,348	47747	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SMALL TOOLS	\$2.02	
80,348	47747	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SMALL TOOLS	\$0.23	
80,348	47747	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SMALL TOOLS	\$0.00	\$2.25
MCKIM HARDWARE						
80,296	47748	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOILET SEAT	\$16.99	
80,296	47748	01-0000-0200-00325	HST RECEIVABLE100%	TOILET SEAT	\$2.21	
80,296	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET SEAT	\$0.00	\$19.20
80,297	47748	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BELT & BOLTS	\$8.70	
80,297	47748	01-0000-0200-00325	HST RECEIVABLE100%	BELT & BOLTS	\$1.13	
80,297	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BELT & BOLTS	\$0.00	\$9.83
80,298	47748	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT	\$35.69	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,298	47748	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$4.64	
80,298	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$40.33
80,299	47748	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT	\$35.69	
80,299	47748	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$4.64	
80,299	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$40.33
80,300	47748	01-2000-4025-40210	JANITORIAL SUPPLIES	DUSTER REFILLS	\$21.35	
80,300	47748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DUSTER REFILLS	\$2.36	
80,300	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DUSTER REFILLS	\$0.00	\$23.71
80,301	47748	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$24.39	
80,301	47748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$2.70	
80,301	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$27.09
80,302	47748	01-6200-4000-40540	CONSERVATION SUPPLIES	MUSEUM MAINT. SUPPLIES	\$12.74	
80,302	47748	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAINT. SUPPLIES	\$25.49	
80,302	47748	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAINT. SUPPLIES	\$1.66	
80,302	47748	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAINT. SUPPLIES	\$3.31	
80,302	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAINT. SUPPLIES	\$0.00	\$43.20
80,303	47748	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SUPPLIES	\$13.40	
80,303	47748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$1.48	
80,303	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$14.88
80,304	47748	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	HANDLES	\$26.79	
80,304	47748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HANDLES	\$2.96	
80,304	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HANDLES	\$0.00	\$29.75
80,305	47748	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	HEAVY DUTY SPRAYER	\$56.21	
80,305	47748	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEAVY DUTY SPRAYER	\$6.21	
80,305	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEAVY DUTY SPRAYER	\$0.00	\$62.42
80,374	47748	01-6200-4000-40270	NEW EQUIPMENT	MUSEUM KEY CUT	\$5.30	
80,374	47748	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM KEY CUT	\$0.69	
80,374	47748	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM KEY CUT	\$0.00	\$5.99
MIDDLESEX LANDSCAPING SERVICES						
80,334	47749	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SOD	\$42.53	
80,334	47749	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOD	\$4.70	
80,334	47749	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOD	\$0.00	\$47.23
MINISTER OF FINANCE - EHT ***						
80,430	47750	01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	AUGUST PREMIUM	\$8,191.23	
80,430	47750	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST PREMIUM	\$0.00	\$8,191.23
MINISTRY OF FINANCE - M.T.O. *						
80,312	47751	01-1000-4240-01627	VIOLATIONS - M.O.T.	JULY COURT COST	\$8.25	
80,312	47751	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY COURT COST	\$0.00	\$8.25
80,313	47751	01-1000-4240-01627	VIOLATIONS - M.O.T.	JUNE COURT COST	\$41.25	
80,313	47751	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE COURT COST	\$0.00	\$41.25
MOBILE POWER SOLUTIONS						
80,405	47752	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	AUTO CHARGER DISPLAY INDICATOR	\$226.31	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,405	47752	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUTO CHARGER DISPLAY INDICATOR	\$22.44	
80,405	47752	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTO CHARGER DISPLAY INDICATOR	\$0.00	\$248.75
EMPLOYEE REIMBURSEMENT						
80,379	47753	01-6200-4000-41590	EQUIPMENT FUEL	TRACTOR FUEL	\$16.98	
80,379	47753	01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR FUEL	\$2.21	
80,379	47753	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR FUEL	\$0.00	\$19.19
NABCO CANADA INC.						
80,395	47754	01-2000-4025-41700	BLDG REPAIRS & MAINT	REPAIR BACKDOOR	\$137.38	
80,395	47754	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIR BACKDOOR	\$15.17	
80,395	47754	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR BACKDOOR	\$0.00	\$152.55
OAK COUNTRY HOMES LTD.						
80,392	47755	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-20	\$1,000.00	
80,392	47755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-20	\$0.00	\$1,000.00
80,393	47755	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-33	\$1,000.00	
80,393	47755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-33	\$0.00	\$1,000.00
80,394	47755	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-68	\$1,000.00	
80,394	47755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-68	\$0.00	\$1,000.00
80,426	47755	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-15	\$1,000.00	
80,426	47755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-15	\$0.00	\$1,000.00
80,427	47755	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-148	\$1,000.00	
80,427	47755	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-148	\$0.00	\$1,000.00
THE CORPORATION OF THE TOWN OF OAKVILLE						
80,384	47756	01-7000-4000-40610	MEETINGS & CONFERENCES	AUTO MAYORS MEETING CONTRIBUTE	\$500.00	
80,384	47756	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTO MAYORS MEETING CONTRIBUTE	\$0.00	\$500.00
O.M.E.R.S. ***						
80,364	47757	01-0000-2100-00704	OMERS (15000)	AUGUST OMERS PREMIUM	\$55,943.96	
80,364	47757	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST OMERS PREMIUM	\$0.00	\$55,943.96
ONTARIO SOUTHLAND RAILWAY INC.						
80,350	47758	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	AUG FLASHING LIT MAINT	\$2,970.90	
80,350	47758	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG FLASHING LIT MAINT	\$0.00	\$2,970.90
ORKIN CANADA CORP.						
80,391	47759	01-6200-4100-41550	MAINTENANCE CONTRACTS	MUSEUM PEST CONTROL	\$139.00	
80,391	47759	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM PEST CONTROL	\$18.07	
80,391	47759	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$157.07
P M HYDRAULICS ***						
80,351	47761	01-4500-4230-46382	938200 T2-07 DODGE 3500	PARTS FOR TRUCK 2 & 15	\$79.76	
80,351	47761	01-4500-4230-46395	939500 ELGIN SWEEPER	PARTS FOR TRUCK 2 & 15	\$163.11	
80,351	47761	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCK 2 & 15	\$8.81	
80,351	47761	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS FOR TRUCK 2 & 15	\$18.02	
80,351	47761	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS FOR TRUCK 2 & 15	\$0.00	\$269.70
REGIS AUTO PARTS						
80,331	47762	01-4500-4230-46395	939500 ELGIN SWEEPER	TRUCK #15 FILTER	\$43.53	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,331	47762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #15 FILTER	\$4.81	
80,331	47762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #15 FILTER	\$0.00	\$48.34
80,332	47762	01-4500-4230-46392	939200 2012 BACKHOE LOADER	FUEL FILTER	\$95.94	
80,332	47762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTER	\$10.60	
80,332	47762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTER	\$0.00	\$106.54
80,333	47762	01-4500-4230-46394	939400 NEW HOLLAND TRACTOR	AIR FILTER	\$121.47	
80,333	47762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$13.42	
80,333	47762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$134.89
80,403	47762	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT VEHICLE REPAIR	\$23.51	
80,403	47762	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE REPAIR	\$2.59	
80,403	47762	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE REPAIR	\$0.00	\$26.10
ROCK SOLID DESIGNS						
80,383	47763	40-8000-6950-41430	STREET DECORATIONS	WALK OF FAME INSTALLATION	\$348.53	
80,383	47763	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WALK OF FAME INSTALLATION	\$38.50	
80,383	47763	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WALK OF FAME INSTALLATION	\$0.00	\$387.03
ROGERS (WIRELESS)						
80,372	47764	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PUBLIC WORKS ONCALL PHONE CHRG	\$39.79	
80,372	47764	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC WORKS ONCALL PHONE CHRG	\$4.39	
80,372	47764	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUBLIC WORKS ONCALL PHONE CHRG	\$0.00	\$44.18
80,401	47764	01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$52.91	
80,401	47764	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$5.85	
80,401	47764	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$58.76
80,428	47764	01-1300-4000-40220	TELEPHONE EXPENSE	AUG MOBILE PHONE CHRGS	\$55.51	
80,428	47764	01-4500-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$70.57	
80,428	47764	01-5200-6090-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$52.05	
80,428	47764	01-5000-6020-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$70.77	
80,428	47764	01-5200-6090-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$52.05	
80,428	47764	01-1002-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$78.32	
80,428	47764	01-0100-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$76.12	
80,428	47764	01-5200-6090-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$59.65	
80,428	47764	01-0900-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$68.38	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.55	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$104.00	
80,428	47764	01-5000-6020-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$56.35	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$20.25	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$20.05	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.55	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.55	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.55	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$20.05	
80,428	47764	01-5000-6050-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.55	
80,428	47764	01-5000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$52.05	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,428	47764	01-0100-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$52.97	
80,428	47764	01-4500-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$67.82	
80,428	47764	01-0100-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$53.17	
80,428	47764	01-1002-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$87.96	
80,428	47764	01-1000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$80.34	
80,428	47764	01-3000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$19.89	
80,428	47764	01-3000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$64.67	
80,428	47764	01-4000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$56.73	
80,428	47764	01-4000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$53.68	
80,428	47764	01-4000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$52.97	
80,428	47764	01-7000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$188.46	
80,428	47764	01-4000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$108.32	
80,428	47764	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG MOBILE PHONE CHRGS	\$136.57	
80,428	47764	01-0000-0200-00325	HST RECEIVABLE100%	AUG MOBILE PHONE CHRGS	\$78.64	
80,428	47764	01-4000-4000-40220	TELEPHONE	AUG MOBILE PHONE CHRGS	\$70.24	
80,428	47764	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG MOBILE PHONE CHRGS	\$0.00	\$2,126.35
TOWN RESIDENT						
80,413	47765	01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	TOWN CENTRE GRASS CUTTING	\$60.00	
80,413	47765	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE GRASS CUTTING	\$0.00	\$60.00
SEARLES MOTOR PRODUCTS LIMITED						
80,410	47766	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	ANNUAL SAFETY&REPAIR '07 CHEVY	\$2,697.66	
80,410	47766	01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL SAFETY&REPAIR '07 CHEVY	\$350.70	
80,410	47766	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL SAFETY&REPAIR '07 CHEVY	\$0.00	\$3,048.36
SHAW DIRECT						
80,406	47767	01-3000-4000-40300	UTILITIES	FIRE DEPT SATELLITE	\$110.92	
80,406	47767	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SATELLITE	\$12.25	
80,406	47767	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SATELLITE	\$0.00	\$123.17
BALOON TWISTING						
80,378	47768	40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	SIDEWALK SALES BALLOONTWISTING	\$152.64	
80,378	47768	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK SALES BALLOONTWISTING	\$16.86	
80,378	47768	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK SALES BALLOONTWISTING	\$0.00	\$169.50
SHOPPERS DRUG MART						
80,328	47769	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SMALL TOOLS	\$28.97	
80,328	47769	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SMALL TOOLS	\$3.20	
80,328	47769	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SMALL TOOLS	\$0.00	\$32.17
R & B SHULMAN INC.						
80,439	47770	01-5000-6050-41690	VANDALISM REPAIRS	VPCC PLAYGROUND SIGN VANDALISM	\$569.50	
80,439	47770	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PLAYGROUND SIGN VANDALISM	\$74.04	
80,439	47770	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PLAYGROUND SIGN VANDALISM	\$0.00	\$643.54
TOWN RESIDENT						
80,385	47771	01-6200-4000-01640	SPECIAL EVENTS PROCEEDS	REFUND OF DAY CAMP FEES	\$60.00	
80,385	47771	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND OF DAY CAMP FEES	\$0.00	\$60.00

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
SOAK IT UP INC						
80,321	47772	01-2000-4015-41540	RENTAL	CARRS WLKWY MAT RENTAL	\$11.00	
80,321	47772	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY MAT RENTAL	\$1.43	
80,321	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY MAT RENTAL	\$0.00	\$12.43
80,322	47772	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
80,322	47772	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
80,322	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
80,388	47772	01-6200-4100-41550	MAINTENANCE CONTRACTS	MUSUEM MAT RENTAL	\$18.00	
80,388	47772	01-0000-0200-00325	HST RECEIVABLE100%	MUSUEM MAT RENTAL	\$2.34	
80,388	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSUEM MAT RENTAL	\$0.00	\$20.34
80,389	47772	01-6200-4100-41550	MAINTENANCE CONTRACTS	MUSEUM MAT RENTAL	\$18.00	
80,389	47772	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
80,389	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
80,390	47772	01-6200-4100-41550	MAINTENANCE CONTRACTS	MUSEUM MAT RENTAL	\$18.00	
80,390	47772	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
80,390	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
80,414	47772	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
80,414	47772	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
80,414	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
80,415	47772	01-2000-4015-41540	RENTAL	CARRS BLDG MAT RENTAL	\$11.00	
80,415	47772	01-0000-0200-00325	HST RECEIVABLE100%	CARRS BLDG MAT RENTAL	\$1.43	
80,415	47772	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS BLDG MAT RENTAL	\$0.00	\$12.43
STEVE'S ELECTRIC ***						
80,404	47773	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	FIRE SAFETY VILLAGE NEW PANEL	\$578.00	
80,404	47773	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE NEW PANEL	\$62.94	
80,404	47773	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE NEW PANEL	\$0.00	\$640.94
ST.MARYS CEMENT INC.						
80,376	47774	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	DANIEL ST SIDEWALKS CONCRETE	\$1,869.33	
80,376	47774	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DANIEL ST SIDEWALKS CONCRETE	\$206.48	
80,376	47774	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DANIEL ST SIDEWALKS CONCRETE	\$0.00	\$2,075.81
80,377	47774	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK CONCRETE	\$619.92	
80,377	47774	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$68.48	
80,377	47774	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$688.40
STONETOWN SUPPLY SERVICES(ING)						
80,309	47775	01-5000-6050-40210	JANITORIAL SUPPLIES	DISINFECTANT CLEANER	\$12.00	
80,309	47775	01-0000-0200-00325	HST RECEIVABLE100%	DISINFECTANT CLEANER	\$1.56	
80,309	47775	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT CLEANER	\$0.00	\$13.56
80,338	47775	01-4500-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$128.36	
80,338	47775	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$14.18	
80,338	47775	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$142.54
80,352	47775	01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$188.10	
80,352	47775	01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$24.45	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,352	47775	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$212.55
SWIMNEWS PUBLISHING INC						
80,409	47776	01-5100-6060-40290	UNIFORMS AND CLOTHING	VPCC STAFF BATHING SUITS	\$1,568.59	
80,409	47776	01-0000-0200-00325	HST RECEIVABLE100%	VPCC STAFF BATHING SUITS	\$203.92	
80,409	47776	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STAFF BATHING SUITS	\$0.00	\$1,772.51
TEAM TRUCK CENTRES						
80,371	47777	01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	TRUCK #6 REPAIR	\$260.67	
80,371	47777	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #6 REPAIR	\$28.79	
80,371	47777	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #6 REPAIR	\$0.00	\$289.46
THAMESFORD PIZZA						
80,436	47778	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION LEONS MOVIE NIITE PIZZA	\$47.62	
80,436	47778	01-0000-0200-00325	HST RECEIVABLE100%	FUSION LEONS MOVIE NIITE PIZZA	\$2.38	
80,436	47778	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION LEONS MOVIE NIITE PIZZA	\$0.00	\$50.00
TOWN RESIDENT						
80,381	47779	01-6200-6810-41160	HONOURS & AWARDS	TOWN CRIER COMPETITION	\$175.00	
80,381	47779	01-6200-6810-41200	ACCOMODATION & MEALS	TOWN CRIER COMPETITION	\$93.21	
80,381	47779	40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	TOWN CRIER COMPETITION	\$255.03	
80,381	47779	01-0000-0200-00325	HST RECEIVABLE100%	TOWN CRIER COMPETITION	\$9.88	
80,381	47779	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CRIER COMPETITION	\$23.05	
80,381	47779	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CRIER COMPETITION	\$0.00	\$556.17
WALMSLEY BROS LTD						
80,367	47780	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	ASPHALT	\$1,117.43	
80,367	47780	01-0000-0250-61172	C16-1024-262-264-KENSINGTON-BRKN WTRMN	ASPHALT	\$120.58	
80,367	47780	01-0000-0250-61226	C16-1078-WONHAM S-WTRMN	ASPHALT	\$610.97	
80,367	47780	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$610.97	
80,367	47780	01-0000-0250-61208	C16-1060-16 MCMILLAN-WTRMN	ASPHALT	\$466.27	
80,367	47780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$123.42	
80,367	47780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$13.32	
80,367	47780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$67.48	
80,367	47780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$67.48	
80,367	47780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$51.51	
80,367	47780	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$3,249.43
WASTE MANAGEMENT						
80,314	47781	01-4500-4100-41550	MAINTENANCE CONTRACTS	JULY GARBAGE SERVICE	\$514.97	
80,314	47781	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY GARBAGE SERVICE	\$56.88	
80,314	47781	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY GARBAGE SERVICE	\$0.00	\$571.85
PETTY CASH - FUSION CENTRE						
80,432	47782	01-5200-6090-40420	PROGRAM SUPPLIES	PETTY CASH - FUSION	\$57.56	
80,432	47782	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PETTY CASH - FUSION	\$27.96	
80,432	47782	01-5200-6090-40270	NEW EQUIPMENT	PETTY CASH - FUSION	\$39.94	
80,432	47782	01-5200-6090-40550	FUND RAISING	PETTY CASH - FUSION	\$23.44	
80,432	47782	01-5200-6090-40320	FIRST AID SAFETY SUPPLIES	PETTY CASH - FUSION	\$5.00	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,432	47782	01-5200-6090-40420	PROGRAM SUPPLIES	PETTY CASH - FUSION	\$174.37	
80,432	47782	01-5200-6090-40750	CASH SHORTAGE/OVERAGE	PETTY CASH - FUSION	\$0.06	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$3.12	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$3.64	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$5.19	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$2.26	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$0.65	
80,432	47782	01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH - FUSION	\$13.10	
80,432	47782	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH - FUSION	\$0.00	\$356.29
WORKPLACE SAFETY & INS. BOARD						
80,365	47783	01-0000-2100-00708	WSIB PAYABLE	AUGUST WSIB PREMIUM	\$11,736.80	
80,365	47783	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST WSIB PREMIUM	\$0.00	\$11,736.80
XEROX CANADA LTD.						
80,349	47784	01-4500-4000-40250	PHOTOCOPIER	PW COPIES 4/26-7/26	\$35.45	
80,349	47784	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW COPIES 4/26-7/26	\$3.92	
80,349	47784	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW COPIES 4/26-7/26	\$0.00	\$39.37
AAR-CON EXCAVATING						
80,448	47785	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	GEORGE ST WATER MAIN PC#2	\$27,896.79	
80,448	47785	10-0000-3265-80100	PRIME CONTRACT	GEORGE ST WATER MAIN PC#2	\$54,705.76	
80,448	47785	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	GEORGE ST WATER MAIN PC#2	\$0.00	\$8,260.25
80,448	47785	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE ST WATER MAIN PC#2	\$8,211.39	
80,448	47785	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE ST WATER MAIN PC#2	\$0.00	\$82,553.69
ACAPULCO ***						
80,637	47786	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$76.78	
80,637	47786	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$9.98	
80,637	47786	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$86.76
AKIRA STUDIO LTD						
80,642	47787	01-5200-6090-41000	ADVERTISING	FUSION WEBSITE SUPPORT	\$95.00	
80,642	47787	01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEBSITE SUPPORT	\$12.35	
80,642	47787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEBSITE SUPPORT	\$0.00	\$107.35
AL'S TIRE INGERSOLL						
80,590	47788	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRAILER TIRE	\$132.50	
80,590	47788	01-0000-0200-00325	HST RECEIVABLE100%	TRAILER TIRE	\$17.23	
80,590	47788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAILER TIRE	\$0.00	\$149.73
AQUAM						
80,596	47789	01-5100-4100-41530	EQUIP REPAIRS & MAINT	LADDER BOLTS	\$72.69	
80,596	47789	01-0000-0200-00325	HST RECEIVABLE100%	LADDER BOLTS	\$9.45	
80,596	47789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LADDER BOLTS	\$0.00	\$82.14
JAMES BAIN PLUMBING						
80,626	47790	10-0000-3102-80000	MATERIALS	FIRE DEPT TOILET RE-INSTALL	\$83.75	
80,626	47790	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TOILET RE-INSTALL	\$9.25	
80,626	47790	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TOILET RE-INSTALL	\$0.00	\$93.00

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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BELFOR (CANADA) INC.						
80,443	47791	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE FLOOD 2	\$4,032.80	
80,443	47791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE FLOOD 2	\$0.00	\$4,032.80
80,444	47791	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	FLOOD 2 DEDUCTIBLE	\$10,000.00	
80,444	47791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLOOD 2 DEDUCTIBLE	\$0.00	\$10,000.00
80,445	47791	01-0000-0200-00325	HST RECEIVABLE100%	FLOOD 1 EMERGENCY ADD. HST	\$241.23	
80,445	47791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLOOD 1 EMERGENCY ADD. HST	\$0.00	\$241.23
BELORE TRAILERS						
80,609	47792	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT TRAILER REPAIR	\$143.48	
80,609	47792	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT TRAILER REPAIR	\$15.85	
80,609	47792	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT TRAILER REPAIR	\$0.00	\$159.33
JEFF BRAGG						
80,545	47793	01-2000-4015-41550	MAINTENANCE CONTRACTS	AUG CARRS CLEANING	\$600.00	
80,545	47793	01-0000-0200-00325	HST RECEIVABLE100%	AUG CARRS CLEANING	\$78.00	
80,545	47793	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG CARRS CLEANING	\$0.00	\$678.00
80,546	47793	01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL+LIBRARY CLEAN 8/26	\$86.50	
80,546	47793	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL+LIBRARY CLEAN 8/26	\$9.55	
80,546	47793	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL+LIBRARY CLEAN 8/26	\$0.00	\$96.05
PAUL BROWN & SONS EXCAVATING L						
80,502	47794	01-4500-4122-80020	MACHINE TIME	EXCAVATOR&TRI-AXLE RENTAL	\$1,682.10	
80,502	47794	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EXCAVATOR&TRI-AXLE RENTAL	\$185.80	
80,502	47794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXCAVATOR&TRI-AXLE RENTAL	\$0.00	\$1,867.90
BUTTERWORTH'S SERVICE CENTRE						
80,503	47795	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	REPAIRS FOR SNOW	\$136.21	
80,503	47795	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REPAIRS FOR SNOW	\$15.05	
80,503	47795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIRS FOR SNOW	\$0.00	\$151.26
80,504	47795	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PW TRUCK SNOW MAINT & REPAIR	\$136.22	
80,504	47795	01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	PW TRUCK SNOW MAINT & REPAIR	\$460.21	
80,504	47795	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK SNOW MAINT & REPAIR	\$15.04	
80,504	47795	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCK SNOW MAINT & REPAIR	\$50.83	
80,504	47795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW TRUCK SNOW MAINT & REPAIR	\$0.00	\$662.30
CAMPBELL'S						
80,509	47796	01-1000-4005-40200	OFFICE SUPPLIES	STATIONARIES	\$26.64	
80,509	47796	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STATIONARIES	\$2.94	
80,509	47796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$29.58
80,510	47796	01-3400-4000-40200	OFFICE SUPPLIES	BLDG INSPECTION FILE FOLDERS	\$18.11	
80,510	47796	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG INSPECTION FILE FOLDERS	\$2.00	
80,510	47796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG INSPECTION FILE FOLDERS	\$0.00	\$20.11
CANADIAN NATIONAL RAILWAYS						
80,525	47797	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	SEP RAILWAY SIGNAL MAINT	\$776.25	
80,525	47797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP RAILWAY SIGNAL MAINT	\$0.00	\$776.25
CANADIAN TIRE ASSOCIATE STORE						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,475	47799	01-5200-6090-41530	EQUIP REPAIRS & MAINT	BBQ REPAIR	\$29.97	
80,475	47799	01-0000-0200-00325	HST RECEIVABLE100%	BBQ REPAIR	\$3.90	
80,475	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BBQ REPAIR	\$0.00	\$33.87
80,476	47799	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	WASHER FLUID & VENT	\$16.47	
80,476	47799	01-0000-0200-00325	HST RECEIVABLE100%	WASHER FLUID & VENT	\$2.14	
80,476	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHER FLUID & VENT	\$0.00	\$18.61
80,477	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT	\$39.99	
80,477	47799	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$5.20	
80,477	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$45.19
80,478	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	CONDENSER STOP LEAK	\$19.18	
80,478	47799	01-0000-0200-00325	HST RECEIVABLE100%	CONDENSER STOP LEAK	\$2.49	
80,478	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDENSER STOP LEAK	\$0.00	\$21.67
80,479	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	CONDENSER STOP LEAK	\$6.99	
80,479	47799	01-0000-0200-00325	HST RECEIVABLE100%	CONDENSER STOP LEAK	\$0.91	
80,479	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDENSER STOP LEAK	\$0.00	\$7.90
80,480	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BUILDING SUPPLIES	\$9.98	
80,480	47799	01-0000-0200-00325	HST RECEIVABLE100%	ARENA BUILDING SUPPLIES	\$1.30	
80,480	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BUILDING SUPPLIES	\$0.00	\$11.28
80,481	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BUILDING SUPPLIES	\$11.99	
80,481	47799	01-0000-0200-00325	HST RECEIVABLE100%	ARENA BUILDING SUPPLIES	\$1.56	
80,481	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BUILDING SUPPLIES	\$0.00	\$13.55
80,482	47799	01-4000-4000-41650	SMALL TOOLS & SAFETY EQUIP	MEASURING TAPE	\$46.77	
80,482	47799	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEASURING TAPE	\$5.16	
80,482	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEASURING TAPE	\$0.00	\$51.93
80,483	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	ELECTRICAL TAPE	\$1.98	
80,483	47799	01-0000-0200-00325	HST RECEIVABLE100%	ELECTRICAL TAPE	\$0.26	
80,483	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ELECTRICAL TAPE	\$0.00	\$2.24
80,484	47799	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WASP KILLER	\$7.99	
80,484	47799	01-0000-0200-00325	HST RECEIVABLE100%	WASP KILLER	\$1.04	
80,484	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASP KILLER	\$0.00	\$9.03
80,485	47799	01-5000-6050-41700	BLDG REPAIRS AND MAINT	COFFEE MAKER	\$31.28	
80,485	47799	01-0000-0200-00325	HST RECEIVABLE100%	COFFEE MAKER	\$4.07	
80,485	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE MAKER	\$0.00	\$35.35
80,486	47799	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ROPE	\$17.98	
80,486	47799	01-0000-0200-00325	HST RECEIVABLE100%	ROPE	\$2.34	
80,486	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE	\$0.00	\$20.32
80,487	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA BUILDING SUPPLIES	\$5.98	
80,487	47799	01-0000-0200-00325	HST RECEIVABLE100%	ARENA BUILDING SUPPLIES	\$0.78	
80,487	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA BUILDING SUPPLIES	\$0.00	\$6.76
80,488	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	WASHER	\$3.99	
80,488	47799	01-0000-0200-00325	HST RECEIVABLE100%	WASHER	\$0.52	
80,488	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHER	\$0.00	\$4.51

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,489	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	TAPE	\$9.98	
80,489	47799	01-0000-0200-00325	HST RECEIVABLE100%	TAPE	\$1.30	
80,489	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE	\$0.00	\$11.28
80,490	47799	01-4000-4000-41650	SMALL TOOLS & SAFETY EQUIP	MEASURING TAPE	\$34.58	
80,490	47799	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEASURING TAPE	\$3.82	
80,490	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEASURING TAPE	\$0.00	\$38.40
80,491	47799	01-5000-6020-41700	BLDG REPAIRS & MAINT	SHARPIE MARKER	\$6.49	
80,491	47799	01-0000-0200-00325	HST RECEIVABLE100%	SHARPIE MARKER	\$0.84	
80,491	47799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHARPIE MARKER	\$0.00	\$7.33
CAREY'S PRODUCE						
80,612	47800	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$962.20	
80,612	47800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$962.20
CEDAR SIGNS						
80,520	47801	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SIGNS	\$364.89	
80,520	47801	01-5000-6050-41010	GRAPHICS & PRINTING	SIGNS	\$337.95	
80,520	47801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIGNS	\$40.31	
80,520	47801	01-0000-0200-00325	HST RECEIVABLE100%	SIGNS	\$43.93	
80,520	47801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNS	\$0.00	\$787.08
80,521	47801	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SIGNS	\$1,682.58	
80,521	47801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIGNS	\$185.85	
80,521	47801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNS	\$0.00	\$1,868.43
80,522	47801	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NO STOPPING SIGN	\$149.70	
80,522	47801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NO STOPPING SIGN	\$16.53	
80,522	47801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NO STOPPING SIGN	\$0.00	\$166.23
COCA-COLA BOTTLING COMPANY						
80,601	47802	01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$1,348.10	
80,601	47802	01-0000-0200-00325	HST RECEIVABLE100%	CANTEEN SUPPLIES	\$145.11	
80,601	47802	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$1,493.21
COMMERCIAL AQUATIC SUPPLIES						
80,632	47803	01-5100-6060-40270	NEW EQUIPMENT	VPCC POOL EQUIPMENT	\$1,316.34	
80,632	47803	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL EQUIPMENT	\$171.12	
80,632	47803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL EQUIPMENT	\$0.00	\$1,487.46
80,633	47803	01-5100-4000-40435	PRO SHOP SUPPLIES	VPCC PROSHOP SUPPLIES	\$473.60	
80,633	47803	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PROSHOP SUPPLIES	\$61.57	
80,633	47803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PROSHOP SUPPLIES	\$0.00	\$535.17
COMMISSIONAIRES						
80,571	47804	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 7/17-7/30	\$751.80	
80,571	47804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 7/17-7/30	\$83.04	
80,571	47804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 7/17-7/30	\$0.00	\$834.84
80,572	47804	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 7/31-8/13	\$657.83	
80,572	47804	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 7/31-8/13	\$72.66	
80,572	47804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 7/31-8/13	\$0.00	\$730.49

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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COURTNEY'S						
80,602	47805	01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$1,142.24	
80,602	47805	01-0000-0200-00325	HST RECEIVABLE100%	CANTEEN SUPPLIES	\$116.76	
80,602	47805	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$1,259.00
COX INDUSTRIAL ELECTRONIC SERV						
80,613	47806	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	AUTO CHARGER MAINT	\$164.85	
80,613	47806	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUTO CHARGER MAINT	\$18.21	
80,613	47806	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTO CHARGER MAINT	\$0.00	\$183.06
80,614	47806	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	BATTERY CHARGER TEST	\$81.41	
80,614	47806	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERY CHARGER TEST	\$8.99	
80,614	47806	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERY CHARGER TEST	\$0.00	\$90.40
CULLIGAN						
80,606	47807	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$83.30	
80,606	47807	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
80,606	47807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$83.59
EMPLOYEE REIMBURSEMENT						
80,468	47808	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$60.97	
80,468	47808	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$6.74	
80,468	47808	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$67.71
DRENNAN REFRIGERATION INC.						
80,639	47809	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA AMMONIA LEAK REPAIR	\$590.71	
80,639	47809	01-0000-0200-00325	HST RECEIVABLE100%	ARENA AMMONIA LEAK REPAIR	\$76.79	
80,639	47809	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA AMMONIA LEAK REPAIR	\$0.00	\$667.50
EDPRO ENERGY GROUP INC ***						
80,638	47810	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$71.70	
80,638	47810	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$9.32	
80,638	47810	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$81.02
EMPLOYEE REIMBURSEMENT						
80,467	47811	01-4000-4000-40290	UNIFORMS & CLOTHING	ENG CLOTHING ALLOWANCE	\$91.57	
80,467	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG CLOTHING ALLOWANCE	\$10.12	
80,467	47811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG CLOTHING ALLOWANCE	\$0.00	\$101.69
80,551	47811	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$73.43	
80,551	47811	10-0000-3228-80010	DIRECT COSTS-LABOUR&BURDEN	MILEAGE-ENG	\$56.41	
80,551	47811	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	MILEAGE-ENG	\$93.36	
80,551	47811	10-0000-3255-80010	LABOUR & BURDEN	MILEAGE-ENG	\$30.64	
80,551	47811	01-0000-0250-61143	GC16-995-ETNA-SANITARY	MILEAGE-ENG	\$4.86	
80,551	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$8.11	
80,551	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$6.23	
80,551	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$10.32	
80,551	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$3.38	
80,551	47811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.54	
80,551	47811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$287.28

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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FORM & BUILD SUPPLY ***						
80,523	47812	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE MORTAR	\$68.79	
80,523	47812	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE MORTAR	\$7.60	
80,523	47812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE MORTAR	\$0.00	\$76.39
GATTO HOMES						
80,450	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP 2010-33	\$500.00	
80,450	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP 2010-33	\$0.00	\$500.00
80,451	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2012-78	\$1,000.00	
80,451	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2012-78	\$0.00	\$1,000.00
80,452	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2012-194	\$1,000.00	
80,452	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2012-194	\$0.00	\$1,000.00
80,453	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2013-2	\$1,000.00	
80,453	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2013-2	\$0.00	\$1,000.00
80,454	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2013-22	\$1,000.00	
80,454	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2013-22	\$0.00	\$1,000.00
80,455	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2011-111	\$1,000.00	
80,455	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2011-111	\$0.00	\$1,000.00
80,456	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2011-124	\$1,000.00	
80,456	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2011-124	\$0.00	\$1,000.00
80,457	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2013-135	\$1,000.00	
80,457	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2013-135	\$0.00	\$1,000.00
80,458	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2013-152	\$1,000.00	
80,458	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2013-152	\$0.00	\$1,000.00
80,459	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-16	\$1,000.00	
80,459	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-16	\$0.00	\$1,000.00
80,460	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-18	\$1,000.00	
80,460	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-18	\$0.00	\$1,000.00
80,461	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-35	\$1,000.00	
80,461	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-35	\$0.00	\$1,000.00
80,462	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-70	\$1,000.00	
80,462	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-70	\$0.00	\$1,000.00
80,463	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-95	\$1,000.00	
80,463	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-95	\$0.00	\$1,000.00
80,464	47813	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-113	\$1,000.00	
80,464	47813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-113	\$0.00	\$1,000.00
EMPLOYEE REIMBURSEMENT						
80,469	47814	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$495.30	
80,469	47814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$54.70	
80,469	47814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$550.00
GRA - HAM ENERGY						
80,527	47815	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$540.79	
80,527	47815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$59.74	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,527	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$600.53
80,528	47815	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$650.81	
80,528	47815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$71.88	
80,528	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$722.69
80,529	47815	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$639.71	
80,529	47815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$70.66	
80,529	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$710.37
80,530	47815	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$56.98	
80,530	47815	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$7.41	
80,530	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$64.39
80,531	47815	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$115.22	
80,531	47815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$12.73	
80,531	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$127.95
80,532	47815	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$286.33	
80,532	47815	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$37.22	
80,532	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$323.55
80,533	47815	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$148.59	
80,533	47815	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$19.32	
80,533	47815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$167.91
EMPLOYEE REIMBURSEMENT						
80,547	47816	01-3400-4000-40630	STAFF TRAINING	BLDG STRUCTRUAL EXAM FEES	\$135.08	
80,547	47816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG STRUCTRUAL EXAM FEES	\$14.92	
80,547	47816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG STRUCTRUAL EXAM FEES	\$0.00	\$150.00
80,554	47816	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$116.71	
80,554	47816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$12.89	
80,554	47816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$129.60
80,555	47816	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$232.44	
80,555	47816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$25.68	
80,555	47816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$258.12
EMPLOYEE REIMBURSEMENT						
80,539	47817	01-5200-4100-40620	MILEAGE	MILEAGE-FUSION	\$22.94	
80,539	47817	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$2.98	
80,539	47817	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$25.92
EMPLOYEE REIMBURSEMENT						
80,473	47818	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$363.02	
80,473	47818	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$16.70	
80,473	47818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$379.72
REDBARN BERRIES & VEGGIES						
80,611	47819	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$204.00	
80,611	47819	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$204.00
HILLSIDE KENNELS						
80,605	47820	01-3600-4000-41560	CONTRACTS	AUG ANIMAL CONTROL	\$712.32	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,605	47820	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG ANIMAL CONTROL	\$78.68	
80,605	47820	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG ANIMAL CONTROL	\$0.00	\$791.00
HM PIPE PRODUCTS INC						
80,536	47821	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PVC REDUCERS	\$61.06	
80,536	47821	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PVC REDUCERS	\$6.74	
80,536	47821	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PVC REDUCERS	\$0.00	\$67.80
HOT,COLD & FREEZING						
80,517	47822	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC COMPRESSOR RESTART	\$240.00	
80,517	47822	01-0000-0200-00325	HST RECEIVABLE100%	VPCC COMPRESSOR RESTART	\$31.20	
80,517	47822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COMPRESSOR RESTART	\$0.00	\$271.20
80,518	47822	01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	TOWN HALL AC REPAIR	\$203.52	
80,518	47822	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL AC REPAIR	\$22.48	
80,518	47822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL AC REPAIR	\$0.00	\$226.00
80,519	47822	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW AC REPAIR	\$203.52	
80,519	47822	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW AC REPAIR	\$22.48	
80,519	47822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW AC REPAIR	\$0.00	\$226.00
IDEAL SUPPLY COMPANY LTD						
80,599	47824	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC POOL LIGHTS	\$329.25	
80,599	47824	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL LIGHTS	\$42.80	
80,599	47824	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL LIGHTS	\$0.00	\$372.05
INGENIOUS SOFTWARE						
80,623	47825	01-3000-4000-40410	LICENCES, TAGS, ETC.	FIREPRO LIC 6/13/16-6/12/17	\$725.55	
80,623	47825	01-0000-0400-00280	PREPAID EXPENSES	FIREPRO LIC 6/13/16-6/12/17	\$725.55	
80,623	47825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREPRO LIC 6/13/16-6/12/17	\$80.14	
80,623	47825	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIREPRO LIC 6/13/16-6/12/17	\$80.14	
80,623	47825	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREPRO LIC 6/13/16-6/12/17	\$0.00	\$1,611.38
INGERSOLL GOLF & COUNTRY CLUB						
80,552	47826	01-4000-4000-42900	MISCELLANEOUS EXPENSE	MTO MEETING FOOD	\$233.29	
80,552	47826	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MTO MEETING FOOD	\$22.46	
80,552	47826	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MTO MEETING FOOD	\$0.00	\$255.75
INGERSOLL PLAZA HOLDINGS INC						
80,585	47827	01-0000-0090-99910	TAXES - CLEARING	REFUND 2013-2016 TAX ADJ	\$63,905.30	
80,585	47827	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND 2013-2016 TAX ADJ	\$0.00	\$63,905.30
INGERSOLL RENT-ALL ***						
80,492	47828	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	BOBCAT RENTAL	\$396.46	
80,492	47828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BOBCAT RENTAL	\$43.79	
80,492	47828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOBCAT RENTAL	\$0.00	\$440.25
80,493	47828	01-4500-4000-40270	NEW EQUIPMENT	ASPHALT SAW BLADE	\$488.40	
80,493	47828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT SAW BLADE	\$53.94	
80,493	47828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT SAW BLADE	\$0.00	\$542.34
80,494	47828	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	PHONE SCREED	\$162.61	
80,494	47828	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHONE SCREED	\$17.96	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

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80,494	47828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHONE SCREED	\$0.00	\$180.57
80,495	47828	01-5100-4100-41700	BLDG REPAIRS AND MAINT	LIFT FOR FIXING LIGHTS	\$217.50	
80,495	47828	01-0000-0200-00325	HST RECEIVABLE100%	LIFT FOR FIXING LIGHTS	\$28.27	
80,495	47828	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIFT FOR FIXING LIGHTS	\$0.00	\$245.77
INGERSOLL ROTARY CLUB						
80,631	47829	01-4000-4000-42900	MISCELLANEOUS EXPENSE	ROTARY GOLD TOURN REGISTRY	\$150.00	
80,631	47829	01-5000-4000-42900	MISCELLANEOUS EXPENSE	ROTARY GOLD TOURN REGISTRY	\$150.00	
80,631	47829	01-0100-4000-41020	PROMOTION & MEALS	ROTARY GOLD TOURN REGISTRY	\$300.00	
80,631	47829	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROTARY GOLD TOURN REGISTRY	\$0.00	\$600.00
INGERSOLL RURAL CEMETERY BOARD						
80,446	47830	01-1500-4000-98200	TRANSFERS TO CEMETERY BOARD	RURAL CEMETERY 3RD PAYMENT	\$25,000.00	
80,446	47830	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RURAL CEMETERY 3RD PAYMENT	\$0.00	\$25,000.00
INGERSOLL TIMES, THE						
80,607	47831	01-0100-4000-40260	SUBSCRIPTIONS AND PUBLICATIONS	MAYOR COPY ANNUAL SUBSCRIPTION	\$57.53	
80,607	47831	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAYOR COPY ANNUAL SUBSCRIPTION	\$2.47	
80,607	47831	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAYOR COPY ANNUAL SUBSCRIPTION	\$0.00	\$60.00
INGERSOLL PHARMASAVE						
80,636	47832	01-5000-6051-41000	ADVERTISING	GARDEN FRESH AD	\$29.59	
80,636	47832	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH AD	\$0.00	\$29.59
JOE JOHNSON EQUIPMENT INC						
80,526	47833	01-4500-4230-46395	939500 ELGIN SWEEPER	SWEEPER STRAPS	\$244.49	
80,526	47833	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SWEEPER STRAPS	\$27.00	
80,526	47833	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SWEEPER STRAPS	\$0.00	\$271.49
TOWN RESIDENT						
80,630	47834	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-55	\$1,000.00	
80,630	47834	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-55	\$0.00	\$1,000.00
D.H. JUTZI LIMITED						
80,598	47835	01-5000-6020-41550	MAINTENANCE CONTRACTS	AUG WATER TREATMENT	\$375.00	
80,598	47835	01-0000-0200-00325	HST RECEIVABLE100%	AUG WATER TREATMENT	\$48.75	
80,598	47835	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG WATER TREATMENT	\$0.00	\$423.75
EMPLOYEE REIMBURSEMENT						
80,471	47836	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$54.24	
80,471	47836	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$5.99	
80,471	47836	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$60.23
KUIPERS CONSTRUCTION						
80,616	47837	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	FIRE DEPT SONOTUBE	\$214.02	
80,616	47837	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SONOTUBE	\$23.64	
80,616	47837	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SONOTUBE	\$0.00	\$237.66
80,617	47837	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	SAFETY VILLAGE TRUSSES	\$1,782.33	
80,617	47837	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY VILLAGE TRUSSES	\$196.87	
80,617	47837	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY VILLAGE TRUSSES	\$0.00	\$1,979.20
EMPLOYEE REIMBURSEMENT						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,549	47838	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	MILEAGE-ENG	\$23.34	
80,549	47838	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	MILEAGE-ENG	\$23.34	
80,549	47838	10-0000-3265-80100	PRIME CONTRACT	MILEAGE-ENG	\$29.66	
80,549	47838	01-4000-5020-40620	MILEAGE	MILEAGE-ENG	\$9.24	
80,549	47838	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$19.46	
80,549	47838	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.58	
80,549	47838	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.58	
80,549	47838	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$3.28	
80,549	47838	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.02	
80,549	47838	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.14	
80,549	47838	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$116.64
LANDSCAPE ONTARIO						
80,646	47839	01-5000-6050-40600	MEMBERSHIP FEES	MEMBERSHIP RENEWAL	\$53.66	
80,646	47839	01-0000-0400-00280	PREPAID EXPENSES	MEMBERSHIP RENEWAL	\$107.34	
80,646	47839	01-0000-0200-00325	HST RECEIVABLE100%	MEMBERSHIP RENEWAL	\$6.98	
80,646	47839	01-0000-0200-00325	HST RECEIVABLE100%	MEMBERSHIP RENEWAL	\$13.95	
80,646	47839	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMBERSHIP RENEWAL	\$0.00	\$181.93
EMPLOYEE REIMBURSEMENT						
80,470	47840	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$365.44	
80,470	47840	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$40.37	
80,470	47840	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$405.81
LEVACS						
80,540	47841	01-1000-4000-41160	HONOURS & AWARDS	DAN RETIREMENT PLAQUE+GIFT	\$172.48	
80,540	47841	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DAN RETIREMENT PLAQUE+GIFT	\$19.06	
80,540	47841	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAN RETIREMENT PLAQUE+GIFT	\$0.00	\$191.54
LONG & McQUADE						
80,641	47842	01-5200-6090-40500	SPECIAL EVENTS	BACK TO SCHOOL DANCE LIT	\$108.30	
80,641	47842	01-0000-0200-00325	HST RECEIVABLE100%	BACK TO SCHOOL DANCE LIT	\$14.08	
80,641	47842	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACK TO SCHOOL DANCE LIT	\$0.00	\$122.38
TIM LOVETT INSTALLATIONS INC.						
80,534	47843	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARK SHOP OUTSIDE LIT REPAIR	\$462.62	
80,534	47843	01-0000-0200-00325	HST RECEIVABLE100%	PARK SHOP OUTSIDE LIT REPAIR	\$60.14	
80,534	47843	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARK SHOP OUTSIDE LIT REPAIR	\$0.00	\$522.76
EMPLOYEE REIMBURSEMENT						
80,573	47844	01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$39.88	
80,573	47844	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$4.40	
80,573	47844	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$44.28
EMPLOYEE REIMBURSEMENT						
80,583	47845	01-5100-6060-40620	MILEAGE	MILEAGE-VPCC	\$23.89	
80,583	47845	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$3.11	
80,583	47845	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$27.00
80,584	47845	01-5100-6060-40620	MILEAGE	MILEAGE-VPCC	\$10.99	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,584	47845	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$1.43	
80,584	47845	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$12.42
MEGA-TECH						
80,553	47846	01-4000-4000-40270	NEW EQUIPMENT	PORTABLE RD SIGNS	\$7,188.07	
80,553	47846	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PORTABLE RD SIGNS	\$793.96	
80,553	47846	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PORTABLE RD SIGNS	\$0.00	\$7,982.03
MINISTRY OF FINANCE - M.T.O. *						
80,608	47847	01-1000-4240-01627	VIOLATIONS - M.O.T.	AUG COURT COST	\$33.00	
80,608	47847	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG COURT COST	\$0.00	\$33.00
MINISTRY OF FINANCE (OPP)***						
80,538	47848	01-3200-4000-40450	OPP CONTRACTED SERVICES	SEP OPP SERVICES	\$211,869.00	
80,538	47848	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP OPP SERVICES	\$0.00	\$211,869.00
OLDE TYME TAXI						
80,575	47849	01-5200-6090-40500	SPECIAL EVENTS	FUSION TO CMHA TAXI	\$36.00	
80,575	47849	01-0000-0200-00325	HST RECEIVABLE100%	FUSION TO CMHA TAXI	\$4.68	
80,575	47849	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION TO CMHA TAXI	\$0.00	\$40.68
80,576	47849	01-1001-4000-41560	CONTRACTS	AUG PARA TRANSIT	\$2,995.94	
80,576	47849	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG PARA TRANSIT	\$330.92	
80,576	47849	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG PARA TRANSIT	\$0.00	\$3,326.86
OMEGA CONTRACTORS						
80,466	47850	10-0000-3271-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$526.13	
80,466	47850	01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	TUNIS, CONCESSION, ETNA ST	\$1,731.14	
80,466	47850	10-0000-3228-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$227,031.48	
80,466	47850	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	TUNIS, CONCESSION, ETNA ST	\$246,257.29	
80,466	47850	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	TUNIS, CONCESSION, ETNA ST	\$8,670.55	
80,466	47850	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$78,544.88	
80,466	47850	01-0000-0250-61143	GC16-995-ETNA-SANITARY	TUNIS, CONCESSION, ETNA ST	\$7,114.07	
80,466	47850	01-0000-0250-61144	GC16-996-ETNA-WATERMN	TUNIS, CONCESSION, ETNA ST	\$5,700.67	
80,466	47850	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$12,872.72	
80,466	47850	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$15,621.75	
80,466	47850	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TUNIS, CONCESSION, ETNA ST	\$0.00	\$60,407.07
80,466	47850	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS, CONCESSION, ETNA ST	\$60,049.71	
80,466	47850	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS, CONCESSION, ETNA ST	\$0.00	\$603,713.32
ONTARIO ONE CALL LTD.						
80,497	47851	01-4000-5020-41500	CONTRACTED SERVICES	AUGUST ONE CALL	\$154.47	
80,497	47851	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUGUST ONE CALL	\$17.06	
80,497	47851	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST ONE CALL	\$0.00	\$171.53
ONTARIO COLLEGE OF TRADES						
80,524	47852	01-0000-0400-00280	PREPAID EXPENSES	ED DEAN 2017 LICENSE RENEWAL	\$122.11	
80,524	47852	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ED DEAN 2017 LICENSE RENEWAL	\$13.49	
80,524	47852	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ED DEAN 2017 LICENSE RENEWAL	\$0.00	\$135.60
ORCO SIGNS						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,625	47853	01-3000-4000-42900	MISCELLANEOUS EXPENSE	FIRE DEPT DECALS	\$26.36	
80,625	47853	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT DECALS	\$2.91	
80,625	47853	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT DECALS	\$0.00	\$29.27
OXFORD COMMUNITY FOUNDATION						
80,586	47854	01-0000-0090-99999	SUSPENSE - CLEARING	WARDEN'S GOLF TOURN VISA PMT	\$6,950.00	
80,586	47854	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WARDEN'S GOLF TOURN VISA PMT	\$0.00	\$6,950.00
80,603	47854	01-0100-4000-41020	PROMOTION & MEALS	WARDEN'S GOLF TOURN SPONSOR	\$260.00	
80,603	47854	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WARDEN'S GOLF TOURN SPONSOR	\$0.00	\$260.00
OXFORD FEED SUPPLY LTD						
80,593	47855	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	SOFTNER SALT	\$491.20	
80,593	47855	01-0000-0200-00325	HST RECEIVABLE100%	SOFTNER SALT	\$63.85	
80,593	47855	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTNER SALT	\$0.00	\$555.05
80,595	47855	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$115.13	
80,595	47855	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$9.85	
80,595	47855	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$124.98
OXFORD SAND & GRAVEL LTD						
80,498	47856	01-0000-0250-61262	GC16-1114-PEMBERTON-TRACKS	ASPHALT	\$1,215.68	
80,498	47856	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$1,558.37	
80,498	47856	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$134.27	
80,498	47856	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$172.14	
80,498	47856	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$3,080.46
80,499	47856	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SAND SEAL	\$753.49	
80,499	47856	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAND SEAL	\$83.23	
80,499	47856	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAND SEAL	\$0.00	\$836.72
80,500	47856	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SAND SEAL	\$735.11	
80,500	47856	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAND SEAL	\$81.20	
80,500	47856	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAND SEAL	\$0.00	\$816.31
80,501	47856	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SAND SEAL	\$1,277.70	
80,501	47856	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAND SEAL	\$141.13	
80,501	47856	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAND SEAL	\$0.00	\$1,418.83
PARKSMART INC.						
80,541	47857	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	AUG TRAFFIC ENFORCEMENT	\$471.66	
80,541	47857	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG TRAFFIC ENFORCEMENT	\$52.10	
80,541	47857	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG TRAFFIC ENFORCEMENT	\$0.00	\$523.76
PERMANENT PAVING						
80,648	47858	10-0000-3122-80100	FIREHALL PARKING LOTS-PRIME CONTRACT	TOPCOAT ASPHALT PC#1	\$22,988.20	
80,648	47858	10-0000-3265-80100	PRIME CONTRACT	TOPCOAT ASPHALT PC#1	\$81,041.00	
80,648	47858	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	TOPCOAT ASPHALT PC#1	\$44,251.00	
80,648	47858	10-0000-3278-80100	PRIME CONTRACT-SAMNAH CRES-	TOPCOAT ASPHALT PC#1	\$187,246.35	
80,648	47858	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TOPCOAT ASPHALT PC#1	\$0.00	\$33,552.66
80,648	47858	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOPCOAT ASPHALT PC#1	\$33,354.16	
80,648	47858	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOPCOAT ASPHALT PC#1	\$0.00	\$335,328.05

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
P M HYDRAULICS ***						
80,505	47859	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	FOG NOZZLE	\$91.56	
80,505	47859	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOG NOZZLE	\$10.12	
80,505	47859	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOG NOZZLE	\$0.00	\$101.68
POLAR PIN						
80,624	47860	01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE BADGER	\$96.16	
80,624	47860	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE BADGER	\$10.63	
80,624	47860	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE BADGER	\$0.00	\$106.79
PRACTICA LTD						
80,645	47861	01-5000-6050-40210	JANITORIAL SUPPLIES	PICKUP BAGS	\$218.88	
80,645	47861	01-0000-0200-00325	HST RECEIVABLE100%	PICKUP BAGS	\$28.45	
80,645	47861	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICKUP BAGS	\$0.00	\$247.33
PROGRESSIVE WASTE SOLUTIONS						
80,578	47862	01-3000-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$171.47	
80,578	47862	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE SERVICES	\$18.94	
80,578	47862	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICES	\$0.00	\$190.41
80,579	47862	01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$226.80	
80,579	47862	01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
80,579	47862	01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
80,579	47862	01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.16	
80,579	47862	01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
80,579	47862	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$29.48	
80,579	47862	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
80,579	47862	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
80,579	47862	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
80,579	47862	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
80,579	47862	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICES	\$0.00	\$1,423.22
PUROLATOR COURIER LTD						
80,604	47863	01-1000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$47.95	
80,604	47863	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$5.30	
80,604	47863	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$53.25
REGIS AUTO PARTS						
80,587	47864	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT VEHICLE REPAIR	\$33.50	
80,587	47864	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE REPAIR	\$3.70	
80,587	47864	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE REPAIR	\$0.00	\$37.20
80,588	47864	01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR PARTS	\$72.98	
80,588	47864	01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR PARTS	\$9.49	
80,588	47864	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR PARTS	\$0.00	\$82.47
80,589	47864	01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR PARTS	\$3.61	
80,589	47864	01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR PARTS	\$0.47	
80,589	47864	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR PARTS	\$0.00	\$4.08
RELIANCE HOME COMFORT						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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	80,592	47865 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER HEATER RENT	\$384.93	
	80,592	47865 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER HEATER RENT	\$50.05	
	80,592	47865 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER HEATER RENT	\$0.00	\$434.98
EMPLOYEE REIMBURSEMENT						
	80,574	47866 01-0900-4000-40240	COURIER CHARGES	REIMBURSE-HR	\$12.16	
	80,574	47866 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-HR	\$1.34	
	80,574	47866 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-HR	\$0.00	\$13.50
RICK'S CARPET LTD						
	80,580	47867 10-0000-3102-80000	MATERIALS	FIRE DEPT FLOORING	\$55,710.48	
	80,580	47867 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FLOORING	\$6,153.52	
	80,580	47867 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FLOORING	\$0.00	\$61,864.00
ROADMASTER						
	80,508	47868 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	CRACK SEALING	\$9,728.26	
	80,508	47868 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CRACK SEALING	\$1,074.54	
	80,508	47868 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CRACK SEALING	\$0.00	\$10,802.80
ROCK SOLID DESIGNS						
	80,447	47869 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	ARENA SNOW STORAGE PC#2	\$1,303.93	
	80,447	47869 01-0000-0200-00325	HST RECEIVABLE100%	ARENA SNOW STORAGE PC#2	\$169.51	
	80,447	47869 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA SNOW STORAGE PC#2	\$0.00	\$1,473.44
	80,610	47869 10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	FIRE SAFETY VILLAGE STONES	\$86.50	
	80,610	47869 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE STONES	\$9.55	
	80,610	47869 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE STONES	\$0.00	\$96.05
SAFEDSIGN APPAREL LTD						
	80,615	47870 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	TURNOUT GEAR	\$6,356.10	
	80,615	47870 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TURNOUT GEAR	\$702.06	
	80,615	47870 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TURNOUT GEAR	\$0.00	\$7,058.16
EMPLOYEE REIMBURSEMENT						
	80,550	47871 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$55.44	
	80,550	47871 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$6.12	
	80,550	47871 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$61.56
SHOPPERS DRUG MART						
	80,643	47872 01-5200-6170-40420	PROGRAM SUPPLIES	FUSION TECH PROG BATTERIES	\$24.99	
	80,643	47872 01-0000-0200-00325	HST RECEIVABLE100%	FUSION TECH PROG BATTERIES	\$3.25	
	80,643	47872 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION TECH PROG BATTERIES	\$0.00	\$28.24
R & B SHULMAN INC.						
	80,449	47873 10-0000-3657-80000	MATERIALS-GATEWAY X5 LOCATIONS	50% DEPOSIT-HWY 401 SIGN	\$9,540.52	
	80,449	47873 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	50% DEPOSIT-HWY 401 SIGN	\$1,053.80	
	80,449	47873 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	50% DEPOSIT-HWY 401 SIGN	\$0.00	\$10,594.32
	80,618	47873 01-3000-4000-41205	FIRE PREVENTION	FIRE PREVENTION SIGN	\$326.45	
	80,618	47873 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE PREVENTION SIGN	\$36.05	
	80,618	47873 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE PREVENTION SIGN	\$0.00	\$362.50
EMPLOYEE REIMBURSEMENT						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,644	47874	01-5200-6090-40620	MILEAGE	MILEAGE-FUSION	\$15.29	
80,644	47874	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$1.99	
80,644	47874	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$17.28
SOAK IT UP INC						
80,543	47875	01-2000-4015-41540	RENTAL	CARRS WLKWY MAT RENTAL	\$11.00	
80,543	47875	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY MAT RENTAL	\$1.43	
80,543	47875	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY MAT RENTAL	\$0.00	\$12.43
80,544	47875	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
80,544	47875	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
80,544	47875	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
SOLID CADGROUP INC.						
80,474	47876	01-0000-0400-00280	PREPAID EXPENSES	AUTOCAD DESIGN SUITE 3YR MAINT	\$19,827.95	
80,474	47876	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUTOCAD DESIGN SUITE 3YR MAINT	\$2,190.10	
80,474	47876	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUTOCAD DESIGN SUITE 3YR MAINT	\$0.00	\$22,018.05
SPECTRUM COMMUNICATIONS LTD.						
80,577	47877	01-5200-6090-41530	EQUIP REPAIRS & MAINT	ANTENNA REPAIRS	\$86.48	
80,577	47877	01-0000-0200-00325	HST RECEIVABLE100%	ANTENNA REPAIRS	\$11.24	
80,577	47877	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTENNA REPAIRS	\$0.00	\$97.72
80,627	47877	01-3000-4000-41520	COMMUNICATION	FIRE DEPT RADIO REPAIR	\$120.21	
80,627	47877	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT RADIO REPAIR	\$13.28	
80,627	47877	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT RADIO REPAIR	\$0.00	\$133.49
STONETOWN SUPPLY SERVICES(ING)						
80,511	47878	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$109.67	
80,511	47878	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$12.11	
80,511	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$121.78
80,512	47878	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$48.61	
80,512	47878	01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$34.21	
80,512	47878	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$6.32	
80,512	47878	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$4.45	
80,512	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$93.59
80,513	47878	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$189.84	
80,513	47878	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$20.97	
80,513	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$210.81
80,514	47878	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$75.73	
80,514	47878	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$8.36	
80,514	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$84.09
80,515	47878	01-4500-4100-40210	JANITORIAL SUPPLIES	PW JANITORIAL SUPPLIES	\$53.78	
80,515	47878	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW JANITORIAL SUPPLIES	\$5.94	
80,515	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW JANITORIAL SUPPLIES	\$0.00	\$59.72
80,516	47878	01-4500-4100-40210	JANITORIAL SUPPLIES	PW GARBAGE BAGS	\$73.72	
80,516	47878	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW GARBAGE BAGS	\$8.15	
80,516	47878	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW GARBAGE BAGS	\$0.00	\$81.87

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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STS ROOFING INC.						
80,496	47879	01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY NEW ROOF	\$2,700.00	
80,496	47879	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY NEW ROOF	\$351.00	
80,496	47879	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY NEW ROOF	\$0.00	\$3,051.00
SUN MEDIA, A DIVISION OF POSTM						
80,619	47880	01-3000-4000-41000	ADVERTISING	VOLUNTEER FIREFIGHTER AD	\$119.52	
80,619	47880	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VOLUNTEER FIREFIGHTER AD	\$13.20	
80,619	47880	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLUNTEER FIREFIGHTER AD	\$0.00	\$132.72
80,620	47880	01-3000-4000-41000	ADVERTISING	VOLUNTEER FIREFIGHTER AD	\$119.52	
80,620	47880	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VOLUNTEER FIREFIGHTER AD	\$13.20	
80,620	47880	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VOLUNTEER FIREFIGHTER AD	\$0.00	\$132.72
TABOR BROS & SONS LTD ***						
80,647	47881	01-0000-2000-00780	PW TREE TRIMMING/REMOVAL-DEPOSIT	RETURN TENDER DEPOSIT	\$5,000.00	
80,647	47881	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETURN TENDER DEPOSIT	\$0.00	\$5,000.00
TAPLAY FIRE PROTECTION						
80,542	47882	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP FIRE ALARM INSPECTION	\$625.00	
80,542	47882	01-0000-0200-00325	HST RECEIVABLE100%	OPP FIRE ALARM INSPECTION	\$81.25	
80,542	47882	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP FIRE ALARM INSPECTION	\$0.00	\$706.25
THAMESFORD PIZZA						
80,640	47883	01-5200-6090-40420	PROGRAM SUPPLIES	LEONS MOVIE NITE 9/09	\$47.62	
80,640	47883	01-0000-0200-00325	HST RECEIVABLE100%	LEONS MOVIE NITE 9/09	\$2.38	
80,640	47883	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEONS MOVIE NITE 9/09	\$0.00	\$50.00
THAMES RIVER MELON FARMS						
80,634	47884	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$346.20	
80,634	47884	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$346.20
80,635	47884	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$36.00	
80,635	47884	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$36.00
THE COFFEE MAN SALES & SERVICE						
80,597	47885	01-5000-6020-40430	CANTEEN SUPPLIES	ARENA COFFEE SUPPLIES	\$152.00	
80,597	47885	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COFFEE SUPPLIES	\$0.00	\$152.00
TILLSONBURG FIRE & SAFETY EQUI						
80,621	47886	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE EXTINGUISHER INSPECTION	\$79.52	
80,621	47886	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE EXTINGUISHER INSPECTION	\$8.78	
80,621	47886	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE EXTINGUISHER INSPECTION	\$0.00	\$88.30
80,622	47886	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	RECHARGE FIRE EXTINGUISHER	\$56.37	
80,622	47886	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RECHARGE FIRE EXTINGUISHER	\$6.23	
80,622	47886	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RECHARGE FIRE EXTINGUISHER	\$0.00	\$62.60
TREMBLETT'S YOUR INDEPENDENT G						
80,556	47887	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$23.20	
80,556	47887	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$18.80	
80,556	47887	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.03	
80,556	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$42.03

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

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<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,557	47887	01-5200-6090-40500	SPECIAL EVENTS	BRAZIL CAMP SUPPLIES	\$95.29	
80,557	47887	01-0000-0200-00325	HST RECEIVABLE100%	BRAZIL CAMP SUPPLIES	\$0.96	
80,557	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRAZIL CAMP SUPPLIES	\$0.00	\$96.25
80,558	47887	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION PROG SUPPLIES	\$43.38	
80,558	47887	01-0000-0200-00325	HST RECEIVABLE100%	NUTRITION PROG SUPPLIES	\$0.01	
80,558	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION PROG SUPPLIES	\$0.00	\$43.39
80,559	47887	01-5100-6090-40420	PROGRAM SUPPLIES	AUG 2-5 SUMMER CAMP SUPPLIES	\$190.03	
80,559	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG 2-5 SUMMER CAMP SUPPLIES	\$0.00	\$190.03
80,560	47887	01-5200-6090-40500	SPECIAL EVENTS	FUNDRAISING FOR BINGEMAN'S	\$7.16	
80,560	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUNDRAISING FOR BINGEMAN'S	\$0.00	\$7.16
80,561	47887	01-5100-6090-40420	PROGRAM SUPPLIES	SENIOR CAMP	\$19.83	
80,561	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CAMP	\$0.00	\$19.83
80,562	47887	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$4.95	
80,562	47887	01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$16.45	
80,562	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$21.40
80,563	47887	01-5200-6090-40460	NUTRITION PURCHASES	NUTRITION PROG SUPPLIES	\$4.38	
80,563	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTRITION PROG SUPPLIES	\$0.00	\$4.38
80,564	47887	01-5100-6090-40420	PROGRAM SUPPLIES	DAYCAMP SUPPLIES	\$5.14	
80,564	47887	01-0000-0200-00325	HST RECEIVABLE100%	DAYCAMP SUPPLIES	\$0.34	
80,564	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAYCAMP SUPPLIES	\$0.00	\$5.48
80,565	47887	01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$11.56	
80,565	47887	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.12	
80,565	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$11.68
80,566	47887	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CHIPS	\$5.48	
80,566	47887	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY CHIPS	\$0.71	
80,566	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CHIPS	\$0.00	\$6.19
80,567	47887	01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$93.63	
80,567	47887	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$0.03	
80,567	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$93.66
80,568	47887	01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$17.95	
80,568	47887	01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$2.05	
80,568	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$20.00
80,570	47887	01-0100-4000-41020	PROMOTION & MEALS	EARLY COUNCIL MTG DINNER	\$102.96	
80,570	47887	01-0000-0200-00325	HST RECEIVABLE100%	EARLY COUNCIL MTG DINNER	\$10.49	
80,570	47887	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EARLY COUNCIL MTG DINNER	\$0.00	\$113.45
EMPLOYEE REIMBURSEMENT						
80,548	47888	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$90.93	
80,548	47888	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$10.05	
80,548	47888	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$100.98
EMPLOYEE REIMBURSEMENT						
80,472	47890	01-4500-4000-40290	UNIFORMS & CLOTHING	PW CLOTHING ALLOWANCE	\$495.30	
80,472	47890	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW CLOTHING ALLOWANCE	\$54.70	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,472	47890	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW CLOTHING ALLOWANCE	\$0.00	\$550.00
WALMSLEY BROS LTD						
80,537	47891	01-0000-0250-61262	GC16-1114-PEMBERTON-TRACKS	ASPHALT	\$803.90	
80,537	47891	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	ASPHALT	\$401.95	
80,537	47891	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$24,067.51	
80,537	47891	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$88.80	
80,537	47891	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$44.40	
80,537	47891	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$2,658.38	
80,537	47891	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$28,064.94
EMPLOYEE REIMBURSEMENT						
80,465	47892	01-5000-4000-40620	MILEAGE	MILEAGE-PARKS	\$9.56	
80,465	47892	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-PARKS	\$1.24	
80,465	47892	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-PARKS	\$0.00	\$10.80
WASTE MANAGEMENT						
80,535	47893	01-4500-4100-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$445.07	
80,535	47893	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG GARBAGE SERVICES	\$49.16	
80,535	47893	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG GARBAGE SERVICES	\$0.00	\$494.23
WHOLE TIRE SERVICE LTD.						
80,506	47894	01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	TRUCK#6 TIRES	\$674.67	
80,506	47894	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 TIRES	\$74.52	
80,506	47894	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 TIRES	\$0.00	\$749.19
80,507	47894	01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	TRUCK#6 TIRE	\$674.67	
80,507	47894	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#6 TIRE	\$74.52	
80,507	47894	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#6 TIRE	\$0.00	\$749.19
TOWN RESIDENT						
80,629	47896	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-113	\$1,000.00	
80,629	47896	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-113	\$0.00	\$1,000.00
80,649	47896	01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	CNBLD PERMIT REFUND 2016-107	\$3,000.00	
80,649	47896	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CNBLD PERMIT REFUND 2016-107	\$0.00	\$3,000.00
ADVANTAGE FITNESS SALES INC.						
80,719	47897	01-5100-6070-41500	CONTRACTED SERVICES	VPCC CROSS TRAINER REPAIR	\$183.62	
80,719	47897	01-0000-0200-00325	HST RECEIVABLE100%	VPCC CROSS TRAINER REPAIR	\$23.87	
80,719	47897	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CROSS TRAINER REPAIR	\$0.00	\$207.49
AFFORDABLE PORTABLES						
80,712	47898	01-5000-6030-41540	RENTAL	AUG TOILET RENTAL	\$140.00	
80,712	47898	01-0000-0200-00325	HST RECEIVABLE100%	AUG TOILET RENTAL	\$18.20	
80,712	47898	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG TOILET RENTAL	\$0.00	\$158.20
TOWN RESIDENT						
80,695	47899	01-0000-0090-99910	TAXES - CLEARING	REFUND DOUBLE TAX PMT	\$806.50	
80,695	47899	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DOUBLE TAX PMT	\$0.00	\$806.50
TOWN RESIDENT						
80,666	47900	01-0000-0090-99910	TAXES - CLEARING	REFUND DOUBLE TAX PMT	\$744.22	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,666	47900	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND DOUBLE TAX PMT	\$0.00	\$744.22
ARMTEC LIMITED						
80,750	47901	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CATCH BASIN PIPE	\$1,560.47	
80,750	47901	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATCH BASIN PIPE	\$172.36	
80,750	47901	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATCH BASIN PIPE	\$0.00	\$1,732.83
BACKYARD BY DESIGN						
80,697	47902	01-5000-6050-41720	HORTICULTURAL SUPPLIES	FERTILIZER	\$15.72	
80,697	47902	01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	
80,697	47902	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
80,698	47902	01-5000-6050-41720	HORTICULTURAL SUPPLIES	FERTILIZER	\$15.72	
80,698	47902	01-0000-0200-00325	HST RECEIVABLE100%	FERTILIZER	\$2.04	
80,698	47902	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FERTILIZER	\$0.00	\$17.76
BELL CANADA ***						
80,664	47903	01-1000-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$689.11	
80,664	47903	01-2000-4025-40220	TELEPHONE	SEP PHONE CHRGS	\$141.54	
80,664	47903	01-1001-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$74.25	
80,664	47903	01-1001-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$61.63	
80,664	47903	01-1002-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$204.44	
80,664	47903	01-3000-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$238.45	
80,664	47903	01-4500-4100-40220	TELEPHONE	SEP PHONE CHRGS	\$229.88	
80,664	47903	01-5000-6020-40220	TELEPHONE	SEP PHONE CHRGS	\$203.30	
80,664	47903	01-5000-6050-40220	TELEPHONE	SEP PHONE CHRGS	\$76.43	
80,664	47903	01-5100-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$677.49	
80,664	47903	01-5100-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$206.51	
80,664	47903	01-5200-6090-40220	TELEPHONE	SEP PHONE CHRGS	\$475.49	
80,664	47903	01-6200-4000-40220	TELEPHONE	SEP PHONE CHRGS	\$66.62	
80,664	47903	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP PHONE CHRGS	\$175.89	
80,664	47903	01-0000-0200-00325	HST RECEIVABLE100%	SEP PHONE CHRGS	\$214.59	
80,664	47903	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP PHONE CHRGS	\$0.00	\$3,735.62
B N H TRUCK & TRAILER SERVICE						
80,760	47904	01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	TRUCK#5 REPAIR	\$84.97	
80,760	47904	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#5 REPAIR	\$9.39	
80,760	47904	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#5 REPAIR	\$0.00	\$94.36
COUNCILLOR REIMBURSEMENT						
80,653	47905	01-6200-4000-41590	EQUIPMENT FUEL	HALLS CREEK FEST. TRACTOR GAS	\$35.40	
80,653	47905	01-0000-0200-00325	HST RECEIVABLE100%	HALLS CREEK FEST. TRACTOR GAS	\$4.60	
80,653	47905	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HALLS CREEK FEST. TRACTOR GAS	\$0.00	\$40.00
BUTTERWORTH'S SERVICE CENTRE						
80,752	47906	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	OIL SPRAY	\$136.21	
80,752	47906	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL SPRAY	\$15.05	
80,752	47906	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL SPRAY	\$0.00	\$151.26
80,753	47906	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	OIL SPRAY	\$136.21	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,753	47906	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL SPRAY	\$15.05	
80,753	47906	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL SPRAY	\$0.00	\$151.26
BYRNES COMMUNICATIONS						
80,801	47907	01-6200-6810-41000	ADVERTISING	HARVEST FESTIVAL AD	\$360.00	
80,801	47907	01-0000-0200-00325	HST RECEIVABLE100%	HARVEST FESTIVAL AD	\$46.80	
80,801	47907	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARVEST FESTIVAL AD	\$0.00	\$406.80
CANADIAN RED CROSS-MISSISSAUGA						
80,581	47908	01-5100-6090-40420	PROGRAM SUPPLIES	BABYSITTING KITS	\$234.67	
80,581	47908	01-0000-0200-00325	HST RECEIVABLE100%	BABYSITTING KITS	\$12.63	
80,581	47908	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BABYSITTING KITS	\$0.00	\$247.30
CANSEL - TORONTO*****						
80,729	47909	01-4000-4000-40205	SURVEY SUPPLIES	GPS BATTERIES	\$378.55	
80,729	47909	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS BATTERIES	\$41.81	
80,729	47909	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS BATTERIES	\$0.00	\$420.36
CHECKERS CLEANING SUPPLY						
80,772	47910	01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC DISINFECTANT WIPES	\$650.94	
80,772	47910	01-0000-0200-00325	HST RECEIVABLE100%	VPCC DISINFECTANT WIPES	\$84.62	
80,772	47910	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC DISINFECTANT WIPES	\$0.00	\$735.56
CON. SCOLAIRE VIAMONDE						
80,805	47911	01-1400-9962-75010	PUBLIC SCHOOL BD FR - RES & COMM	TAX INSTALLMENT #3	\$6,297.09	
80,805	47911	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #3	\$0.00	\$6,297.09
CONSEIL SCOLAIRE CATHOLIQUE PR						
80,804	47912	01-1400-9963-75010	SEPARATE SCHOOL BD FR - RES & COMM	TAX INSTALLMENT #3	\$14,029.19	
80,804	47912	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #3	\$0.00	\$14,029.19
CULLIGAN						
80,652	47913	01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$36.38	
80,652	47913	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
80,652	47913	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$36.67
DAN DEVION						
80,768	47914	01-0000-0400-00280	PREPAID EXPENSES	CND 150TH CELEBRATION MUSICIAN	\$1,000.00	
80,768	47914	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CND 150TH CELEBRATION MUSICIAN	\$0.00	\$1,000.00
TOWN RESIDENT						
80,735	47915	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-59	\$1,000.00	
80,735	47915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-59	\$0.00	\$1,000.00
DIOCESE OF HURON ARCHIVES						
80,810	47916	01-6200-4000-41010	GRAPHICS AND PRINTING	COPY OF ARCHIVAL PHOTO	\$5.00	
80,810	47916	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COPY OF ARCHIVAL PHOTO	\$0.00	\$5.00
DIRECTOR OF FAMILY RESPONSIBIL						
80,686	47917	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT	\$2,061.00	
80,686	47917	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT	\$0.00	\$2,061.00
80,687	47917	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT	\$192.00	
80,687	47917	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT	\$0.00	\$192.00

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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DRENNAN REFRIGERATION INC.						
80,669	47918	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	DEHUMIDIFIER REPAIR	\$336.00	
80,669	47918	01-0000-0200-00325	HST RECEIVABLE100%	DEHUMIDIFIER REPAIR	\$43.68	
80,669	47918	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEHUMIDIFIER REPAIR	\$0.00	\$379.68
80,670	47918	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	COMPRESSOR #2 REPAIR	\$249.00	
80,670	47918	01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR #2 REPAIR	\$32.37	
80,670	47918	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR #2 REPAIR	\$0.00	\$281.37
DURELL CONTROL SYSTEMS INC.						
80,723	47919	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL AC CONTROLLER REPAIR	\$6,655.11	
80,723	47919	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL AC CONTROLLER REPAIR	\$735.09	
80,723	47919	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL AC CONTROLLER REPAIR	\$0.00	\$7,390.20
EASY WAY CLEANING PRODUCTS LIM						
80,728	47920	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$201.37	
80,728	47920	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$22.25	
80,728	47920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$223.62
EDPRO ENERGY GROUP INC ***						
80,767	47921	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$87.93	
80,767	47921	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$11.43	
80,767	47921	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$99.36
ERTH HOLDINGS INC.						
80,742	47922	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	AUG ST LIT MAINT	\$402.46	
80,742	47922	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG ST LIT MAINT	\$44.46	
80,742	47922	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG ST LIT MAINT	\$0.00	\$446.92
FABRIZONE CLEANING PROFESSIONA						
80,721	47923	01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION OFFICE CARPET CLEANING	\$322.00	
80,721	47923	01-0000-0200-00325	HST RECEIVABLE100%	FUSION OFFICE CARPET CLEANING	\$41.86	
80,721	47923	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION OFFICE CARPET CLEANING	\$0.00	\$363.86
FASTENAL CANADA ***						
80,714	47924	01-5000-6050-41700	BLDG REPAIRS AND MAINT	NUTS & BOLTS	\$175.43	
80,714	47924	01-0000-0200-00325	HST RECEIVABLE100%	NUTS & BOLTS	\$22.81	
80,714	47924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS & BOLTS	\$0.00	\$198.24
80,762	47924	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	STOCK	\$290.82	
80,762	47924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK	\$32.12	
80,762	47924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STOCK	\$0.00	\$322.94
FILION WAKELY THORUP ANGELETTI						
80,654	47925	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$1,811.33	
80,654	47925	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$200.07	
80,654	47925	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$2,011.40
FORM & BUILD SUPPLY ***						
80,746	47926	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SPRAYER	\$333.57	
80,746	47926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRAYER	\$36.84	
80,746	47926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAYER	\$0.00	\$370.41

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
GRA - HAM ENERGY						
80,660	47927	01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$125.00	
80,660	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$13.81	
80,660	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$138.81
80,696	47927	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$120.29	
80,696	47927	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$15.64	
80,696	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$135.93
80,715	47927	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$347.90	
80,715	47927	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$45.23	
80,715	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$393.13
80,716	47927	01-5000-6050-41470	VEHICLE FUEL	DIESEL	\$952.35	
80,716	47927	01-0000-0200-00325	HST RECEIVABLE100%	DIESEL	\$123.81	
80,716	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DIESEL	\$0.00	\$1,076.16
80,747	47927	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	COLORIED DIESEL	\$630.35	
80,747	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORIED DIESEL	\$69.63	
80,747	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORIED DIESEL	\$0.00	\$699.98
80,748	47927	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	CLEAR DIESEL	\$711.77	
80,748	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$78.62	
80,748	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$790.39
80,749	47927	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$427.68	
80,749	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$47.24	
80,749	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$474.92
80,756	47927	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$464.57	
80,756	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$51.32	
80,756	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$515.89
80,757	47927	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$358.70	
80,757	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$39.63	
80,757	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$398.33
80,758	47927	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORIED DIESEL	\$568.05	
80,758	47927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORIED DIESEL	\$62.75	
80,758	47927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORIED DIESEL	\$0.00	\$630.80
GUNN'S HILL ARTISAN CHEESE LTD						
80,803	47928	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$285.74	
80,803	47928	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$285.74
HERITAGE ALUMINUM						
80,797	47929	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM DOOR REPAIR	\$184.96	
80,797	47929	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DOOR REPAIR	\$24.04	
80,797	47929	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DOOR REPAIR	\$0.00	\$209.00
HOT,COLD & FREEZING						
80,655	47930	01-2000-4025-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$152.64	
80,655	47930	01-4500-4100-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$152.64	
80,655	47930	01-2000-4015-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$19.08	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,655	47930	01-5000-6050-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$125.00	
80,655	47930	01-5000-6020-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$125.00	
80,655	47930	01-5100-4100-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$227.50	
80,655	47930	01-5200-4100-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$125.00	
80,655	47930	01-3000-4000-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$76.32	
80,655	47930	01-3200-4100-41550	MAINTENANCE CONTRACTS	QTR 3 MAINT	\$100.00	
80,655	47930	01-6200-4000-41550	EXPANDED MAINTENANCE CONTRACT	QTR 3 MAINT	\$18.75	
80,655	47930	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QTR 3 MAINT	\$16.86	
80,655	47930	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QTR 3 MAINT	\$16.86	
80,655	47930	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QTR 3 MAINT	\$2.11	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$16.25	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$16.25	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$29.58	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$16.25	
80,655	47930	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QTR 3 MAINT	\$8.43	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$13.00	
80,655	47930	01-0000-0200-00325	HST RECEIVABLE100%	QTR 3 MAINT	\$2.43	
80,655	47930	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QTR 3 MAINT	\$0.00	\$1,259.95
INGERSOLL HOME CENTRE LTD						
80,781	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ROPE	\$11.49	
80,781	47931	01-0000-0200-00325	HST RECEIVABLE100%	ROPE	\$1.49	
80,781	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE	\$0.00	\$12.98
80,782	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT	\$5.87	
80,782	47931	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$0.76	
80,782	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$6.63
80,783	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOILET LEVER	\$5.29	
80,783	47931	01-0000-0200-00325	HST RECEIVABLE100%	TOILET LEVER	\$0.69	
80,783	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET LEVER	\$0.00	\$5.98
80,784	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOILET PARTS	\$3.99	
80,784	47931	01-0000-0200-00325	HST RECEIVABLE100%	TOILET PARTS	\$0.52	
80,784	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET PARTS	\$0.00	\$4.51
80,785	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CEMENT	\$55.20	
80,785	47931	01-0000-0200-00325	HST RECEIVABLE100%	CEMENT	\$7.18	
80,785	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEMENT	\$0.00	\$62.38
80,787	47931	01-5000-6050-41700	BLDG REPAIRS AND MAINT	HOSE NOZZLE	\$15.99	
80,787	47931	01-0000-0200-00325	HST RECEIVABLE100%	HOSE NOZZLE	\$2.08	
80,787	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE NOZZLE	\$0.00	\$18.07
80,788	47931	10-0000-3228-80000	MATERIALS-TUNIS ST RECON	NAILS	\$29.32	
80,788	47931	10-0000-3271-80000	MATERIALS	NAILS	\$29.34	
80,788	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NAILS	\$3.24	
80,788	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NAILS	\$3.23	
80,788	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NAILS	\$0.00	\$65.13

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,789	47931	01-5200-4100-41700	BLDG REPAIRS AND MAINT	NEW FAUCET	\$43.98	
80,789	47931	01-0000-0200-00325	HST RECEIVABLE100%	NEW FAUCET	\$5.72	
80,789	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW FAUCET	\$0.00	\$49.70
80,790	47931	01-6200-4100-40210	JANITORIAL SUPPLIES	MUSEUM JANITORIAL SUPPLIES	\$37.99	
80,790	47931	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM JANITORIAL SUPPLIES	\$4.94	
80,790	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM JANITORIAL SUPPLIES	\$0.00	\$42.93
80,791	47931	01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	BATTERIES	\$13.22	
80,791	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	\$1.46	
80,791	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$14.68
80,792	47931	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	COMPOST,WOOD	\$263.93	
80,792	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMPOST,WOOD	\$29.15	
80,792	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPOST,WOOD	\$0.00	\$293.08
80,793	47931	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	PIPE + BIG O TUBING	\$32.24	
80,793	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PIPE + BIG O TUBING	\$3.56	
80,793	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PIPE + BIG O TUBING	\$0.00	\$35.80
80,794	47931	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	CONCRETE REINFORCING ROD	\$122.85	
80,794	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE REINFORCING ROD	\$13.57	
80,794	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE REINFORCING ROD	\$0.00	\$136.42
80,795	47931	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	CONCRETE MIX	\$144.70	
80,795	47931	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE MIX	\$15.99	
80,795	47931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE MIX	\$0.00	\$160.69
INGERSOLL RENT-ALL ***						
80,751	47932	01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	WEED EATER HEAD	\$37.60	
80,751	47932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEED EATER HEAD	\$4.15	
80,751	47932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEED EATER HEAD	\$0.00	\$41.75
80,773	47932	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	TRIP EDGE GRINDER	\$686.53	
80,773	47932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRIP EDGE GRINDER	\$75.84	
80,773	47932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIP EDGE GRINDER	\$0.00	\$762.37
80,774	47932	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COMPACTION ROLLER	\$111.94	
80,774	47932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMPACTION ROLLER	\$12.36	
80,774	47932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPACTION ROLLER	\$0.00	\$124.30
80,775	47932	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	BREAKER HANDLE	\$73.96	
80,775	47932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BREAKER HANDLE	\$8.17	
80,775	47932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BREAKER HANDLE	\$0.00	\$82.13
INSIGHT CANADA						
80,665	47933	01-1002-4000-40270	NEW EQUIPMENT	BACKUP TAPES	\$2,279.31	
80,665	47933	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BACKUP TAPES	\$251.77	
80,665	47933	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACKUP TAPES	\$0.00	\$2,531.08
A. M. JENSEN LIMITED						
80,798	47934	01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$183.99	
80,798	47934	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$183.99
EMPLOYEE REIMBURSEMENT						

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,656	47935	01-3000-4000-40630	STAFF TRAINING	REIMBURSE-FIRE DEPT	\$101.59	
80,656	47935	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-FIRE DEPT	\$0.00	\$101.59
K&H DISTRIBUTING						
80,668	47936	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE FIREWORK DEPOSIT	\$2,200.00	
80,668	47936	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE FIREWORK DEPOSIT	\$286.00	
80,668	47936	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE FIREWORK DEPOSIT	\$0.00	\$2,486.00
KIWANIS OF INGERSOLL						
80,650	47937	01-0100-4000-41020	PROMOTION & MEALS	CHIP-IN-FORE KIDS GOLF TOURN.	\$432.26	
80,650	47937	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHIP-IN-FORE KIDS GOLF TOURN.	\$47.74	
80,650	47937	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHIP-IN-FORE KIDS GOLF TOURN.	\$0.00	\$480.00
LAW ENGINEERING (LONDON) INC						
80,736	47938	01-0000-0250-61143	GC16-995-ETNA-SANITARY	GEOTECH WORK-CONCESSION ST	\$19.08	
80,736	47938	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECH WORK-CONCESSION ST	\$19.08	
80,736	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-CONCESSION ST	\$2.11	
80,736	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-CONCESSION ST	\$2.11	
80,736	47938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK-CONCESSION ST	\$0.00	\$42.38
80,737	47938	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECH WORK-MARTHA ST	\$436.04	
80,737	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-MARTHA ST	\$48.17	
80,737	47938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK-MARTHA ST	\$0.00	\$484.21
80,738	47938	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECH WORK-CENTRE ST	\$479.29	
80,738	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-CENTRE ST	\$52.94	
80,738	47938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK-CENTRE ST	\$0.00	\$532.23
80,739	47938	10-0000-3255-80000	MATERIALS -ETNA/CENTRE/TUNIS RECONSTRUCTION	GEOTECH WORK-ETNA ST	\$364.81	
80,739	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-ETNA ST	\$40.30	
80,739	47938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK-ETNA ST	\$0.00	\$405.11
80,740	47938	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	GEOTECH WORK-TUNIS ST	\$2,816.21	
80,740	47938	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	GEOTECH WORK-TUNIS ST	\$285.44	
80,740	47938	10-0000-3228-80000	MATERIALS-TUNIS ST RECON	GEOTECH WORK-TUNIS ST	\$566.80	
80,740	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-TUNIS ST	\$311.06	
80,740	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-TUNIS ST	\$31.53	
80,740	47938	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH WORK-TUNIS ST	\$62.61	
80,740	47938	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH WORK-TUNIS ST	\$0.00	\$4,073.65
EMPLOYEE REIMBURSEMENT						
80,744	47939	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$237.30	
80,744	47939	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$26.22	
80,744	47939	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$263.52
LONDON CIVIC EMPLOY,LOCAL 107						
80,690	47940	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	SEPTEMBER UNION DUES	\$1,424.43	
80,690	47940	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEPTEMBER UNION DUES	\$0.00	\$1,424.43
LONDON DIST. CATH. SCHOOL BD.						
80,806	47941	01-1400-9961-75010	SEP SCHOOL BD - ENG. - RES & COMM	TAX INSTALLMENT #3	\$200,303.85	
80,806	47941	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #3	\$0.00	\$200,303.85

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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LONDON FIRE EQUIPMENT LTD ***						
80,769	47942	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA ANNUAL FIRE INSPECTION	\$203.80	
80,769	47942	01-0000-0200-00325	HST RECEIVABLE100%	ARENA ANNUAL FIRE INSPECTION	\$26.49	
80,769	47942	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ANNUAL FIRE INSPECTION	\$0.00	\$230.29
TIM LOVETT INSTALLATIONS INC.						
80,770	47943	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA EXTERIOR LIGHTS	\$1,005.82	
80,770	47943	01-0000-0200-00325	HST RECEIVABLE100%	ARENA EXTERIOR LIGHTS	\$130.76	
80,770	47943	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA EXTERIOR LIGHTS	\$0.00	\$1,136.58
80,771	47943	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LIGHTS OVER POOL	\$1,006.12	
80,771	47943	01-0000-0200-00325	HST RECEIVABLE100%	VPCC LIGHTS OVER POOL	\$130.80	
80,771	47943	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LIGHTS OVER POOL	\$0.00	\$1,136.92
LPL PLUMBING						
80,713	47944	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WASHROOM REPAIRS	\$367.50	
80,713	47944	01-0000-0200-00325	HST RECEIVABLE100%	WASHROOM REPAIRS	\$47.78	
80,713	47944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHROOM REPAIRS	\$0.00	\$415.28
80,726	47944	01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL FOUNTAIN LEAKING	\$71.23	
80,726	47944	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL FOUNTAIN LEAKING	\$7.87	
80,726	47944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL FOUNTAIN LEAKING	\$0.00	\$79.10
80,727	47944	01-2000-4015-41700	BLDG REPAIRS & MAINTENANCE	CARRS WLKWY TOILET REPAIR	\$105.00	
80,727	47944	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY TOILET REPAIR	\$13.65	
80,727	47944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY TOILET REPAIR	\$0.00	\$118.65
80,778	47944	01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE LEAK REPAIR	\$260.10	
80,778	47944	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE LEAK REPAIR	\$33.81	
80,778	47944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE LEAK REPAIR	\$0.00	\$293.91
80,779	47944	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA WATER FOUNTAIN REPAIR	\$900.69	
80,779	47944	01-0000-0200-00325	HST RECEIVABLE100%	ARENA WATER FOUNTAIN REPAIR	\$117.09	
80,779	47944	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA WATER FOUNTAIN REPAIR	\$0.00	\$1,017.78
LWR AUTOMOTIVE						
80,759	47945	01-4500-4230-46381	938100 T1-14 DODGE RAM	WHEEL BEARING&HUB ASSEMBLY	\$259.25	
80,759	47945	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WHEEL BEARING&HUB ASSEMBLY	\$28.64	
80,759	47945	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHEEL BEARING&HUB ASSEMBLY	\$0.00	\$287.89
MCKIM HARDWARE						
80,673	47946	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	BATTERIES	\$29.39	
80,673	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	\$3.24	
80,673	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$32.63
80,674	47946	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	BATTERIES	\$19.01	
80,674	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	\$2.10	
80,674	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$21.11
80,675	47946	10-0000-3102-80000	MATERIALS	DRAIN COVER FOR FLOORING	\$19.88	
80,675	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRAIN COVER FOR FLOORING	\$2.20	
80,675	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAIN COVER FOR FLOORING	\$0.00	\$22.08
80,676	47946	01-6200-4100-41550	MAINTENANCE CONTRACTS	LIGHT BULBS	\$30.84	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,676	47946	01-0000-0200-00325	HST RECEIVABLE100%	LIGHT BULBS	\$4.01	
80,676	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHT BULBS	\$0.00	\$34.85
80,677	47946	01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	FILTER CLEANER	\$18.83	
80,677	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILTER CLEANER	\$2.08	
80,677	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTER CLEANER	\$0.00	\$20.91
80,678	47946	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG SUPPLIES	\$18.75	
80,678	47946	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG SUPPLIES	\$2.44	
80,678	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG SUPPLIES	\$0.00	\$21.19
80,679	47946	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	WASP SPRAY	\$15.55	
80,679	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WASP SPRAY	\$1.72	
80,679	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASP SPRAY	\$0.00	\$17.27
80,680	47946	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SPRAYER	\$23.34	
80,680	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRAYER	\$2.58	
80,680	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAYER	\$0.00	\$25.92
80,681	47946	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SMALL TOOLS	\$10.35	
80,681	47946	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SMALL TOOLS	\$1.14	
80,681	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SMALL TOOLS	\$0.00	\$11.49
80,682	47946	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	NUTS	\$3.81	
80,682	47946	01-0000-0200-00325	HST RECEIVABLE100%	NUTS	\$0.50	
80,682	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS	\$0.00	\$4.31
80,683	47946	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOILET FLAPPER	\$4.24	
80,683	47946	01-0000-0200-00325	HST RECEIVABLE100%	TOILET FLAPPER	\$0.55	
80,683	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET FLAPPER	\$0.00	\$4.79
80,684	47946	01-5100-4100-41540	RENTAL	ROOF LEAK REPAIR	\$14.44	
80,684	47946	01-0000-0200-00325	HST RECEIVABLE100%	ROOF LEAK REPAIR	\$1.88	
80,684	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROOF LEAK REPAIR	\$0.00	\$16.32
80,685	47946	01-5100-4100-41700	BLDG REPAIRS AND MAINT	PADLOCKS	\$19.54	
80,685	47946	01-0000-0200-00325	HST RECEIVABLE100%	PADLOCKS	\$2.54	
80,685	47946	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PADLOCKS	\$0.00	\$22.08
MILLCREEK PRINTING INC						
80,718	47947	01-5200-6090-41000	ADVERTISING	FUSION STAFF BUSINESS CARDS	\$67.24	
80,718	47947	01-0000-0200-00325	HST RECEIVABLE100%	FUSION STAFF BUSINESS CARDS	\$8.74	
80,718	47947	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION STAFF BUSINESS CARDS	\$0.00	\$75.98
MOBILE POWER SOLUTIONS						
80,658	47948	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	AERIAL REPAIRS	\$501.53	
80,658	47948	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AERIAL REPAIRS	\$55.40	
80,658	47948	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AERIAL REPAIRS	\$0.00	\$556.93
OLDE BAKERY CAFE						
80,743	47949	01-4000-4000-42900	MISCELLANEOUS EXPENSE	OPS MEETING LUNCH	\$77.24	
80,743	47949	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OPS MEETING LUNCH	\$8.53	
80,743	47949	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPS MEETING LUNCH	\$0.00	\$85.77
80,766	47949	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$32.00	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 262,171.37

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80,766	47949	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$32.00
O.M.E.R.S. ***						
80,689	47950	01-0000-2100-00704	OMERS (15000)	SEPTEMBER PREMIUM	\$56,418.78	
80,689	47950	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEPTEMBER PREMIUM	\$0.00	\$56,418.78
ONTARIO SOUTHLAND RAILWAY INC.						
80,761	47951	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	RAILWAY FLASHING LIT MAINT	\$2,970.90	
80,761	47951	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAILWAY FLASHING LIT MAINT	\$0.00	\$2,970.90
ORKIN CANADA CORP.						
80,802	47952	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM PEST CONTROL	\$139.00	
80,802	47952	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM PEST CONTROL	\$18.07	
80,802	47952	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$157.07
OXFORD COUNTY ***						
80,730	47953	01-1600-4000-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5301-2011	\$51,686.13	
80,730	47953	01-1600-4000-42500	INTEREST - DEBT REPAYMENT	DB PMT 5301-2011	\$10,732.40	
80,730	47953	01-0000-2550-00941	COUNTY LOAN - CAMI RFND 01-08	DB PMT 5301-2011	\$51,686.13	
80,730	47953	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5301-2011	\$0.00	\$51,686.13
80,730	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5301-2011	\$0.00	\$62,418.53
80,731	47953	01-0000-2550-00947	INGERSOLL SEWERS D-5718-2015A1	BYLAW 5738-2015A LAI	\$31,297.17	
80,731	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BYLAW 5738-2015A LAI	\$0.00	\$31,297.17
80,732	47953	01-0000-2550-00947	INGERSOLL SEWERS D-5718-2015A1	BYLAW 5738-2015B LAI	\$1,818.58	
80,732	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BYLAW 5738-2015B LAI	\$0.00	\$1,818.58
80,733	47953	01-0000-2550-00948	INGERSOLL SEWER 5718-2015A2	BYLAW 5738-2015C LAI	\$2,109.39	
80,733	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BYLAW 5738-2015C LAI	\$0.00	\$2,109.39
80,734	47953	01-0000-2550-00948	INGERSOLL SEWER 5718-2015A2	BYLAW 5738-2015D LAI	\$272.16	
80,734	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BYLAW 5738-2015D LAI	\$0.00	\$272.16
80,808	47953	01-1400-9950-75010	COUNTY OF OXFORD - GENERAL	TAX INSTALLMENT #3	\$1,543,691.88	
80,808	47953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #3	\$0.00	\$1,543,691.88
OXFORD HYDRAULICS CENTRE INC.						
80,659	47954	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT VEHICLE REPAIR	\$1,318.99	
80,659	47954	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE REPAIR	\$145.69	
80,659	47954	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE REPAIR	\$0.00	\$1,464.68
PERMANENT PAVING						
80,369	47955	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	MCKEAND ST PAVING	\$10,289.29	
80,369	47955	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MCKEAND ST PAVING	\$1,136.51	
80,369	47955	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MCKEAND ST PAVING	\$0.00	\$11,425.80
PUROLATOR COURIER LTD						
80,776	47956	01-5100-4000-40240	COURIER CHARGES	VPCC POOL TIGERSHARK REPAIR	\$37.06	
80,776	47956	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL TIGERSHARK REPAIR	\$2.01	
80,776	47956	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL TIGERSHARK REPAIR	\$0.00	\$39.07
REGIS AUTO PARTS						
80,651	47957	01-4500-4230-46390	939000 T10-09 DODGE 2500	OIL FILTER	\$13.72	
80,651	47957	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$1.51	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

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80,651	47957	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$15.23
ROGERS (WIRELESS)						
80,693	47958	01-1300-4000-40220	TELEPHONE EXPENSE	SEP MOBILE PHONE CHRGS	\$56.02	
80,693	47958	01-4500-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$66.55	
80,693	47958	01-5200-6090-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$52.05	
80,693	47958	01-5000-6020-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$54.55	
80,693	47958	01-5200-6090-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$55.15	
80,693	47958	01-1002-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$92.36	
80,693	47958	01-0100-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$94.59	
80,693	47958	01-5200-6090-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$66.61	
80,693	47958	01-0900-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$65.08	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$98.05	
80,693	47958	01-5000-6020-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$55.85	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-6050-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.55	
80,693	47958	01-5000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$52.05	
80,693	47958	01-0100-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$52.97	
80,693	47958	01-4500-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$53.78	
80,693	47958	01-0100-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$60.19	
80,693	47958	01-1002-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$82.16	
80,693	47958	01-1000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$74.64	
80,693	47958	01-3000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$19.89	
80,693	47958	01-3000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$65.58	
80,693	47958	01-4000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$80.22	
80,693	47958	01-4000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$54.39	
80,693	47958	01-4000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$52.97	
80,693	47958	01-7000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$135.59	
80,693	47958	01-4000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$60.55	
80,693	47958	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP MOBILE PHONE CHRGS	\$128.72	
80,693	47958	01-0000-0200-00325	HST RECEIVABLE100%	SEP MOBILE PHONE CHRGS	\$76.82	
80,693	47958	01-4000-4000-40220	TELEPHONE	SEP MOBILE PHONE CHRGS	\$72.84	
80,693	47958	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP MOBILE PHONE CHRGS	\$0.00	\$2,036.62
80,741	47958	01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$53.44	
80,741	47958	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$5.85	
80,741	47958	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$59.29
80,754	47958	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PW ON CALL PHONE CHRGS	\$39.79	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

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80,754	47958	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW ON CALL PHONE CHRGS	\$4.39	
80,754	47958	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW ON CALL PHONE CHRGS	\$0.00	\$44.18
TOWN RESIDENT						
80,709	47959	01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	TOWN HALL GRASS CUTTING	\$80.00	
80,709	47959	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL GRASS CUTTING	\$0.00	\$80.00
SAFEDESIGN APPAREL LTD						
80,661	47960	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT HELMETS	\$864.45	
80,661	47960	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HELMETS	\$95.49	
80,661	47960	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HELMETS	\$0.00	\$959.94
SHAW DIRECT						
80,657	47961	01-3000-4000-40300	UTILITIES	SATELLITE	\$110.92	
80,657	47961	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE	\$12.25	
80,657	47961	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE	\$0.00	\$123.17
BALOON TWISTER						
80,720	47962	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY BALLOONS	\$75.00	
80,720	47962	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY BALLOONS	\$9.75	
80,720	47962	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY BALLOONS	\$0.00	\$84.75
SIFTON PROPERTIES LTD						
80,691	47963	01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	CONDITIONAL PERMIT REFUND	\$3,000.00	
80,691	47963	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDITIONAL PERMIT REFUND	\$0.00	\$3,000.00
80,692	47963	01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	CONDITIONAL PERMIT REFUND	\$3,000.00	
80,692	47963	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDITIONAL PERMIT REFUND	\$0.00	\$3,000.00
SIROSKI DOOR AND HARDWARE						
80,717	47964	01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION DOOR REPAIR	\$220.00	
80,717	47964	01-0000-0200-00325	HST RECEIVABLE100%	FUSION DOOR REPAIR	\$28.60	
80,717	47964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION DOOR REPAIR	\$0.00	\$248.60
SOAK IT UP INC						
80,724	47965	01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
80,724	47965	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
80,724	47965	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
80,725	47965	01-2000-4015-41540	RENTAL	CARRS WLKWY MAT RENTAL	\$11.00	
80,725	47965	01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY MAT RENTAL	\$1.43	
80,725	47965	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY MAT RENTAL	\$0.00	\$12.43
80,799	47965	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
80,799	47965	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
80,799	47965	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
80,800	47965	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
80,800	47965	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
80,800	47965	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
STAPLES ADVANTAGE						
80,662	47966	01-5100-4000-40200	OFFICE SUPPLIES	VPCC STATIONARIES	\$44.25	
80,662	47966	01-0000-0200-00325	HST RECEIVABLE100%	VPCC STATIONARIES	\$5.75	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$

262,171.37

<u>VENDOR NAI</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
80,662	47966	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STATIONARIES	\$0.00	\$50.00
80,764	47966	01-0100-4000-41020	PROMOTION & MEALS	COFFEEMATE + SUGAR	\$58.66	
80,764	47966	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEEMATE + SUGAR	\$0.00	\$58.66
80,765	47966	01-1000-4000-40200	OFFICE SUPPLIES	SANITIZER+TISSUE	\$19.90	
80,765	47966	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SANITIZER+TISSUE	\$2.20	
80,765	47966	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANITIZER+TISSUE	\$0.00	\$22.10
STONETOWN SUPPLY SERVICES(ING)						
80,671	47967	01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$287.70	
80,671	47967	01-5100-4100-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$40.85	
80,671	47967	01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$37.40	
80,671	47967	01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$5.31	
80,671	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$371.26
80,672	47967	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$241.93	
80,672	47967	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$31.45	
80,672	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$273.38
80,710	47967	01-5000-6050-40210	JANITORIAL SUPPLIES	GLOVES	\$53.00	
80,710	47967	01-0000-0200-00325	HST RECEIVABLE100%	GLOVES	\$6.89	
80,710	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLOVES	\$0.00	\$59.89
80,711	47967	01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$80.46	
80,711	47967	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$10.46	
80,711	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$90.92
80,722	47967	01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$165.76	
80,722	47967	01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$21.55	
80,722	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$187.31
80,755	47967	01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	SUPPLIES	\$73.72	
80,755	47967	01-4500-4100-40210	JANITORIAL SUPPLIES	SUPPLIES	\$57.70	
80,755	47967	01-4500-4230-46431	VEHICLE MAINTENANCE	SUPPLIES	\$96.68	
80,755	47967	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$8.15	
80,755	47967	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$6.37	
80,755	47967	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$10.68	
80,755	47967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$253.30
SUN LIFE OF CANADA						
80,667	47968	01-0000-2100-00716	HEALTH CARE PAYABLE	SEP PREMIUM	\$44,755.91	
80,667	47968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP PREMIUM	\$0.00	\$44,755.91
80,809	47968	01-0000-2100-00716	HEALTH CARE PAYABLE	OCTOBER PREMIUM	\$44,061.19	
80,809	47968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCTOBER PREMIUM	\$0.00	\$44,061.19
SUN MEDIA, A DIVISION OF POSTM						
80,699	47969	01-1000-4000-41000	ADVERTISING	BACKYARD HENS PUBLIC MTG AD	\$148.73	
80,699	47969	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BACKYARD HENS PUBLIC MTG AD	\$16.43	
80,699	47969	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACKYARD HENS PUBLIC MTG AD	\$0.00	\$165.16
TABOR BROS & SONS LTD ***						
80,745	47970	01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	TREE REMOVAL	\$753.02	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

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80,745	47970	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TREE REMOVAL	\$83.18	
80,745	47970	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL	\$0.00	\$836.20
THAMES VALLEY DIST. SCHOOL BD.						
80,807	47971	01-1400-9960-75010	PUBLIC SCHOOL BD ENG - RES & COMM	TAX INSTALLMENT #3	\$1,852,613.29	
80,807	47971	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX INSTALLMENT #3	\$0.00	\$1,852,613.29
TOWN RESIDENT						
80,694	47972	01-1000-4240-01111	PARKING PERMITS	PARKING PASS REFUND	\$105.00	
80,694	47972	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING PASS REFUND	\$0.00	\$105.00
PETTY CASH - VPCC						
80,763	47973	01-5100-6090-40420	PROGRAM SUPPLIES	VPCC PETTY CASH	\$117.21	
80,763	47973	01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC PETTY CASH	\$10.47	
80,763	47973	01-5100-4000-40750	CASH SHORTAGE/OVERAGE	VPCC PETTY CASH	\$0.00	\$0.33
80,763	47973	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PETTY CASH	\$14.62	
80,763	47973	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PETTY CASH	\$0.00	\$141.97
WOODSTOCK UMPIRES ASSOCIATION						
80,591	47974	01-5000-6050-42900	MISCELLANEOUS EXPENSES	CO-ED UMPIRES 5/08-8/21	\$4,515.00	
80,591	47974	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CO-ED UMPIRES 5/08-8/21	\$0.00	\$4,515.00
WORKPLACE SAFETY & INS. BOARD						
80,688	47975	01-0000-2100-00708	WSIB PAYABLE	SEPTEMBER PREMIUM	\$10,824.42	
80,688	47975	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEPTEMBER PREMIUM	\$0.00	\$10,824.42
XEROX CANADA LTD.						
80,663	47976	01-3000-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$241.17	
80,663	47976	01-4000-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$69.94	
80,663	47976	01-3400-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$91.64	
80,663	47976	01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$79.59	
80,663	47976	01-6200-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
80,663	47976	01-5000-6020-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
80,663	47976	01-5200-6170-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
80,663	47976	01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
80,663	47976	01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$67.16	
80,663	47976	01-5200-6090-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$450.00	
80,663	47976	01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$411.00	
80,663	47976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$26.64	
80,663	47976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$7.72	
80,663	47976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$10.13	
80,663	47976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$8.79	
80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
80,663	47976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$7.42	
80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$58.50	

Town of Ingersoll
 Monthly Cheque Disbursements
 September 2016

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80,663	47976	01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$53.43	
80,663	47976	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHOTOCOPIER LEASE	\$0.00	\$1,881.45
ZORRA, TOWNSHIP OF ***						
80,796	47977	40-8000-6900-41000	ADVERTISING	MOONLIT MADNESS ZORRA NOW AD	\$152.64	
80,796	47977	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS ZORRA NOW AD	\$16.86	
80,796	47977	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS ZORRA NOW AD	\$0.00	\$169.50
UNION GAS						
80,700 EFT		01-5000-6020-40350	NATURAL GAS	GAS JUL-AUG	\$33.44	
80,700 EFT		01-3200-4100-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-3000-4000-40350	NATURAL GAS	GAS JUL-AUG	\$21.37	
80,700 EFT		01-5000-6050-40350	NATURAL GAS	GAS JUL-AUG	\$27.22	
80,700 EFT		01-4500-4100-40350	NATURAL GAS	GAS JUL-AUG	\$85.00	
80,700 EFT		01-5000-6040-40350	NATURAL GAS	GAS JUL-AUG	\$83.54	
80,700 EFT		01-5000-6040-40350	NATURAL GAS	GAS JUL-AUG	\$53.94	
80,700 EFT		01-5100-4100-40350	NATURAL GAS	GAS JUL-AUG	\$2,136.71	
80,700 EFT		01-5200-4100-40350	NATURAL GAS	GAS JUL-AUG	\$0.00	\$15.91
80,700 EFT		01-6200-4100-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-6200-4100-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-2000-4025-40350	NATURAL GAS	GAS JUL-AUG	\$21.37	
80,700 EFT		01-2000-4015-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-2000-4015-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-0000-0200-00325	HST RECEIVABLE100%	GAS JUL-AUG	\$317.86	
80,700 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS JUL-AUG	\$14.11	
80,700 EFT		01-2000-4010-40350	NATURAL GAS	GAS JUL-AUG	\$21.00	
80,700 EFT		01-0000-0100-00100	BANK	GAS JUL-AUG	\$0.00	\$2,904.65
ROYAL BANK VISA						
80,701 EFT		01-5200-6090-41500	CONTRACTED SERVICES	VISA AUG 2016-FUSION	\$19.98	
80,701 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-FUSION	\$0.00	\$19.98
ROYAL BANK VISA						
80,708 EFT		01-1000-4000-40710	LEGAL FEES	VISA AUG 2016-CLERK	\$72.83	
80,708 EFT		01-1000-4000-40630	STAFF TRAINING	VISA AUG 2016-CLERK	\$221.42	
80,708 EFT		01-0000-0400-00280	PREPAID EXPENSES	VISA AUG 2016-CLERK	\$402.56	
80,708 EFT		01-1000-4000-40400	MARRIAGE LICENSES	VISA AUG 2016-CLERK	\$2,400.00	
80,708 EFT		01-0900-4000-40610	MEETINGS & CONFERENCES	VISA AUG 2016-CLERK	\$63.62	
80,708 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-CLERK	\$5.96	
80,708 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-CLERK	\$44.47	
80,708 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-CLERK	\$7.03	
80,708 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-CLERK	\$0.00	\$3,217.89
ROYAL BANK VISA						
80,707 EFT		01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA AUG 2016-IT	\$1,388.61	
80,707 EFT		01-1002-4000-40610	MEETINGS & CONFERENCES	VISA AUG 2016-IT	\$1,492.99	
80,707 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-IT	\$164.91	

Town of Ingersoll
 Monthly Cheque Disbursements
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80,707 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-IT	\$0.00	\$3,046.51
ROYAL BANK VISA						
80,706 EFT		01-4500-4000-40630	STAFF TRAINING	VISA AUG 2016-PW	\$1,526.40	
80,706 EFT		01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	VISA AUG 2016-PW	\$36.83	
80,706 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-PW	\$168.60	
80,706 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-PW	\$4.06	
80,706 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-PW	\$0.00	\$1,735.89
ROYAL BANK VISA						
80,705 EFT		01-4500-4000-40630	STAFF TRAINING	VISA AUG 2016-PW	\$1,526.40	
80,705 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-PW	\$168.60	
80,705 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-PW	\$0.00	\$1,695.00
ROYAL BANK VISA						
80,704 EFT		01-5100-6090-40500	SPECIAL EVENTS	VISA AUG 2016-PARKS & REC	\$324.00	
80,704 EFT		01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	VISA AUG 2016-PARKS & REC	\$125.00	
80,704 EFT		01-5000-6020-40320	FIRST AID SAFETY SUPPLIES	VISA AUG 2016-PARKS & REC	\$629.82	
80,704 EFT		01-5100-4100-41700	BLDG REPAIRS AND MAINT	VISA AUG 2016-PARKS & REC	\$237.79	
80,704 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA AUG 2016-PARKS & REC	\$16.25	
80,704 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA AUG 2016-PARKS & REC	\$81.88	
80,704 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA AUG 2016-PARKS & REC	\$30.91	
80,704 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-PARKS & REC	\$0.00	\$1,445.65
ROYAL BANK VISA						
80,703 EFT		01-3000-4000-41205	FIRE PREVENTION	VISA AUG 2016-FIRE DEPT	\$218.78	
80,703 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA AUG 2016-FIRE DEPT	\$24.17	
80,703 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-FIRE DEPT	\$0.00	\$242.95
ROYAL BANK VISA						
80,702 EFT		01-6200-4000-40420	PROGRAM SUPPLIES	VISA AUG 2016-MUSEUM	\$41.61	
80,702 EFT		01-6200-6810-42900	MISCELLANEOUS EXPENSE	VISA AUG 2016-MUSEUM	\$29.66	
80,702 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA AUG 2016-MUSEUM	\$3.94	
80,702 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA AUG 2016-MUSEUM	\$3.86	
80,702 EFT		01-0000-0100-00100	BANK	VISA AUG 2016-MUSEUM	\$0.00	\$79.07
DISTRIBUTION TOTALS:					\$6,038,723.84	\$6,038,723.84



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-023-16

COUNCIL DATE: October 11th, 2016

TITLE: Chief Administrative Officer Monthly Report

OBJECTIVE: To Provide Council with an overview of for the Month of September 2016 for both the CAO Office and Economic Development

Meetings:

September 7th – Meet with Elaine Gosnell, Senior Terrestrial and Wetland biologist with Natural Resource Solutions Inc., who have been retained by the Town to update the Environmental Impact Study on the Town owned wetlands that make up part of the Town's Industrial lands on Clark Road.

The Updated EIS is a requirement requested by the Upper Thames River Conservation Authority during the rezoning process for the lands. Also in attendance was the Town Engineer, Town Planner and two representatives of the URTCA. Staff will be bringing an update to the November meeting.

1. September 8th – Attended the SOMA Annual General Meeting which was held in Tillsonburg along with the Municipal Clerk.
2. September 12th – Participated in a Joint Conference call with JMCC CAOs JMCC legal counsel and the JMCC EA coordinator to discuss various aspects of the EA process and Walker's activities in developing preferred alternatives. A decision was made to draft a letter for signature by Chair Lupton to express concerns and disagreement with process to date.
3. September 15th – Attended a briefing session with the Ministry coordinating the China Trade Mission that SOMA will participating in October. Representatives traveling on behalf of SOMA will be Len Magyar from Woodstock and Sean Dyke from St. Thomas. The mission will be coordinated by the Province over 7 days and three major Chinese Cities, as well as with Canadian trade representatives located in China.

4. September 26th- Met with representatives from Intech Clean Energy Inc., located in Ingersoll to discuss ideas around solar installations on Town Facilities to primarily reduce energy costs for Town operations. There could also potentially be some miscellaneous revenue potential for surplus energy produced during off work hours weekends and holidays. Staff will investigate further and bring a report back a future date for discussion and direction of Council.
5. September 27th – Along with the Deputy Mayor made a presentation to the Board of Directors of the Upper Thames River Conservation Authority on the needs for more timely response on development applications. The need to look at solutions using new technology to enhance development opportunities in the Flood fringe areas of the Town while still protecting people and property, and supporting the URTCA in the hiring of more staff to review development applications as they apply to its flood mandate. The presentation was well received and a number of good questions came from the Board members as well.
6. September 27th and 28th – Attended a Risk Management Symposium jointly held by AMO and Frank Cowan Company. It covered a number of timely Municipal liability issues, including Joint and Several Liability and the needs for record keeping, GPS tracking on equipment and playground safety.
7. September 29th – Participated in a teleconference with My311 a software provider that specializes in making Municipal websites more search friendly, with the goal of reducing calls to staff to find information that is available online. As well they offer a complaints tracking and follow up system that allows the logging of all complaints, actions taken and resolution with automatic record management to meet the anticipated needs relating to the new responsibilities for municipalities on accountability and transparency. The costs for the system is approximately 4375 dollars per year, based on population. Staff may wish to discuss further during the budget process.
8. Oxford Connection – On September 19 & 20, Town staff, along with Economic Development staff across the municipalities of Oxford, hosted the Oxford Connection Familiarization (FAM) Tour. The approximately 40 attendees, ranging from developers and real estate professionals to site selectors, were treated to a tour of the County and of Ingersoll. During the two day event, staff had the opportunity to engage with attendees and to show, firsthand, the investments made in our community and in the region.
9. BIA – On October 12, 2016, the BIA will host its Annual General Meeting in the Council Chambers of Town Hall. Members of the BIA and community are invited to attend to learn more about the BIA, as well as its projects and initiatives. The evening will begin at 6:00 PM with a small social, followed by the meeting at 6:30

PM. Planning continues for the BIA's Moonlight Madness event and for the approaching holiday retail period.

10.401 Signage – Staff continue to work with various parties to secure the necessary permits and to prepare the site for installation.

RECOMMENDATION: That the Council of the Corporation of the Town of Ingersoll receives report numbered A-023-16 as information.

Prepared by: Chelsea Jibb Economic Development and Tourism Assistant
William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-037-16

COUNCIL MEETING DATE: October 11, 2016

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

Council received advice from legal counsel regarding the Woodcock & Otis, 36 Park Ave., Temporary Zoning OMB appeal at the September 12, 2016 Council meeting. Council also provided advice on the listing of the municipally owned industrial lands at Clark Road which are now listed for \$65,000 per acre. There is nothing more to report at this time.

2. Upcoming Legislation

Nothing to report at this time.

3. Backyard Hens

Staff held the public meeting on September 21, 2016 and we received feedback from residents. We are now requesting feedback from a number of departments and agencies and a report will be forthcoming.

4. Museum

SUMMARY: This has been another record setting summer. Our group tours to date are up 70% over all of last year. In the Ontario's Choice Awards competition we have been voted one of the top 3 small museums in Ontario. Plans for future projects are underway.

Buildings & Grounds: The double doors on the museum building, and the threshold of the school building have been repaired by George Wilcox. BenAir was back to do further, detailed analysis of the HVAC air flow throughout the main building. There may be a chance that the Ingersoll Horticultural Society might be willing to look after our flowerbeds in the future.

Tours: As of August the number of visitors from group tours is up slightly more than 70% over our total group tour numbers for all of 2015: 439 for all of 2015 compared to 749 as of August 31. Currently we have 5 more confirmed tours before the end of October. Two of these are from companies which have already brought groups here earlier in the year. We have also started to receive inquiries about bookings for 2017.

We will also have a large number of children here on October 28 when Good Beginnings Woodstock comes during the PA Day.

The voting is complete. The results are in. More than 33,000 votes were cast in the Attractions Ontario first-ever Ontario's Choice Awards competition. Special thanks are extended to Tourism Oxford, Oxford Fresh, Ingersoll Times, Heart FM, Rural Living Canada, Your Voice Ingersoll, Life in Ingersoll and Ingersoll Tourism & Events for constantly reminding people to vote for the museum. It was very much appreciated. Out of the 7 different museums that were in the small museums category, we have been voted one of the top 3 in the province. The other two sites are the Diefenbunker and the Muskoka Lakes Museum. The final winner will be named at the Tourism Summit in Ottawa on November 22.

Big Cheese Plaque: The newly cast big cheese plaque has been delivered. A unveiling will take place at the Elm Hurst on Monday October 24th, commencing at 3:00pm.

ATTACHMENTS

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Office

Clerk's Department Monthly Statistics September 2016

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
MARRIAGE LICENCES	24	20	120%	198	191	104%
In Town Marriage Licences	6	8	75%	47	45	104%
Out-of-Town Marriage Licences	18	12	150%	151	146	103%
CIVIL WEDDINGS	2	5	40%	21	32	66%
Ceremonies Held	1	3	33%	12	19	63%
Ceremonies Booked	1	2	50%	9	18	50%
Burial Permits	10	13	77%	119	195	61%
In Town Burial Permits	6	3	200%	41	35	117%
Out-of-Town Burial Permits	4	10	40%	78	160	49%
Commissioners of Oaths	33	15	220%	155	146	106%
Paratransit Tickets	327	362	90%	2829	2928	97%
Parking Passes	1	1	100%	16	21	76%
Day Parking Passes	1	1.0	100%	5	13.5	37%
Evening Parking Passes	0	0	0%	8	7.5	107%
24-Hour Parking Passes	0	0	0%	3	0	0%
Plaques Ordered	3	0	0%	7	6	117%
Commemorative Plaques	3	0	0%	7	6	117%
Certificates Ordered	0	0	0%	0	0	0%
Transient Traders Licenses	0	0	0%	1	1	100%
Lottery Licenses	0	0	0%	9	10	90%
Lunch Wagon Permits	0	0	0%	2	1	200%



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-013/16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Fire & Emergency Services Month End Report

FIRE CALLS

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

2 – Assembly

2 – Residential

2 – Industrial

2 – Vehicles / M.V.C.

6 – Rubbish/Dumpster

3 – Medical

1 – Carbon Monoxide

3 – Public Hazard

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

TRAINING

Fire fighters reviewed land based water rescue and search and rescue techniques combined with fire suppression techniques.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

5 – Fully paid totaling \$60.00

1 – Late Fee totaling \$5.00

0 – Partially paid totaling \$0.00

4 – Service Fees totaling \$72.00

FIRE PREVENTION INSPECTIONS

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

3 – Residential

1 – Assembly

1 - Institution

4 – Business & Personal

1 – Industrial

PUBLIC EDUCATION

D/C Baker and FT Fire Fighter Kuipers conducted Fire Extinguisher training for Tremblett's Independent Grocer.

BY-LAW ENFORCEMENT

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

1 – Regulating & Restricting Dogs – Bylaw #09-3989

2 – Animal Control – Bylaw #01-3990

1 – Open Air Burn – Bylaw #13-4726

There were (4) four by-law investigations during the month of September. Three (3) were resolved and one (1) is on-going.

OTHER ACTIVITIES

Our fire department displayed the Antique 27 Fire Truck in Chatham participating in their "Fire Fest" event.

Our fire department hosted the Oxford Count Mutual Aid association monthly meeting. Deputy Chief Baker presented the theory behind flow paths and how ventilation affects the flow of smoke and fire inside a structure to the group.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-025-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: September Operations Monthly Report

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

I spent time working with staff on the 2017 Operations and Capital Budget. The budget was submitted to Finance.

Attended the Transportation Association of Canada (TAC) annual conference in Toronto. This year's theme was Efficient Transportation – Managing the Demand. Attended sessions on Vehicle Automation, Winter Maintenance in Ontario, Warrant System for the Use of Speed Display Signs in School Zones, Road Safety Initiatives and Safe Journeys to School Initiatives. I also had a tour of Toronto's Emergency Management Centre and four roundabout locations in Waterloo Region.

The Province government has release a 3rd Intake for OCIF funding. Staff will be submitting an application for the Victoria Street Culvert. This culvert has been identified in our Bridge report as needing replacement in 2015 and is a safety concern as the sidewalk along Victoria Street is sliding into the creek at the end of the culvert. This is also an area of flooding that can be mitigated by the replacement of the culvert. The projected cost for this culvert replacement is \$1.3 M. Staff feels that with these safety concerns that the application may be looked upon favorably.

Participated in the annual required training for Emergency Management in Princeton.

Engineering Services responded to 106 requests for locates or re-locates during September. This included emergency locates.

Respectfully Submitted by: Sandra Lawson, P.Eng., Town Engineer

A. Chief Building Official and Facilities Manager

Facilities Management

Heritage Windows has successfully completed the installation of the windows in the library.

By-Law Enforcement – September 2016

Total Complaints for 2016	58
Total # of letters sent	24
Total # closed to date, completed	36
Waiting for Compliance/Under Investigation	14
To be investigated	8

Complaint Summary

Total Complaints to Date (2016)	
Property Standards/Lot Maintenance	41
Building without permit	5
Zoning	9
Parking	0
Fencing	5
Swimming Pool	0
September 2016 Complaints	
Total # of Complaints	1
Fence	1

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 September 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

September 2016 Permits – 24 building permits for construction valued at \$3,813,550.00 were issued for the month of September

- a. Total permits fees collected **\$39,724.60**

- b. Single and Multi-Unit for September - 11 single family dwellings & 1 Multi-Units (6 units) & 1 Semi-Detached Dwelling (2 units)
- c. **Total Single & Multi units permits over year to date (2016);**
 - 55 Single Family Dwelling permits
 - 5 Semi-detached Dwelling permits- 10 units
 - 3 Multi-Unit permits - 14 Units
- d. Total September Sewer Permits - 4
- e. September Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 9/1/2016 to 9/30/2016

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	7	\$1,678.24	\$0.00	\$0.00	\$0.00	\$50,000	8	\$1,792.10	\$0.00	\$0.00	\$0.00	\$101,350
Commercial	3	\$1,227.00	\$0.00	\$0.00	\$0.00	\$104,700	1	\$150.00	\$0.00	\$0.00	\$0.00	\$3,000
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Residential	6	\$12,932.84	\$13,948.00	\$0.00	\$43,692.00	\$1,376,399	15	\$37,782.50	\$61,855.00	\$0.00	\$257,682.00	\$3,709,200

	Previous Year	Current Year
Total Permits Issued	16	24
Total Dwelling Units Created	4	11
Total Permit Value	\$1,531,099.00	\$3,813,550.00
Total Permit Fees	\$15,838.08	\$39,724.60

TOWN OF INGERSOLL Permit Summary From 9/1/2016 to 9/30/2016

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$101,350	8	\$101,350	8	\$0	0	\$0	0	\$0	0	\$0	0
Residential	\$3,709,200	15	\$3,699,000	13	\$10,200	2	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$3,000	1	\$3,000	1	\$0	0	\$0	0	\$0	0	\$0	0
Industrial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTALS	\$3,813,550	24	\$3,803,350	22	\$10,200	2	\$0	0	\$0	0	\$0	0

Respectfully Submitted: Shannon Vanderydt, Chief Building Official

B. Public Works Manager

MAINTENANCE

Asphalt and Concrete Repairs

- Road and sidewalk repairs will be ongoing until the start of leaf pick up.
- Rock Solid Designs was low bid to replace the failing retaining wall located at 127 Canterbury St.

Leaf Pick Up

- The earliest leaf collection will begin is October 17th depending on the start of leaf drop. Pick up will continue weather permitting until mid-November. Workers will make **one collection per street per week**.

Catch Basin Cleaning

- All catch basins in Town have been cleaned again this year. Any minor deficiencies will be corrected in the spring of 2017.

Winter Control

- Rock Solid Designs was the low bid and has been awarded sidewalk plowing for the sidewalks north of the river during the 2016-17 winter control season.
- All winter sand, salt and liquid brine has been stockpiled in preparation for the coming winter season.
- I recommend that the period from October 1, 2016 to April 1, 2017 be adopted as the Towns season for Winter Road Maintenance and further that services be delivered between the hours of 4:00am and 11:00pm.
- I also recommend that the level of service to be delivered is as prescribed in the Minimum Maintenance Standards regulation for snow and ice control. These standards are a Regulation in the Municipal Act, 2001.
- On call and early shift both being in early and mid-November respectively.

Respectfully Submitted, Doug Wituik, Public Works Manager

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

Approved by: William Tigert, CAO



DEPARTMENT: Parks & Recreation

REPORT NO: R-028-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: 2016 October Parks & Recreation Monthly Report

Parks & Recreation Department Upcoming Meetings & Special Events:

Dan St Amand's Retirement Open House

Ingersoll Memorial Arena

Friday, October 28th, 2016 – 12 Noon to 3:30 pm

Presentations – 3 pm

Oxford Trails Council Meeting

Monday, October 3rd, 2016 – 12 noon

Oxford County Building

Ingersoll Recreational Trails Meeting

TBD

Ingersoll Safe Cycling Committee Meeting

Thursday, October 13, 2016 – 6:30 pm – Town Hall

Multi Use Recreation Centre Ad Hoc Committee Meeting

Wednesday, November 2, 2016 – 6:30 pm

Town Hall – JC Herbert Room

Canada Day 150 Celebration Planning Meeting

Thursday, October 20, 2016 – 11:30 am – Fusion

Off Leash Dog Park Committee

John Lawson Park – Clearing of Brush etc

Saturday, September 24 & Sunday, October 2, 2016 – 8:30 am

1. 2016 October Additional Work Projects:

- Multi Use Recreation Centre Ad Hoc Committee – RFP Submission Review & Evaluation of RFP's, Consultant Interviews;
- Canada 150th Celebration – Coordination of activities, special events and funding requests;
- Ingersoll Recreational Trails Committee – Trail Goals & Objectives – Preparation of proposed work projects and cost estimates for capital budget projections;
- Safe Cycling Committee – Preparation of Bike Friendly Award Program Application;
- 2017 Winter Edition of Ingersoll Connection;
- 2017 Capital Budgets.

2. VPCC/Arena/Parks Highlights

- Our Summer Day Camp Program was very successful this year with an increase in participation of 32%. Our Fitness Memberships have also seen an increase in revenue by 9% from January 2016 to the end of August 2016.

3. Fusion Highlights

- The school Nutrition Break program was confirmed with Laurie Hawkins & Royal Roads. Meetings are set with the principals from Harrisfield & St.Judes during the first month of October. 60 youth have participated to date;
- Fusion staff will be attending two school assemblies at Royal Roads on Oct 5th & Laurie Hawkins on Oct 14th
- New Fusion Programs launched on Monday Sept 19th. New programs featured was Touch Football, Ultimate Frisbee, Create & Animate & Lights Camera & Action;
- The Revamped Girls Group Program had its Kick-off Session on September 19th – 12 female youth participated and have signed up to participate in the program;
- For the month of September there were a total of 233 youth visits within the Art Program;
- As September 27th there have been a total of 1303 youth visits and 560 Skate Park visits;

- There was a total of 53 music lessons took place during the month of September;
- Staff is currently working on Haunted House Sponsorships and finalizing budget, activities and posters. The Haunted House is being held on October 21,22 & 23rd, 2017;
- Four Fusion youth members submitted logos for Unifor's Ant-Bullying Campaign. The logos were created in the Create & Animate program;
- Capital Grant for Canada's 150th completed and submitted for Skatepark repairs at Fusion.

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



DEPARTMENT: Treasury Department

REPORT NO: T-023-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Treasury Department Monthly Report

Mayor Comiskey and Members of Council:

Department Activities and Information for the month of September 2016:

Treasury

1. In the process of 2017 budget preparation. First drafts of the operating and capital budgets have been submitted and consolidated. The Finance would like to present the first draft in November and is asking Council to set a date for the first Public 2017 Budget Meeting.
2. In the process of completing a Reserve and Reserve Funds policy before the end of this year.
3. Attended an annual MFOA Treasurers' Conference.
4. Finance and Property Tax Statistics:

488	2016 Property Tax Title Changes YTD
3	Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2017)
2	Extension Agreements
0	Properties to be sold by tax sale in 2016
\$188,510	Taxes on Supplemental / Omitted Assessments YTD
\$663,225	Property Taxes O/S September 30, 2016
\$25,935	Revenue – Treasurer Certificates, Title Changes, Other
\$63,167	Interest Earned
\$163,612	Interest on Overdue Taxes

Information Technology

1. Setup and tested full disaster recovery of virtual server environments for the new servers.
2. Met with Durell Control Systems regarding installation of a new HVAC control system. Two network jacks were installed in the boiler room. A virtual server with remote access for the control software has been setup.
3. Met with Akira Studios for the revamp of the Fusion Corporate and Youth websites. The websites will be merged into a single site and restructured for use on portable devices.

4. IT Department Statistics:

Closed Tickets – 62

Opened Tickets – 67

Still outstanding – 4

Websites Stats

Users – 6,401

Page Views – 19,192

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer

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	

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						
ZN 6-16-03	Sifton	35 Chatfield Street	R3	R1 & R3-26	April 14/16	September 12/16	September 12/16	Approved	Appeal Period	
ZN 6-16-04	Sifton	1 Chamberlain Avenue	R3	R3-27 & R2-20(H)	April 29/16	September 12/16	September 12/16	Approved	Appeal Period	
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 6-16-08	Reeves Land Corporation	62 Clark Road W.	Development (D)	R1	June 16/16	September 12/16				

Town of Ingersoll - Minor Variance Status Table

File	Owner/Applicant	Address	Purpose	Public Meeting(s)	Committee Decision	Notice of Decision	STATUS	Comments

Town of Ingersoll Site Plan Control Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Revised Drawing Received	Decision	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	3rd submission in circulation
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 6-15-03-2	Taylor-Moyer	11 Underwood Road	Remove landscaped buffer and extend parking lot	July 6/16	July 19/16			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 prevoiusly approved	Dec 11/15	Dec 17/15			waiting for 2nd submission

SP 6-16-03	Sifton	Block 62, Plan 41M-309	Proposed 14 townhouse units	April 14/16	April 28/16			waiting for completion of severance
SP 6-16-05	Sifton	Block 63, Plan 41M-309	Proposed 14 townhouse units	April 29/16	May 9/16			waiting for completion of severance



DEPARTMENT: Clerk's Department

REPORT NO: C-038-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: 2017 Regular Council Meeting Schedule

OBJECTIVE

To set the 2017 Regular Council Meeting schedule.

BACKGROUND

The Town Procedure By-Law, section 3.3 states that Council shall approve at or before the Regular Meeting in November of each year, the schedule of Council meetings for the following calendar year. The regular meeting of Council shall be held on the second Monday of each month at 6:00 p.m. local time, unless otherwise approved through resolution.

ANALYSIS

The following are the recommended dates for regular council meetings to be held in 2017 as per the Town's procedural By-law:

Monday, January 9, 2017

Monday, February 13, 2017

Monday, March 13, 2017 (March Break)

Monday, April 10, 2017

Monday, May 8, 2017

Monday, June 12, 2017

Monday, July 10, 2017

Monday, August 14, 2017

Monday, September 11, 2017

Tuesday, October 10, 2017

Monday, November 13, 2017

Monday, December 11, 2017

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives the Report C-038-16 as information;

AND FURTHER THAT Council approves the following dates for Regular Council meetings in 2017:

Monday, January 9, 2017

Monday, February 13, 2017

Monday, March 13, 2017 (during March Break)

Monday, April 10, 2017

Monday, May 8, 2017

Monday, June 12, 2017

Monday, July 10, 2017

Monday, August 14, 2017

Monday, September 11, 2017

Tuesday, October 10, 2017

Monday, November 13, 2017

Monday, December 11, 2017

ATTACHMENTS

2017 Calendar with Recommended Regular Council Meeting Dates

Prepared by: Ann Wright, Deputy Clerk

Reviewed by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

January 2017

[February 2017](#) ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 NEW YEARS DAY	2 Town Hall Office Open	3	4	5	6	7
8	9 COUNCIL MEETING	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 COUNCIL MEETING	14	15	16	17	18
19	20 FAMILY DAY	21	22	23	24	25
26	27	28	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12 Daylight Savings Time Begins	13 COUNCIL MEETING	14	15	16	17 St. Patrick's Day	18
March Break						
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes:

◀ March 2017		April 2017					May 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10 COUNCIL MEETING	11	12	13	14 GOOD FRIDAY	15	
16	17 EASTER MONDAY	18	19	20	21	22	
23	24	25	26	27	28	29	
30	Notes:						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 COUNCIL MEETING	9	10	11	12	13
14	15	16	17	18	19	20
21	22 VICTORIA DAY	23	24	25	26	27
28	29	30	31	Notes:		

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 COUNCIL MEETING	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Notes:

◀ June 2017		July 2017					August 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1 CANADA DAY	
2	3 Office Closed In observance of Canada Day	4	5	6	7	8	
9	10 COUNCIL MEETING	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	Notes:					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 CIVIC HOLIDAY	8	9	10	11	12
13	14 COUNCIL MEETING	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes:	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 LABOUR DAY	5	6	7	8	9
10	11 COUNCIL MEETING	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

◀ September 2017		October 2017					November 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9 THANKSGIVING	10 COUNCIL MEETING	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	Notes:				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5 Day Light Saving Time Ends	6	7	8	9	10 Office Closed in Observance of Remembrance Day	11 REMEMBRANCE DAY
12	13 COUNCIL MEETING	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 COUNCIL MEETING	12	13	14	15	16
17	18	19	20	21	22	23
24 CHRISTMAS EVE	25 CHRISTMAS DAY	26 BOXING DAY	27	28	29	30
31 NEWYEARS EVE	Notes:					



DEPARTMENT: Operations

REPORT NO: OP-026-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Assumption of Underground

OBJECTIVE

For Council to assume the underground services in Harrisview Subdivision Phase II (Sifton Communities Limited).

BACKGROUND

Once the developer has constructed all the underground services as per the subdivision agreement, the Town and the County assume these services and maintain a maintenance security for two years. At the end of the two years any deficiencies are remedied by the developer before the release of the maintenance security.

ANALYSIS

Sifton Communities Limited for Harrisview Phase II Subdivision have completed their obligation with regard to Underground Services in accordance with the subdivision agreement.

In the Harrisview Phase II Subdivision the streets in this phase of the development are known as Brookfield Avenue and the completion of Chamberlain Avenue.

Confirmation of the acceptance of the underground services has been received from the County of Oxford for the services to be owned by the County. Final approved "As Constructed" documents have been received by the Town. All above ground services in this subdivision are not included in the request for assumption.

FINANCIAL IMPLICATIONS

The Town will assume the financial costs of the stormwater systems.

RECOMMENDATION

That report Number OP-26-16 be received as information.

And further that Council assumes the Underground Services for the Harrisview Phase II Subdivision effective October 12, 2016 and that Engineering Services notify all parties involved with the subdivision agreement that the Town has assumed only the Underground Services.

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

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-27-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Transportation Management Committee – Traffic & Parking Changes

OBJECTIVE

For Council approval of traffic changes to the Traffic and Parking By-law.

BACKGROUND

The Transportation Management Committee meets on a quarterly basis to discuss transportation and parking issues in the Town. The Committee met on September 21, 2016 and discussed a number of parking and traffic issues.

ANALYSIS

Installation of Stop Signs

With the new building going on in Harrisview Subdivision and the extension of Walker Road it has become evident that intersection control is needed. The Committee is recommending that stop signs be bylawed on Chatfield Street at Chamberlain Avenue, Brookfield Avenue at Hollingshead Road, Brookfield Avenue at Chatfield Street, Chamberlain Avenue at Hollingshead Road and Fuller Street at Walker Road.

All Way Stop at Wellington and Concession Streets

Staff was asked to look at an all-way stop at Wellington and Concession Streets. The Ontario Traffic Manual (OTM) outlines the use of regulatory signs such as Stop signs. The purpose of the Stop sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions. The introduction of Stop sign control can reduce the frequency of right angle or turning collisions but also results in delay to motorists and may increase rear end collisions. Stop signs are not intended to be used as speed control devices and should be limited to the control of right-of-way conflicts. Stop signs should only be used where traffic engineering studies considering such factors as traffic speeds, traffic volumes, restricted sight lines and collision experience, indicating the use of Stop signs is warranted.

There are a number of factors that warrant All-way Stop control. These factors include right angle or turning collision history, traffic volumes on all intersection approaches and pedestrian movements.

An All-way Stop control should only be considered at the intersection of two relatively equal roadways having similar traffic volume demand and operating characteristics; the approaches should not be offset, be at right angles and have an equal number of lanes. Observations have revealed that the introduction of unwarranted all-way stop controls often result in motorists familiar with the intersection not coming to a full stop and instead only reducing their travel speed; the unnecessary delays have resulted in motorists increasing their travel speed to a higher rate after the unwarranted stop control to make up for the perceived time lost and the increased response time for emergency services vehicles that are required to come to a complete stop at all stop signs as per the Highway Traffic Act.

Staff conducted a study to determine if an all-way stop control is warranted at the intersection of Wellington Street at Concession Street. The intersection of Wellington Street at Concession Street is an "X" intersection with Wellington Street by-lawed as the through street. For an all-way stop control to be warranted according to the OTM, one of the following warrants must be met.

Collision Hazard

A total of twelve (12) turning movement/right angle collisions would need to occur over the most recent three (3) year period, which could be mitigated with an all-way stop control.

For the most recent five (5) year period of available collision reports, 2011 to present, there has been 1 collision reported at the intersection. Based on collision history, an all-way stop control is **not** warranted.

Vehicular Volume Warrant (Minor Roads)

At the intersection of two local streets, 350 vehicles per hour must be recorded on the approach to the intersection for an all-way stop to be warranted. The volume split must also not exceed 65% Major, 35% Minor for 'X' intersections. Volume is defined as vehicles only.

There is a 74% Major, 26% Minor split at the intersection of Wellington Street at Concession Street, which does not exceed a 65/35 split for a 'X' intersection. The maximum hourly traffic was between 4:00 p.m. and 5:00 p.m. with 62 vehicles approaching the intersection.

Neither of the requirements have been met, therefore based on vehicular volume on minor roads, an all-way stop control is **not** warranted.

Vehicular Volume Warrant (Arterial & Major Roads)

At the intersection of two major streets or a major street and a local street, 500 vehicles per hour must be recorded on the approach to the intersection during any eight (8) hours of the day for an all-way stop to be warranted. The combined vehicular and pedestrian traffic on the minor street must also exceed 200 for each of the same eight (8) hours and the volume split must not exceed 70% Major, 30% Minor. Volume on the major street is defined as vehicles only and volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway.

There is a 71% Major, 29% Minor split at the intersection of Wellington Street at Concession Street, which does not exceed a 70/30 split. The maximum hourly traffic never reached 500 vehicles approaching the intersection, with the highest eight (8) hours reaching an hourly average of 54. For the same eight (8) hours, the maximum hourly vehicular and pedestrian traffic never reached 200 approaches from the minor road at the intersection, with the highest eight (8) hours reaching an hourly average of 17.

None of requirements have been met, therefore based on vehicular volume on major roads, an all-way stop control is **not** warranted.

Parking

Since the completion of construction on Clark Road from Culloden Road to Ingersoll Street and the fact that the designated cycling route will be continued on this section of Clark Road and that the remainder of Clark Road is No Parking, staff are recommending that Clark Road from Culloden to Ingersoll Street be bylawed for No Parking on both sides.

The Town had also received concerns about the parking spot in front of the TD Bank on Thames Street S just south of the parking entrance to the bank. Concerns have been raised that vehicles pulling out of the TD parking lot have to pull out into the roadway to safely see if traffic is coming if there is a vehicle parked in the spot on the street. The Committee felt that it is the driver's responsibility to ensure they can safely exit onto the roadway and there is no record of any collisions at this location. The Committee felt that this was no different than a vehicle exiting a driveway where cars are parked too close to the driveway entrance.

Downtown Parking Enforcement

The Committee reviewed the request from the BIA regarding Downtown Parking Enforcement. The BIA proposed three recommendations for the Committee to consider.

1. The parking enforcement officer patrols the enforced area on foot (weather permitting), as opposed to driving, in order to increase visibility of enforcement.

The Committee agreed this was possible and talked about producing a flyer to be distributed to the downtown business about reparking.

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.

The Committee agreed this was possible and talked about twice a month randomly patrolling an eight hour day. The Committee also discussed that those days could start earlier in the morning, so that the turnover of spots would be more frequent.

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.

The Committee agreed this was possible and looked at enforcing a three parking spot move if a vehicle was to be reparked.

The flyer will also include a map of the Downtown Parking Enforcement Area (attached) and be made part of the Traffic and Parking Bylaw.

Truck Restrictions in the Downtown Core and Residential Streets

The Committee discussed Mr. Rick Eus request to restrict truck traffic in the downtown core and all residential streets. The Committee is going to do further investigation with the County to look at designating a truck route around the downtown core using County Roads or major Town arterials. Staff is also going to review the Town's bylaw to see what residential roads do not have truck restrictions.

No Stopping on Princess Park Road

The Town has received several letters from parents requesting reconsideration of the No Stopping on Princess Park Road. The Committee reviewed these letters and felt that the restriction had only been in place for two weeks which was not adequate time to monitor the restriction. The Committee also felt that the School and School Board needed to share some of the responsibility for providing parking for those parents that had JK/SK children, as it is a Board policy that every JK/SK student needs to be picked up at the classroom door by a parent or guardian. The Committee is recommending staff and police monitor the situation until the spring so that the parking condition can be reviewed for three seasons.

FINANCIAL IMPLICATIONS

The cost to install the stop sign on Fuller will be approximately \$400.00 and will come from the Public Works Operating Budget. The stop signs on Chatfield, Chamberlain and Brookfield will be paid for and installed by the developer.

The cost to install the no parking signage along Clark Road will be approximately \$600.00 and will come from the Public Works Operating Budget.

RECOMMENDATION

That report Number OP-027-16 be received as information.

And that stop control be bylawed for the intersections of Fuller Drive at Walker Road, Chatfield Street at Chamberlain Avenue, Brookfield Avenue at Hollingshead Road and Brookfield Avenue at Chatfield Street.

And that an all way stop not be bylawed for the intersection of Wellington Street and Concession Streets as the intersection does not meet the warrants.

And that No parking be bylawed from Culloden Road to Ingersoll Street.

And that a no repark provision of three parking spots be bylawed for the Downtown Parking Enforcement Area.

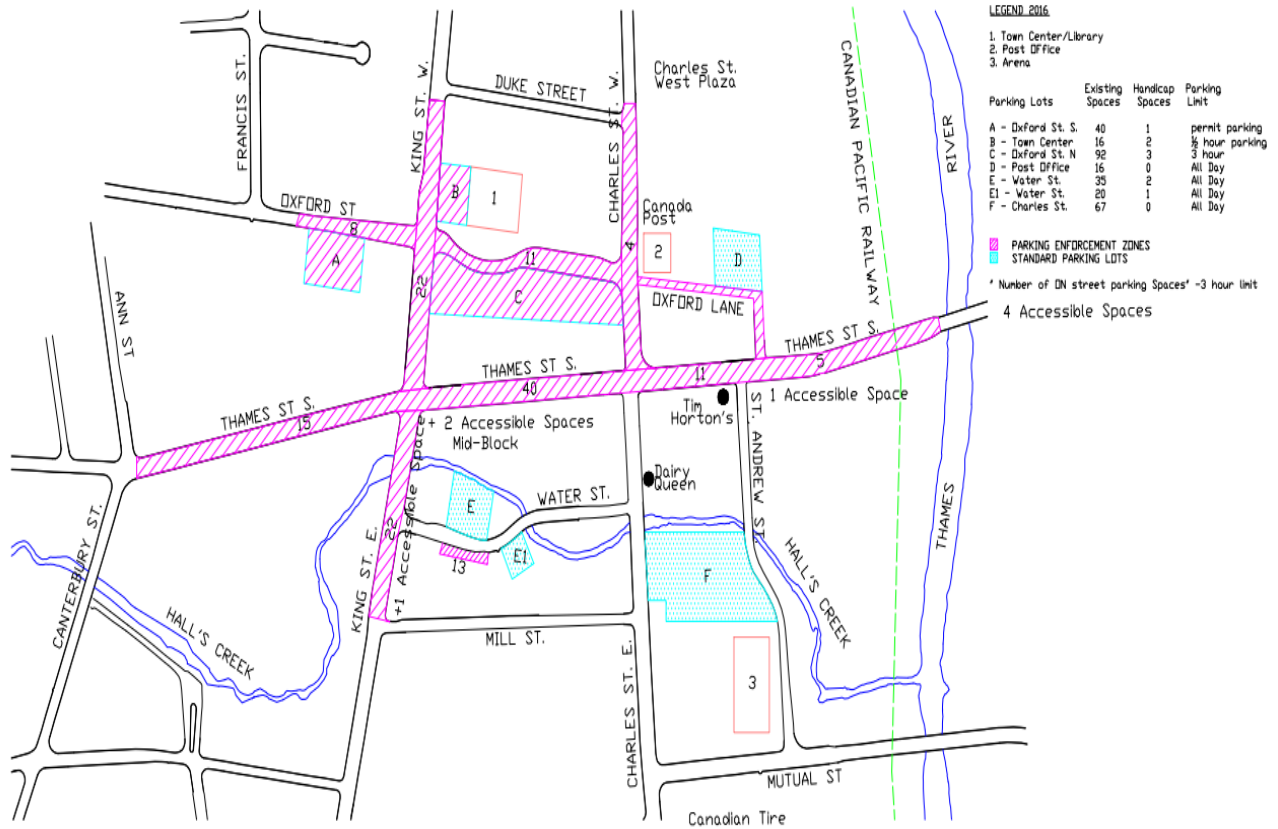
ATTACHMENT

Parking Enforcement Area Map

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

Approved by: William Tigert, Chief Administrative Officer

PARKING ENFORCEMENT AREA



REVISED July 2016



DEPARTMENT: Parks and Recreation

REPORT NO: R-029-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Friends of the Thames - Thames River Clean Up – Adopt a River Program

OBJECTIVE

To provide Council with an update on the initiatives of the Friends of the Thames, Adopt a River Program and to support their efforts in helping clean up the Thames River in Ingersoll by the Veterans Bridge on Ingersoll Street.

BACKGROUND

On August 8, 2016 at the Regular Council meeting Council passed the following resolution:

Moved by Councillor Bowman, seconded by Deputy Mayor Freeman

C16-08-241 THAT the Council for the Town of Ingersoll receives the request from Todd Sleeper, GM CAMI Environment Rep and Unifor Local 88, to erect Adopt a River signs as information;

AND FURTHER directs the Director of Parks and Recreation to bring back a report to Council for further consideration.

ANALYSIS

After discussions with Mr. Sleeper he was requesting to erect two *Adopt a River* signs on the Veteran's Bridge on Ingersoll Street.

Ingersoll Street is a County of Oxford Road and staff referred Mr. Sleeper to contact the County of Oxford for approval to erect the signage on Veteran's Bridge.

The Friends of the Thames Organization plans and coordinates the annual Thames River Clean Up and Adopt a River programs in partnership with the Upper Thames River Conservation Authority.

During the past sixteen years, many environmentally concerned volunteers, landowners, clubs, organizations and municipalities have come together to help clean portions of the Thames River.

Last year 2000 volunteers were able to clean up to 200 km of the Thames River and tributaries.

The Friends of the Thames also receives financial sponsorships from a wide variety of businesses including GM Cami and Unifor Local 88.

All volunteers who participate in these initiatives must register their participation, sign liability waivers and must read and sign that they understand and follow all safety precautions outlined by The Friends of the Thames organization.

The Friends of the Thames also has adequate and appropriate liability insurance to support their programs

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 supports the initiative of the Friends of the Thames, Thames River Clean Up and their Adopt a River Program in Ingersoll along Ingersoll Street and the Veteran's Bridge.

ATTACHMENTS

None

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



DEPARTMENT: Treasury

REPORT NO: T-024-16

COUNCIL MEETING DATE: October 11, 2016

TITLE: Operating Budget Variance Report for 9 months, ended September 30, 2016

OBJECTIVE

To provide Council with a financial review of operations for the nine months of 2016.

BACKGROUND

A review of the Town's financial operations for the nine months ended September 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:

Revenues

With respect to the overall corporate revenues, the Town report a favourable \$479K variance. Highlights contributing to the variance include higher than projected revenues in building permits and licenses (\$166K), additional interest revenue earned on operating funds (\$33K), higher than projected supplementary tax revenues, increased user fees revenues (\$51K).

Expenditures

Favourable \$116K 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 \$57K 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 (\$131K) 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.

Unfavourable variance (\$39K) in utilities – hydro and water is due to a very hot and dry summer resulting in higher than projected usage of water and hydro. The deficit is projected to the end of the year.

Unfavourable variance (\$10K) in insurance is due to a higher than projected number of claims resulting in increased deductible and adjustor fees. The deficit is projected to 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 9 months, ended September 30, 2016.

ATTACHMENTS

Operating Budget Variance Report for 9 months Ended September 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 9 Months Ended
September 30, 2016**

Town of Ingersoll
9 Months Ended September 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	145,797	150,328	154,352	4,023	209,760	59,432
CHIEF ADMINISTRATIVE OFFICER	191,984	170,612	198,019	27,407	285,650	115,038
CLERKS						
ADMINISTRATION	279,458	302,957	351,850	48,894	512,235	209,278
ANIMAL CONTROL	(255)	(514)	(172)	341	3,000	3,514
PARKING	13,358	15,184	13,862	(1,322)	21,700	6,516
PARATRANSIT	48,850	43,077	49,600	6,524	73,240	30,163
DOWNTOWN IMPROVEMENT	--	--	--	--	--	0
TREASURY						
ADMINISTRATION	400,407	341,430	411,602	70,172	912,988	571,559
TAXATION	(10,162,931)	(9,317,022)	(9,244,610)	72,413	(13,273,548)	(3,956,526)
INFORMATION TECHNOLOGY	180,927	205,118	206,574	1,455	294,580	89,462
BUILDING INSPECTION						
INSPECTION	18,249	(162,879)	2,542	165,421	24,570	187,449
PROPERTY STANDARDS	24,743	21,568	23,882	2,314	32,880	11,312
TOWN CENTRE	85,397	83,570	103,192	19,622	174,137	90,567
PUBLIC BUILDINGS - OTHER	26,350	31,256	47,180	15,924	76,295	45,039
FIRE						
ADMINISTRATION	592,570	631,725	676,783	45,058	976,063	344,338
FACILITY	14,232	56,101	59,994	3,893	16,677	(39,424)
POLICE						
ADMINISTRATION	2,133,359	1,919,339	1,926,730	7,391	2,536,452	617,113
FACILITY	(2,838)	(49,157)	(48,497)	660	9,336	58,493
ENGINEERING						
ADMINISTRATION	889,420	1,028,487	1,106,036	77,549	2,000,725	972,238
EQUIPMENT	(747)	(4,995)	(922)	4,073	0	4,995
STREET LIGHTING	150,755	166,148	159,084	(7,064)	245,200	79,052
TRAFFIC SIGNALS	14,346	5,482	14,386	8,905	17,000	11,519
PUBLIC WORKS						
ADMINISTRATION & EQUIPMENT	138,053	137,955	197,815	59,861	314,346	176,391
FACILITY	43,192	38,777	43,713	4,936	60,386	21,609
BRIDGES & CULVERTS	3,454	7,042	7,434	392	11,790	4,748
ROADSIDE MAINTENANCE	152,518	170,561	163,067	(7,494)	208,760	38,199
SURFACE MAINTENANCE	236,361	227,842	256,341	28,499	308,710	80,868
ROADS, SIDEWALKS & PARKING LOTS	178,433	191,441	195,408	3,967	247,670	56,229
WINTER CONTROL	378,236	288,342	319,201	30,859	462,776	174,434
ENVIRONMENTAL SERVICES	22,366	30,927	44,991	14,064	91,332	60,405
PARKS AND ARENA						
ADMINISTRATION	106,246	96,893	95,816	(1,077)	128,385	31,492
ARENA	293,823	341,354	365,218	23,864	543,094	201,740
PARKS	331,565	372,541	372,366	(175)	532,515	159,974
PARKS PROGRAMS	(1,300)	(631)	7,693	8,324	27,080	27,711
CAMI PARKS / SUZUKI HOUSE	132,539	92,526	93,411	885	160,702	68,175
VICTORIA PARK COMMUNITY CENTRE						
ADMINISTRATION	36,501	107,167	108,966	1,799	151,029	43,862
AQUATICS	47,047	42,019	58,351	16,332	98,035	56,016
FITNESS	53,520	(10,459)	(4,011)	6,448	3,174	13,633
GENERAL PROGRAMS	(1,210)	(2,598)	(10,077)	(7,479)	26,040	28,638
FACILITY	313,664	354,997	359,637	4,640	508,811	153,814
YOUTH CENTRE						
FACILITY	69,593	64,442	68,969	4,527	95,163	30,721
TECHNOLOGY PROGRAMS	53,880	71,930	57,184	(14,746)	86,710	14,780
GENERAL PROGRAMS	253,821	250,709	259,185	8,475	349,970	99,261
CAREER & SKILLS PROGRAM	(61,234)	0	--	(0)	--	(0)
YOUTH ENTREPRENEURSHIP PARTNERSHIP	--	(2,225)	--	2,225	--	2,225
MUSEUMS						
FACILITY	12,203	19,009	20,207	1,198	29,350	10,341
PROGRAMS	83,817	99,015	118,106	19,091	151,603	52,587
ECONOMIC DEVELOPMENT	167,783	165,110	181,295	16,185	253,630	88,520
CAPITAL FUND REQUIREMENT				0	0	0
	<u>(1,911,698)</u>	<u>(1,207,501)</u>	<u>(408,246)</u>	<u>799,255</u>	<u>0</u>	<u>1,207,501</u>

Town of Ingersoll
9 Months Ended September 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	(115,828)	(80,575)	(96,723)	(16,148)	(148,935)	(68,360)
PERMITS/LICENSES	(129,217)	(333,745)	(157,286)	176,459	(192,950)	140,795
ICE RENTAL	(102,066)	(102,660)	(113,758)	(11,098)	(248,932)	(146,272)
RENT / LEASES	(157,214)	(179,009)	(166,335)	12,675	(223,181)	(44,172)
USER FEES	(143,762)	(216,683)	(165,250)	51,432	(200,372)	16,311
MEMBERSHIPS	(90,474)	(99,390)	(83,137)	16,253	(123,100)	(23,710)
RECOVERIES	(31,880)	(18,363)	(26,306)	(7,943)	(72,450)	(54,087)
COUNTY RECOVERY	(248,893)	(192,540)	(191,540)	1,000	(293,593)	(101,053)
TAXATION	(10,453,048)	(9,601,036)	(9,397,614)	203,422	(13,733,548)	(4,132,512)
INTEREST / DIVIDENDS	(358,108)	(457,846)	(424,860)	32,986	(574,900)	(117,054)
GRANTS / SUBSIDIES / REBATES	(160,079)	(88,938)	(108,372)	(19,434)	(189,796)	(100,858)
PROGRAM REVENUES	(252,757)	(246,803)	(249,067)	(2,264)	(282,247)	(35,444)
DONATIONS / FUNDRAISING	(121,510)	(118,243)	(90,276)	27,967	(123,250)	(5,007)
	<u>(12,364,835)</u>	<u>(11,749,230)</u>	<u>(11,270,524)</u>	<u>478,706</u>	<u>(16,407,254)</u>	<u>(4,658,024)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	4,457,854	4,528,594	4,644,453	115,859	6,404,754	1,876,160
ADMINISTRATIVE EXPENSE	46,500	51,652	58,195	6,543	75,427	23,775
OPERATING EXPENSE	101,641	119,758	122,313	2,556	163,358	43,600
COMMUNICATIONS	71,070	76,599	76,097	(501)	117,010	40,411
INSURANCE EXPENSE	192,920	217,346	207,200	(10,146)	212,200	(5,146)
UTILITIES - HYDRO	357,310	431,175	396,982	(34,193)	607,125	175,950
UTILITIES - NATURAL GAS	85,289	62,232	86,641	24,409	110,569	48,337
UTILITIES - WATER	57,347	73,064	68,111	(4,952)	91,527	18,463
SUPPLIES	37,597	36,427	41,982	5,555	67,072	30,645
PROGRAM EXPENSES	72,259	100,912	103,936	3,024	135,780	34,868
MEETINGS, CONFERENCES, TRAINING	69,927	65,287	88,035	22,747	121,636	56,349
FUEL / TRANSPORTATION COSTS	78,901	66,319	92,361	26,042	120,290	53,971
PROFESSIONAL FEES	61,359	39,886	96,938	57,052	172,700	132,814
CONTRACTED SERVICES	106,461	72,165	88,297	16,132	135,356	63,191
PROPERTY TAX REFUNDS & ADJUSTMENTS	290,117	284,013	153,004	(131,009)	460,000	175,987
MARKETING & PROMOTION	56,513	65,108	92,434	27,326	131,875	66,767
GRANTS TO VOLUNTEER ORGANIZATIONS	95,177	55,007	50,908	(4,099)	87,080	32,073
REPAIRS & MAINTENANCE	45,287	38,518	46,269	7,751	56,367	17,849
LAND MAINTENANCE & IMPROVEMENT	29,111	20,775	35,994	15,218	40,400	19,625
EQUIP REPAIRS & MAINTENANCE	98,215	76,782	106,840	30,058	150,320	73,538
BLDG REPAIRS & MAINTENANCE	65,372	65,126	72,115	6,989	111,855	46,729
SNOW REMOVAL AND SANDING	37,151	27,719	46,892	19,173	47,470	19,751
MAINTENANCE CONTRACTS	91,379	102,245	118,997	16,751	150,405	48,160
LAND SALE EXPENSES	1,800	0	5,249	5,249	10,000	10,000
MATERIALS - PUBLIC WORKS	294,976	275,848	327,398	51,550	482,886	207,038
PW EQUIP CHARGEOUT NET OF COSTS	(256,974)	(200,351)	77,719	278,069	95,655	296,006
EQUIPMENT USAGE	306,649	231,181	(16,664)	(247,845)	(0)	(231,181)
TRANSFER TO BIA	57,220	0	0	0	77,669	77,669
TRANSFERS TO CEMETERY BOARD	48,847	80,000	75,479	(4,521)	104,402	24,402
	<u>7,057,276</u>	<u>7,063,389</u>	<u>7,364,177</u>	<u>300,788</u>	<u>10,541,188</u>	<u>3,477,799</u>
NET OPERATING REVENUE	<u>(5,307,559)</u>	<u>(4,685,841)</u>	<u>(3,906,347)</u>	<u>779,494</u>	<u>(5,866,066)</u>	<u>(1,180,225)</u>
OTHER						
O.P.P. CONTRACT	2,119,116	1,904,369	1,906,820	2,451	2,542,427	638,058
OMPF - ONT MUN PARTNER GRANT	(403,500)	(342,975)	(342,975)	0	(457,300)	(114,325)
TRANSFER FROM RESERVES & RES FUNDS	0	0	(16,803)	(16,803)	(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	460,352	458,416	492,529	34,113	933,275	474,860
CAPITAL TAX LEVY REQUIREMENT	0	0	0	0	42,000	42,000
	<u>3,395,861</u>	<u>3,478,340</u>	<u>3,498,101</u>	<u>19,761</u>	<u>5,866,066</u>	<u>2,387,726</u>
	<u>(1,911,698)</u>	<u>(1,207,501)</u>	<u>(408,246)</u>	<u>799,255</u>	<u>--</u>	<u>1,207,501</u>

Town of Ingersoll
9 Months Ended September 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	116,145	114,102	120,089	5,987	160,410	46,308
ADMINISTRATIVE EXPENSE	1,546	147	467	320	550	403
COMMUNICATIONS	3,221	2,605	3,814	1,209	5,500	2,895
PROGRAM EXPENSES	3,607	3,877	2,967	(910)	5,200	1,323
MEETINGS, CONFERENCES, TRAINING	10,320	14,960	10,616	(4,344)	14,000	(960)
FUEL / TRANSPORTATION COSTS	1,959	907	663	(244)	1,400	493
MARKETING & PROMOTION	9,270	7,499	9,486	1,987	14,000	6,501
	<u>146,069</u>	<u>144,097</u>	<u>148,102</u>	<u>4,004</u>	<u>201,060</u>	<u>56,963</u>
NET OPERATING (REVENUE) EXPENSE	<u>145,797</u>	<u>144,078</u>	<u>148,102</u>	<u>4,023</u>	<u>197,260</u>	<u>53,182</u>
OTHER						
	--	6,250	6,250	0	12,500	6,250
	<u>#####</u>	<u>150,328</u>	<u>154,352</u>	<u>4,023</u>	<u>209,760</u>	<u>59,432</u>

NOTES

The annual meeting conference budget has been spent. 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
9 Months Ended September 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	136,658	128,715	128,708	(8)	176,650	47,935
ADMINISTRATIVE EXPENSE	167	57	125	68	150	93
OPERATING EXPENSE	--	--	250	250	250	250
COMMUNICATIONS	509	649	637	(12)	850	201
PROGRAM EXPENSES	2,786	1,576	1,375	(201)	1,500	(76)
MEETINGS, CONFERENCES, TRAINING	2,041	2,097	2,375	278	3,000	903
FUEL / TRANSPORTATION COSTS	15	--	187	187	250	250
PROFESSIONAL FEES	48,238	36,868	62,764	25,895	96,000	59,132
MARKETING & PROMOTION	1,571	649	1,598	949	7,000	6,351
	<u>191,984</u>	<u>170,612</u>	<u>198,019</u>	<u>27,407</u>	<u>285,650</u>	<u>115,038</u>
NET OPERATING (REVENUE) EXPENSE	<u>191,984</u>	<u>170,612</u>	<u>198,019</u>	<u>27,407</u>	<u>285,650</u>	<u>115,038</u>
OTHER						
	<u>191,984</u>	<u>170,612</u>	<u>198,019</u>	<u>27,407</u>	<u>285,650</u>	<u>115,038</u>

NOTES

No significant variances projected at this time.

A surplus in the professional fees account is due to timing of landfill and other legal related expenditures.

Town of Ingersoll
9 Months Ended September 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)	(78)	(24)	54	(25)	53
PERMITS/LICENSES	(20,756)	(21,161)	(19,145)	2,017	(21,600)	(439)
USER FEES	(9,535)	(35,715)	(9,313)	26,401	(14,550)	21,165
LAND SALES	--	(13,399)	--	13,399	--	13,399
	<u>(30,292)</u>	<u>(70,353)</u>	<u>(28,482)</u>	<u>41,871</u>	<u>(36,175)</u>	<u>34,178</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	192,232	245,583	254,669	9,087	349,560	103,977
ADMINISTRATIVE EXPENSE	13,923	19,185	18,480	(706)	21,650	2,465
OPERATING EXPENSE	12,972	9,489	12,792	3,303	15,000	5,511
COMMUNICATIONS	6,111	6,767	5,794	(973)	8,500	1,733
PROGRAM EXPENSES	2,434	15,859	7,426	(8,433)	7,850	(8,009)
MEETINGS, CONFERENCES, TRAINING	3,629	4,204	5,591	1,387	6,720	2,516
FUEL / TRANSPORTATION COSTS	667	603	1,080	476	1,200	597
PROFESSIONAL FEES	3,181	3,166	1,354	(1,811)	5,000	1,834
CONTRACTED SERVICES	1,299	1,823	3,126	1,304	5,500	3,677
MARKETING & PROMOTION	3,826	2,874	5,113	2,239	6,850	3,976
GRANTS TO VOLUNTEER ORGANIZATIONS	59,177	55,007	50,908	(4,099)	51,080	(3,927)
LAND SALE EXPENSES	1,800	--	5,249	5,249	10,000	10,000
	<u>301,250</u>	<u>364,559</u>	<u>371,582</u>	<u>7,023</u>	<u>488,910</u>	<u>124,351</u>
NET OPERATING (REVENUE) EXPENSE	<u>270,958</u>	<u>294,207</u>	<u>343,100</u>	<u>48,894</u>	<u>452,735</u>	<u>158,528</u>
OTHER						
TRANSFER TO RESERVES & RES FUNDS	8,500	8,750	8,750	--	17,500	8,750
	<u>8,500</u>	<u>8,750</u>	<u>8,750</u>	<u>--</u>	<u>59,500</u>	<u>50,750</u>
	<u>279,458</u>	<u>302,957</u>	<u>351,850</u>	<u>48,894</u>	<u>512,235</u>	<u>209,278</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 and will be transferred to the Unfinanced Industrial Land reserve at the end of the year.

Town of Ingersoll
9 Months Ended September 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	(9,230)	(9,175)	(10,443)	(1,268)	(12,000)	(2,825)
	(9,230)	(9,175)	(10,443)	(1,268)	(12,000)	(2,825)
EXPENSE						
CONTRACTED SERVICES	8,975	8,661	10,271	1,609	14,600	5,939
	8,975	8,661	10,271	1,609	15,000	6,339
NET OPERATING (REVENUE) EXPENSE	(255)	(514)	(172)	341	3,000	3,514
OTHER						
	--	--	--	--	--	--
	(255)	(514)	(172)	341	3,000	3,514

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	(2,401)	(1,774)	(4,244)	(2,470)	(5,400)	(3,626)
	(2,401)	(1,774)	(4,244)	(2,470)	(5,400)	(3,626)
EXPENSE						
CONTRACTED SERVICES	15,760	16,958	17,730	773	26,500	9,542
EQUIP REPAIRS & MAINTENANCE	--	--	375	375	500	500
	15,760	16,958	18,105	1,148	27,100	10,142
NET OPERATING (REVENUE) EXPENSE	13,358	15,184	13,862	(1,322)	21,700	6,516
OTHER						
	--	--	--	--	--	--
	13,358	15,184	13,862	(1,322)	21,700	6,516

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	(8,682)	(8,517)	(9,732)	(1,215)	(13,000)	(4,483)
	(8,682)	(8,517)	(9,732)	(1,215)	(13,000)	(4,483)
EXPENSE						
SALARIES, WAGES & BENEFITS	25,141	22,200	25,073	2,873	34,310	12,110
COMMUNICATIONS	1,012	1,181	944	(237)	1,400	219
CONTRACTED SERVICES	26,921	23,409	28,146	4,738	42,530	19,121
MARKETING & PROMOTION	--	--	249	249	500	500
MAINTENANCE CONTRACTS	4,457	4,804	4,920	116	7,500	2,696
	57,532	51,594	59,332	7,738	86,240	34,646
NET OPERATING (REVENUE) EXPENSE	48,850	43,077	49,600	6,524	73,240	30,163
OTHER					--	--
	--	--	0	0	0	0
	48,850	43,077	49,600	6,524	73,240	30,163

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	122,656	122,117	120,515	(1,603)	165,680	43,563
	ADMINISTRATIVE EXPENSE	758	822	400	(422)	400	(422)
	OPERATING EXPENSE	14,162	23,753	17,622	(6,131)	26,000	2,247
	COMMUNICATIONS	3,378	3,495	3,247	(248)	4,500	1,005
	PROGRAM EXPENSES	180	180	250	70	250	70
	FUEL / TRANSPORTATION COSTS	426	202	2,490	2,288	3,500	3,298
	MARKETING & PROMOTION	152	--	300	300	300	300
	EQUIP REPAIRS & MAINTENANCE	1,886	396	2,521	2,125	3,000	2,604
	MAINTENANCE CONTRACTS	23,830	39,075	45,730	6,655	52,950	13,875
		<u>167,427</u>	<u>191,618</u>	<u>193,074</u>	<u>1,455</u>	<u>267,580</u>	<u>75,962</u>
	NET OPERATING (REVENUE) EXPENSE	<u>167,427</u>	<u>191,618</u>	<u>193,074</u>	<u>1,455</u>	<u>267,580</u>	<u>75,962</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>180,927</u>	<u>205,118</u>	<u>206,574</u>	<u>1,455</u>	<u>294,580</u>	<u>89,462</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
9 Months Ended September 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	(11,375)	(11,490)	(10,200)	1,290	(13,000)	(1,510)
	USER FEES	(11,655)	(14,390)	(9,041)	5,349	(12,000)	2,390
	INTEREST / DIVIDENDS	(358,108)	(457,846)	(424,860)	32,986	(574,900)	(117,054)
	GRANTS / SUBSIDIES / REBATES	(2,825)	(1,937)	--	1,937	--	1,937
		<u>(388,164)</u>	<u>(485,663)</u>	<u>(444,101)</u>	<u>41,562</u>	<u>(604,100)</u>	<u>(118,437)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	326,800	349,437	344,432	(5,004)	470,741	121,304
	ADMINISTRATIVE EXPENSE	4,913	6,620	5,328	(1,292)	7,800	1,180
	OPERATING EXPENSE	546	--	250	250	250	250
	COMMUNICATIONS	182	511	563	51	780	269
	INSURANCE EXPENSE	191,852	216,790	205,550	(11,240)	210,550	(6,240)
	PROGRAM EXPENSES	2,482	3,099	3,452	353	3,698	599
	MEETINGS, CONFERENCES, TRAINING	2,646	2,215	4,270	2,055	4,849	2,634
	PROFESSIONAL FEES	1,321	(22,616)	5,000	27,616	30,000	52,616
	CONTRACTED SERVICES	17,375	145	1,696	1,551	3,500	3,355
	MARKETING & PROMOTION	2,060	234	1,141	908	1,200	966
	EQUIP REPAIRS & MAINTENANCE	127	127	570	443	570	443
	TRANSFERS TO CEMETERY BOARD	48,847	80,000	75,479	(4,521)	104,402	24,402
		<u>656,719</u>	<u>636,652</u>	<u>647,952</u>	<u>11,300</u>	<u>916,509</u>	<u>279,857</u>
	NET OPERATING (REVENUE) EXPENSE	<u>268,555</u>	<u>150,989</u>	<u>203,851</u>	<u>52,862</u>	<u>312,409</u>	<u>161,420</u>
OTHER							
	OMPF - ONT MUN PARTNER GRANT	(403,500)	(342,975)	(342,975)	--	(457,300)	(114,325)
	DEBENTURE PAYMENT	460,352	458,416	492,529	34,113	933,275	474,860
		<u>131,852</u>	<u>190,441</u>	<u>207,751</u>	<u>17,310</u>	<u>600,579</u>	<u>410,138</u>
		<u>400,407</u>	<u>341,430</u>	<u>411,602</u>	<u>70,172</u>	<u>912,988</u>	<u>571,559</u>

NOTES

Interest revenue favourable variance is projected to the year end. The variance is a result of higher than projected cash balance in the operating bank account.

Insurance expenses are over budget due to a high number of claims resulting in a \$6,240 unfavourable variance in adjustor fees and deductibles.

A surplus in professional fees is due to the timing of annual audit fees and will balance at year end.

A surplus in the transfers to Cemetery Board will balance at year end.

A surplus in debenture payments accounts is due to timing and will balance at year end.

Town of Ingersoll
9 Months Ended September 30, 2016

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual fav (unfav)	Annual	Remaining
	2015	2016	2016		Budget	Budget
	1	2	3	4=3-2	2016	2016
ACTIVITY: TAXATION					5	6=5-2
REVENUE						
TAXATION	(10,453,048)	(9,601,036)	(9,397,614)	203,422	(13,733,548)	(4,132,512)
	(10,453,048)	(9,601,036)	(9,397,614)	203,422	(13,733,548)	(4,132,512)
EXPENSE						
PROPERTY TAX REFUNDS & ADJUSTMENTS	290,117	284,013	153,004	(131,009)	460,000	175,987
	290,117	284,013	153,004	(131,009)	460,000	175,987
NET OPERATING (REVENUE) EXPENSE	(10,162,931)	(9,317,022)	(9,244,610)	72,413	(13,273,548)	(3,956,526)
OTHER						
	--	--	--	--	--	--
	(10,162,931)	(9,317,022)	(9,244,610)	72,413	(13,273,548)	(3,956,526)

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 to taxpayers by the Town and related reimbursements to the Town by the County and School Boards.

Town of Ingersoll
9 Months Ended September 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: INSPECTION				4=3-2		
REVENUE						
PERMITS/LICENSES	(98,830)	(293,959)	(127,048)	166,910	(156,200)	137,759
USER FEES	(1,913)	(2,450)	(1,659)	791	(2,300)	150
	<u>(100,744)</u>	<u>(296,409)</u>	<u>(128,707)</u>	<u>167,701</u>	<u>(158,500)</u>	<u>137,909</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	106,188	122,189	121,020	(1,169)	166,710	44,521
ADMINISTRATIVE EXPENSE	875	830	570	(260)	1,120	290
OPERATING EXPENSE	--	482	563	81	1,000	518
COMMUNICATIONS	355	341	375	34	500	159
PROGRAM EXPENSES	1,075	972	770	(202)	965	(7)
MEETINGS, CONFERENCES, TRAINING	2,414	5,598	5,545	(54)	8,400	2,802
FUEL / TRANSPORTATION COSTS	2,037	3,118	2,031	(1,086)	4,000	882
MARKETING & PROMOTION	244	--	375	375	375	375
	<u>118,993</u>	<u>133,530</u>	<u>131,249</u>	<u>(2,281)</u>	<u>183,070</u>	<u>49,540</u>
NET OPERATING (REVENUE) EXPENSE	<u>18,249</u>	<u>(162,879)</u>	<u>2,542</u>	<u>165,421</u>	<u>24,570</u>	<u>187,449</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>18,249</u>	<u>(162,879)</u>	<u>2,542</u>	<u>165,421</u>	<u>24,570</u>	<u>187,449</u>

NOTES

A surplus in permit fees is due to a higher than projected number of building permits.

No other significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	24,743	21,568	23,882	2,314	32,880	11,312
	24,743	21,568	23,882	2,314	32,880	11,312
NET OPERATING (REVENUE) EXPENSE	24,743	21,568	23,882	2,314	32,880	11,312
OTHER						
	--	--	0	0	0	0
	24,743	21,568	23,882	2,314	32,880	11,312

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	(79,260)	(91,108)	(78,219)	12,888	(103,775)	(12,667)
	<u>(79,260)</u>	<u>(91,108)</u>	<u>(78,219)</u>	<u>12,888</u>	<u>(103,775)</u>	<u>(12,667)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	67,873	59,422	59,189	(234)	81,570	22,148
OPERATING EXPENSE	1,388	1,916	1,535	(382)	2,602	686
COMMUNICATIONS	991	1,274	1,164	(110)	1,698	424
UTILITIES - HYDRO	40,264	47,145	41,296	(5,849)	64,990	17,845
UTILITIES - NATURAL GAS	11,016	6,562	10,823	4,261	14,000	7,438
UTILITIES - WATER	6,199	6,691	6,414	(277)	9,462	2,771
CONTRACTED SERVICES	1,200	--	545	545	1,200	1,200
REPAIRS & MAINTENANCE	551	551	612	62	820	270
LAND MAINTENANCE & IMPROVEMENT	180	280	518	238	650	370
EQUIP REPAIRS & MAINTENANCE	1,795	1,824	8,170	6,345	11,460	9,636
BLDG REPAIRS & MAINTENANCE	10,126	8,565	8,574	9	13,000	4,435
SNOW REMOVAL AND SANDING	577	322	873	551	1,000	678
MAINTENANCE CONTRACTS	7,820	7,625	9,200	1,575	10,460	2,835
	<u>150,157</u>	<u>142,178</u>	<u>148,911</u>	<u>6,734</u>	<u>212,912</u>	<u>70,734</u>
NET OPERATING (REVENUE) EXPENSE	<u>70,897</u>	<u>51,070</u>	<u>70,692</u>	<u>19,622</u>	<u>109,137</u>	<u>58,067</u>
OTHER						
TRANSFER TO RESERVES & RES FUNDS	14,500	32,500	32,500	--	65,000	32,500
	<u>14,500</u>	<u>32,500</u>	<u>32,500</u>	<u>0</u>	<u>65,000</u>	<u>32,500</u>
	<u>85,397</u>	<u>83,570</u>	<u>103,192</u>	<u>19,622</u>	<u>174,137</u>	<u>90,567</u>

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	(21,213)	(24,342)	(17,376)	6,967	(21,925)	2,417
	(21,213)	(24,342)	(17,376)	6,967	(21,925)	2,417
EXPENSE						
SALARIES, WAGES & BENEFITS	9,852	14,907	16,158	1,251	22,230	7,323
OPERATING EXPENSE	5,853	--	6,100	6,100	6,100	6,100
UTILITIES - HYDRO	2,810	6,268	5,437	(830)	7,882	1,614
UTILITIES - NATURAL GAS	2,354	2,489	4,913	2,424	6,300	3,811
UTILITIES - WATER	658	1,072	1,362	291	1,920	848
REPAIRS & MAINTENANCE	199	209	199	(10)	300	91
EQUIP REPAIRS & MAINTENANCE	131	--	1,000	1,000	1,000	1,000
BLDG REPAIRS & MAINTENANCE	2,864	4,715	1,437	(3,278)	2,330	(2,385)
SNOW REMOVAL AND SANDING	1,143	639	1,469	830	1,920	1,281
MAINTENANCE CONTRACTS	6,699	5,300	6,481	1,180	8,238	2,938
	32,563	35,598	44,556	8,958	58,220	22,621
NET OPERATING (REVENUE) EXPENSE	11,350	11,256	27,180	15,924	36,295	25,039
OTHER						
TRANSFER TO RESERVES & RES FUNDS	15,000	20,000	20,000	--	40,000	20,000
	15,000	20,000	20,000	0	40,000	20,000
	26,350	31,256	47,180	15,924	76,295	45,039

NOTES

No significant variances projected at this time

Town of Ingersoll
9 Months Ended September 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	(17,217)	(25)	(194)	(169)	(17,450)	(17,425)
USER FEES	(1,207)	(2,770)	(916)	1,854	(1,000)	1,770
RECOVERIES	(150)	(120)	--	120	(2,500)	(2,380)
	<u>(18,574)</u>	<u>(2,915)</u>	<u>(1,110)</u>	<u>1,805</u>	<u>(20,950)</u>	<u>(18,035)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	440,671	461,099	496,722	35,624	677,485	216,386
ADMINISTRATIVE EXPENSE	652	909	1,103	194	1,958	1,049
OPERATING EXPENSE	14,574	16,080	14,096	(1,983)	20,550	4,470
COMMUNICATIONS	24,232	23,665	27,439	3,774	47,015	23,350
UTILITIES - HYDRO	11,193	13,418	11,320	(2,098)	16,950	3,532
UTILITIES - NATURAL GAS	2,799	1,618	2,938	1,320	3,300	1,682
UTILITIES - WATER	1,460	1,676	1,477	(199)	2,200	524
PROGRAM EXPENSES	(389)	1,668	1,170	(498)	1,800	132
MEETINGS, CONFERENCES, TRAINING	12,441	6,865	12,944	6,079	16,550	9,685
FUEL / TRANSPORTATION COSTS	3,760	2,762	4,175	1,413	6,100	3,338
MARKETING & PROMOTION	3,209	3,929	4,125	197	4,550	621
EQUIP REPAIRS & MAINTENANCE	6,791	8,052	8,080	28	17,490	9,438
BLDG REPAIRS & MAINTENANCE	1,042	4,102	3,399	(703)	4,000	(102)
MAINTENANCE CONTRACTS	710	799	903	105	1,065	266
	<u>523,144</u>	<u>546,640</u>	<u>589,893</u>	<u>43,253</u>	<u>821,013</u>	<u>274,373</u>
NET OPERATING (REVENUE) EXPENSE	<u>504,570</u>	<u>543,725</u>	<u>588,783</u>	<u>45,058</u>	<u>800,063</u>	<u>256,338</u>
OTHER						
TRANSFER TO RESERVES & RES FUNDS	88,000	88,000	88,000	--	176,000	88,000
	<u>88,000</u>	<u>88,000</u>	<u>88,000</u>	<u>0</u>	<u>176,000</u>	<u>88,000</u>
	<u>592,570</u>	<u>631,725</u>	<u>676,783</u>	<u>45,058</u>	<u>976,063</u>	<u>344,338</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
9 Months Ended September 30, 2016

DEPARTMENT: FIRE		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	51,763	52,465	52,770	304	72,600	20,135
	OPERATING EXPENSE	1,933	2,272	2,822	551	3,815	1,543
	PROGRAM EXPENSES	--	--	187	187	250	250
	LAND MAINTENANCE & IMPROVEMENT	--	--	50	50	50	50
	EQUIP REPAIRS & MAINTENANCE	7,978	218	2,414	2,196	2,500	2,282
	SNOW REMOVAL AND SANDING	--	--	250	250	250	250
	MAINTENANCE CONTRACTS	1,257	1,145	1,500	355	2,000	855
		<u>62,931</u>	<u>56,101</u>	<u>59,994</u>	<u>3,893</u>	<u>81,465</u>	<u>25,364</u>
	NET OPERATING (REVENUE) EXPENSE	<u>14,232</u>	<u>56,101</u>	<u>59,994</u>	<u>3,893</u>	<u>16,677</u>	<u>(39,424)</u>
	OTHER						
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>14,232</u>	<u>56,101</u>	<u>59,994</u>	<u>3,893</u>	<u>16,677</u>	<u>(39,424)</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	(9,340)	(7,782)	(9,217)	(1,435)	(12,200)	(4,418)
PERMITS/LICENSES	(400)	(350)	(650)	(300)	(650)	(300)
USER FEES	(1,474)	(2,386)	(1,991)	395	(2,500)	(114)
RECOVERIES	(164)	--	(906)	(906)	(2,000)	(2,000)
GRANTS / SUBSIDIES / REBATES	(30,000)	(27,746)	(33,184)	(5,437)	(83,000)	(55,254)
	<u>(41,378)</u>	<u>(38,265)</u>	<u>(45,949)</u>	<u>(7,684)</u>	<u>(100,350)</u>	<u>(62,085)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	45,594	46,523	49,351	2,828	67,075	20,552
ADMINISTRATIVE EXPENSE	--	--	100	100	100	100
OPERATING EXPENSE	488	221	795	575	800	579
COMMUNICATIONS	484	410	517	107	750	340
INSURANCE EXPENSE	423	212	1,000	788	1,000	788
PROGRAM EXPENSES	4,066	3,117	4,651	1,534	10,800	7,683
MEETINGS, CONFERENCES, TRAINING	3,562	2,334	7,046	4,712	8,650	6,316
FUEL / TRANSPORTATION COSTS	361	265	668	403	800	535
MARKETING & PROMOTION	641	31	1,325	1,294	3,400	3,369
EQUIP REPAIRS & MAINTENANCE	--	--	404	404	1,000	1,000
MAINTENANCE CONTRACTS	--	122	--	(122)	--	(122)
	<u>55,621</u>	<u>53,234</u>	<u>65,859</u>	<u>12,624</u>	<u>94,375</u>	<u>41,141</u>
NET OPERATING (REVENUE) EXPENSE	<u>14,243</u>	<u>14,970</u>	<u>19,910</u>	<u>4,940</u>	<u>(5,975)</u>	<u>(20,945)</u>
OTHER						
O.P.P. CONTRACT	2,119,116	1,904,369	1,906,820	2,451	2,542,427	638,058
	<u>2,119,116</u>	<u>1,904,369</u>	<u>1,906,820</u>	<u>2,451</u>	<u>2,542,427</u>	<u>638,058</u>
	<u>2,133,359</u>	<u>1,919,339</u>	<u>1,926,730</u>	<u>7,391</u>	<u>2,536,452</u>	<u>617,113</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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 fav (unfav)	5	6=5-2
ACTIVITY: FACILITY						
REVENUE						
RENT / LEASES	(78,750)	(78,750)	(78,750)	--	(105,000)	(26,250)
	(30,051)	(78,750)	(78,750)	0	(40,212)	38,538
EXPENSE						
INSURANCE EXPENSE	645	345	650	305	650	305
UTILITIES - HYDRO	14,396	16,899	13,582	(3,317)	20,129	3,230
UTILITIES - NATURAL GAS	1,551	931	1,481	550	1,869	938
UTILITIES - WATER	1,827	2,012	1,902	(110)	2,650	638
BLDG REPAIRS & MAINTENANCE	797	1,531	4,603	3,072	8,500	6,969
MAINTENANCE CONTRACTS	322	200	359	159	400	200
	19,538	21,918	22,578	660	34,198	12,280
NET OPERATING (REVENUE) EXPENSE	(10,513)	(56,832)	(56,172)	660	(6,014)	50,818
OTHER						
TRANSFER TO RESERVES & RES FUNDS	7,675	7,675	7,675	--	15,350	7,675
	7,675	7,675	7,675	0	15,350	7,675
	(2,838)	(49,157)	(48,497)	660	9,336	58,493

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION						
REVENUE						
PERMITS/LICENSES	--	(250)	--	250	(2,500)	(2,250)
USER FEES	(974)	(1,434)	(766)	668	(800)	634
RECOVERIES	(14,353)	(3,700)	(18,096)	(14,396)	(46,000)	(42,300)
	<u>(15,327)</u>	<u>(5,384)</u>	<u>(18,863)</u>	<u>(13,479)</u>	<u>(49,300)</u>	<u>(43,916)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	199,559	187,217	241,499	54,282	334,660	147,443
ADMINISTRATIVE EXPENSE	8,085	5,645	9,480	3,835	10,150	4,505
OPERATING EXPENSE	1,792	9,261	10,808	1,547	11,650	2,389
COMMUNICATIONS	7,795	8,284	7,029	(1,255)	10,000	1,716
PROGRAM EXPENSES	536	1,170	2,109	939	2,565	1,395
MEETINGS, CONFERENCES, TRAINING	6,307	8,543	13,246	4,703	16,300	7,757
FUEL / TRANSPORTATION COSTS	1,840	2,506	1,371	(1,136)	2,100	(406)
PROFESSIONAL FEES	8,559	--	27,467	27,467	41,200	41,200
CONTRACTED SERVICES	(500)	676	--	(676)	--	(676)
MARKETING & PROMOTION	--	182	1,642	1,460	2,000	1,818
EQUIP REPAIRS & MAINTENANCE	4,286	659	1,580	921	2,200	1,541
EQUIPMENT USAGE	876	1,227	168	(1,058)	200	(1,027)
	<u>239,135</u>	<u>225,371</u>	<u>316,399</u>	<u>91,028</u>	<u>433,025</u>	<u>207,654</u>
NET OPERATING (REVENUE) EXPENSE	<u>223,808</u>	<u>219,987</u>	<u>297,536</u>	<u>77,549</u>	<u>383,725</u>	<u>163,738</u>
OTHER						
TRANSFER TO RESERVES & RES FUNDS	665,613	808,500	808,500	--	1,617,000	808,500
	<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>889,420</u>	<u>1,028,487</u>	<u>1,106,036</u>	<u>77,549</u>	<u>2,000,725</u>	<u>972,238</u>

NOTES

Positive variance in wages / benefits is due to temporary vacant positions and timing of hires.

A deficit in Recoveries is due to timing and will balance at year end.

A surplus in professional fees is due to timing and will balance at year end.

Town of Ingersoll
9 Months Ended September 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	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: EQUIPMENT						
REVENUE						
EXPENSE						
EQUIP REPAIRS & MAINTENANCE	(3,247)	(7,495)	(3,422)	4,073	(5,000)	2,495
	<u>(3,247)</u>	<u>(7,495)</u>	<u>(3,422)</u>	<u>4,073</u>	<u>(5,000)</u>	<u>2,495</u>
NET OPERATING (REVENUE) EXPENSE	<u>(3,247)</u>	<u>(7,495)</u>	<u>(3,422)</u>	<u>4,073</u>	<u>(5,000)</u>	<u>2,495</u>
OTHER						
	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>5,000</u>	<u>2,500</u>
	<u>(747)</u>	<u>(4,995)</u>	<u>(922)</u>	<u>4,073</u>	<u>--</u>	<u>4,995</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	138,443	158,212	151,084	(7,128)	234,200	75,988
EQUIP REPAIRS & MAINTENANCE	12,313	7,936	8,000	64	11,000	3,064
	<u>150,755</u>	<u>166,148</u>	<u>159,084</u>	<u>(7,064)</u>	<u>245,200</u>	<u>79,052</u>
NET OPERATING (REVENUE) EXPENSE	<u>150,755</u>	<u>166,148</u>	<u>159,084</u>	<u>(7,064)</u>	<u>245,200</u>	<u>79,052</u>
OTHER						
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>150,755</u>	<u>166,148</u>	<u>159,084</u>	<u>(7,064)</u>	<u>245,200</u>	<u>79,052</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	3,550	3,200	3,322	122	5,000	1,800
EQUIP REPAIRS & MAINTENANCE	10,796	2,281	11,064	8,783	12,000	9,719
	<u>14,346</u>	<u>5,482</u>	<u>14,386</u>	<u>8,905</u>	<u>17,000</u>	<u>11,519</u>
NET OPERATING (REVENUE) EXPENSE	<u>14,346</u>	<u>5,482</u>	<u>14,386</u>	<u>8,905</u>	<u>17,000</u>	<u>11,519</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>14,346</u>	<u>5,482</u>	<u>14,386</u>	<u>8,905</u>	<u>17,000</u>	<u>11,519</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 30, 2016

DEPARTMENT: PUBLIC WORKS		YTD Actual		YTD Budget	Variance YTD 2015 Budget vs Actual
		2015	2016	2016	fav (unfav)
ACTIVITY:	ADMINISTRATION & EQUIPMENT	1	2	3	4=3-2
REVENUE					
	SALE OF GOODS OR SERVICES	(2,137)	(1,956)	(2,062)	(106)
	PERMITS/LICENSES	--	(8,850)	--	8,850
	USER FEES	(44)	--	(300)	(300)
	RECOVERIES	(750)	(5,442)	(953)	4,489
	COUNTY RECOVERY	(83,238)	(91,806)	(93,584)	(1,779)
	GRANTS / SUBSIDIES / REBATES	--	--	(718)	(718)
		<u>(86,169)</u>	<u>(108,054)</u>	<u>(97,617)</u>	<u>10,437</u>
EXPENSE					
	SALARIES, WAGES & BENEFITS	267,641	257,967	303,194	45,227
	ADMINISTRATIVE EXPENSE	898	617	702	85
	OPERATING EXPENSE	12,712	14,180	10,195	(3,985)
	COMMUNICATIONS	2,647	3,727	2,735	(991)
	PROGRAM EXPENSES	727	720	704	(16)
	MEETINGS, CONFERENCES, TRAINING	10,592	9,361	10,512	1,151
	FUEL / TRANSPORTATION COSTS	50,477	34,858	57,211	22,353
	MARKETING & PROMOTION	460	12	725	713
	PW EQUIP CHARGEOUT NET OF COSTS	(256,974)	(200,351)	77,719	278,069
	EQUIPMENT USAGE	10,021	9,918	(283,265)	(293,183)
		<u>99,222</u>	<u>131,009</u>	<u>180,433</u>	<u>49,424</u>
	NET OPERATING (REVENUE) EXPENSE	<u>13,053</u>	<u>22,955</u>	<u>82,815</u>	<u>59,861</u>
OTHER					
	TRANSFER TO RESERVES & RES FUNDS	125,000	115,000	115,000	--
		<u>125,000</u>	<u>115,000</u>	<u>115,000</u>	<u>0</u>
		<u>138,053</u>	<u>137,955</u>	<u>197,815</u>	<u>59,861</u>

NOTES

A surplus in the wages & benefits accounts is due to the allocation of wages by activity. The budgeted allocation is representative of actual results. The surplus is offset by deficits in various PW activities. There are also timing differences.

A surplus in fuel and transportation costs is due to a lower than projected cost of fuel. The surplus is projected to carry over to next year.

A deficit in operating expense accounts is due to timing and will balance at year end.

Town of Ingersoll
9 Months Ended September 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	9,878	6,845	10,171	3,326	14,003	7,158
	COMMUNICATIONS	2,798	2,257	3,990	1,733	5,320	3,063
	UTILITIES - HYDRO	6,159	6,909	7,422	513	9,896	2,987
	UTILITIES - NATURAL GAS	7,216	4,667	6,300	1,633	8,400	3,733
	UTILITIES - WATER	1,015	1,037	1,275	238	1,700	663
	REPAIRS & MAINTENANCE	310	83	471	389	597	514
	BLDG REPAIRS & MAINTENANCE	9,758	10,472	5,625	(4,847)	7,500	(2,972)
	MAINTENANCE CONTRACTS	6,058	5,250	7,901	2,651	11,470	6,220
		<u>43,192</u>	<u>38,777</u>	<u>43,713</u>	<u>4,936</u>	<u>60,386</u>	<u>21,609</u>
NET OPERATING (REVENUE) EXPENSE		<u>43,192</u>	<u>38,777</u>	<u>43,713</u>	<u>4,936</u>	<u>60,386</u>	<u>21,609</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>43,192</u>	<u>38,777</u>	<u>43,713</u>	<u>4,936</u>	<u>60,386</u>	<u>21,609</u>

NOTES

A deficit in building repair & maintenance is due to higher than projected cost of overhead door repairs. The deficit is projected for the year end.

Town of Ingersoll
9 Months Ended September 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	3,107	6,110	2,790	(3,319)	3,840	(2,270)
EQUIPMENT USAGE	347	689	970	281	2,950	2,261
	<u>3,454</u>	<u>7,042</u>	<u>7,434</u>	<u>392</u>	<u>11,790</u>	<u>4,748</u>
NET OPERATING (REVENUE) EXPENSE	<u>3,454</u>	<u>7,042</u>	<u>7,434</u>	<u>392</u>	<u>11,790</u>	<u>4,748</u>
OTHER						
	<u> --</u>	<u> --</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
	<u>3,454</u>	<u>7,042</u>	<u>7,434</u>	<u>392</u>	<u>11,790</u>	<u>4,748</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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: ROADSIDE MAINTENANCE						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	71,501	89,838	73,895	(15,943)	101,660	11,822
MATERIALS - PUBLIC WORKS	34,388	32,727	30,885	(1,842)	38,450	5,723
EQUIPMENT USAGE	46,630	47,996	58,287	10,291	68,650	20,654
	<u>152,518</u>	<u>170,561</u>	<u>163,067</u>	<u>(7,494)</u>	<u>208,760</u>	<u>38,199</u>
NET OPERATING (REVENUE) EXPENSE	<u>152,518</u>	<u>170,561</u>	<u>163,067</u>	<u>(7,494)</u>	<u>208,760</u>	<u>38,199</u>
OTHER						
	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>	<u> --</u>
	<u>152,518</u>	<u>170,561</u>	<u>163,067</u>	<u>(7,494)</u>	<u>208,760</u>	<u>38,199</u>

NOTES

No significant variances projected at this time.

A deficit in the wages & benefits accounts is due to the allocation of wages by activity. The budgeted allocation is not representative of actual results. The deficit is offset by surpluses in various PW activities. There are also timing differences.

Town of Ingersoll
9 Months Ended September 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	96,002	96,356	92,277	(4,079)	126,940	30,584
MATERIALS - PUBLIC WORKS	94,059	93,455	115,109	21,654	209,400	115,945
EQUIPMENT USAGE	46,300	38,032	48,955	10,924	67,370	29,338
	<u>236,361</u>	<u>227,842</u>	<u>256,341</u>	<u>28,499</u>	<u>403,710</u>	<u>175,868</u>
NET OPERATING (REVENUE) EXPENSE	<u>236,361</u>	<u>227,842</u>	<u>256,341</u>	<u>28,499</u>	<u>403,710</u>	<u>175,868</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>(95,000)</u>	<u>(95,000)</u>
	<u>236,361</u>	<u>227,842</u>	<u>256,341</u>	<u>28,499</u>	<u>308,710</u>	<u>80,868</u>

NOTES

A deficit 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
9 Months Ended September 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	79,460	92,568	67,991	(24,576)	93,530	962
UTILITIES - HYDRO	363	447	375	(71)	500	54
LAND MAINTENANCE & IMPROVEMENT	--	--	1,125	1,125	1,500	1,500
SNOW REMOVAL AND SANDING	18,541	14,180	15,000	820	15,000	820
MATERIALS - PUBLIC WORKS	62,282	66,772	87,639	20,867	109,300	42,528
EQUIPMENT USAGE	17,786	17,475	23,278	5,804	27,840	10,365
	<u>178,433</u>	<u>191,441</u>	<u>195,408</u>	<u>3,967</u>	<u>247,670</u>	<u>56,229</u>
NET OPERATING (REVENUE) EXPENSE	<u>178,433</u>	<u>191,441</u>	<u>195,408</u>	<u>3,967</u>	<u>247,670</u>	<u>56,229</u>
OTHER						
	<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>178,433</u>	<u>191,441</u>	<u>195,408</u>	<u>3,967</u>	<u>247,670</u>	<u>56,229</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.

A deficit in the wages & benefits accounts is due to the allocation of wages by activity. The budgeted allocation is not representative of actual results. The deficit is offset by surpluses in various PW activities. There are also timing differences.

Town of Ingersoll
9 Months Ended September 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	fav (unfav)	5	6=5-2
ACTIVITY: WINTER CONTROL				4=3-2		
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	110,427	87,991	87,257	(734)	153,510	65,519
CONTRACTED SERVICES	26,238	13,967	20,449	6,482	25,000	11,033
MATERIALS - PUBLIC WORKS	100,152	79,523	87,007	7,484	116,936	37,413
EQUIPMENT USAGE	141,419	106,861	124,488	17,627	167,330	60,469
	<u>378,236</u>	<u>288,342</u>	<u>319,201</u>	<u>30,859</u>	<u>462,776</u>	<u>174,434</u>
NET OPERATING (REVENUE) EXPENSE	<u>378,236</u>	<u>288,342</u>	<u>319,201</u>	<u>30,859</u>	<u>462,776</u>	<u>174,434</u>
OTHER						
	--	--	--	--	--	--
	<u>378,236</u>	<u>288,342</u>	<u>319,201</u>	<u>30,859</u>	<u>462,776</u>	<u>174,434</u>

NOTES

Variations due to timing of expenditures.

Town of Ingersoll
9 Months Ended September 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: ENVIRONMENTAL SERVICES						
REVENUE						
SALE OF GOODS OR SERVICES	(4,792)	(4,917)	(4,062)	856	(5,560)	(643)
COUNTY RECOVERY	(86,394)	(9,627)	(19,736)	(10,109)	(27,018)	(17,391)
	<u>(91,186)</u>	<u>(14,544)</u>	<u>(23,798)</u>	<u>(9,254)</u>	<u>(32,578)</u>	<u>(18,034)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	65,347	32,359	52,351	19,992	72,060	39,701
PROGRAM EXPENSES	--	50	--	(50)	--	(50)
MARKETING & PROMOTION	--	--	1,300	1,300	5,200	5,200
MATERIALS - PUBLIC WORKS	4,095	3,127	3,085	(42)	3,800	673
EQUIPMENT USAGE	43,270	8,985	10,455	1,470	42,850	33,865
	<u>113,552</u>	<u>45,471</u>	<u>68,789</u>	<u>23,318</u>	<u>126,410</u>	<u>80,939</u>
NET OPERATING (REVENUE) EXPENSE	<u>22,366</u>	<u>30,927</u>	<u>44,991</u>	<u>14,064</u>	<u>93,832</u>	<u>62,905</u>
OTHER						
	--	--	--	--	(2,500)	(2,500)
	<u>22,366</u>	<u>30,927</u>	<u>44,991</u>	<u>14,064</u>	<u>91,332</u>	<u>60,405</u>

NOTES

Variances due to timing of expenditures.

Town of Ingersoll
9 Months Ended September 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	81,135	51,016	51,508	493	70,870	19,854
ADMINISTRATIVE EXPENSE	181	25	75	50	75	50
COMMUNICATIONS	434	656	583	(74)	840	184
PROGRAM EXPENSES	2,569	7,659	8,305	646	10,900	3,241
MEETINGS, CONFERENCES, TRAINING	1,437	1,469	1,500	31	1,500	31
FUEL / TRANSPORTATION COSTS	446	520	1,282	762	1,500	980
MARKETING & PROMOTION	14,827	26,853	24,612	(2,241)	27,000	147
	<u>101,104</u>	<u>91,179</u>	<u>88,066</u>	<u>(3,114)</u>	<u>112,885</u>	<u>21,706</u>
NET OPERATING (REVENUE) EXPENSE	<u>100,996</u>	<u>89,143</u>	<u>88,066</u>	<u>(1,077)</u>	<u>112,885</u>	<u>23,742</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>106,246</u>	<u>96,893</u>	<u>95,816</u>	<u>(1,077)</u>	<u>128,385</u>	<u>31,492</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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		(16,121)	(10,401)	(17,038)	(6,637)	(26,000)	(15,599)
ICE RENTAL		(102,066)	(102,660)	(113,758)	(11,098)	(248,932)	(146,272)
RENT / LEASES		(1,210)	(1,414)	(6,216)	(4,802)	(6,700)	(5,286)
USER FEES		(4,357)	(4,583)	(4,207)	376	(7,999)	(3,416)
		<u>(123,753)</u>	<u>(119,059)</u>	<u>(141,218)</u>	<u>(22,160)</u>	<u>(289,631)</u>	<u>(170,572)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		155,681	164,063	205,117	41,055	282,000	117,938
ADMINISTRATIVE EXPENSE		145	228	209	(19)	400	172
OPERATING EXPENSE		3,371	3,835	3,262	(574)	5,341	1,506
COMMUNICATIONS		2,407	2,512	1,354	(1,158)	2,100	(412)
UTILITIES - HYDRO		32,433	41,897	41,819	(78)	74,500	32,603
UTILITIES - NATURAL GAS		9,091	5,730	9,426	3,696	12,700	6,970
UTILITIES - WATER		3,881	4,649	6,675	2,026	8,900	4,251
SUPPLIES		7,160	6,273	6,886	613	13,100	6,827
MEETINGS, CONFERENCES, TRAINING		928	--	1,200	1,200	1,200	1,200
FUEL / TRANSPORTATION COSTS		1,056	1,197	1,552	355	3,000	1,803
CONTRACTED SERVICES		--	62	--	(62)	--	(62)
MARKETING & PROMOTION		--	188	--	(188)	--	(188)
REPAIRS & MAINTENANCE		934	498	1,281	782	1,500	1,002
EQUIP REPAIRS & MAINTENANCE		8,772	20,264	12,381	(7,883)	19,500	(764)
BLDG REPAIRS & MAINTENANCE		15,158	11,091	11,885	794	15,575	4,484
SNOW REMOVAL AND SANDING		3,560	2,670	6,400	3,730	6,400	3,730
MAINTENANCE CONTRACTS		12,394	10,399	12,135	1,736	16,799	6,400
		<u>256,971</u>	<u>275,558</u>	<u>321,582</u>	<u>46,024</u>	<u>463,015</u>	<u>187,458</u>
NET OPERATING (REVENUE) EXPENSE		<u>133,218</u>	<u>156,499</u>	<u>180,363</u>	<u>23,864</u>	<u>173,384</u>	<u>16,885</u>
OTHER							
TRANSFER TO RESERVES & RES FUNDS		160,605	184,855	184,855	--	369,710	184,855
		<u>160,605</u>	<u>184,855</u>	<u>184,855</u>	<u>0</u>	<u>369,710</u>	<u>184,855</u>
		<u>293,823</u>	<u>341,354</u>	<u>365,218</u>	<u>23,864</u>	<u>543,094</u>	<u>201,740</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 unexpected repair of the exhaust fan.

Town of Ingersoll
9 Months Ended September 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	(23,943)	(25,584)	(20,927)	4,657	(21,800)	3,784
		<u>(33,763)</u>	<u>(26,084)</u>	<u>(26,570)</u>	<u>(486)</u>	<u>(31,800)</u>	<u>(5,716)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	229,157	241,060	229,614	(11,446)	315,410	74,350
	ADMINISTRATIVE EXPENSE	146	35	150	116	200	165
	OPERATING EXPENSE	5,279	5,246	6,919	1,672	8,205	2,959
	COMMUNICATIONS	2,333	3,101	2,830	(271)	4,250	1,149
	UTILITIES - HYDRO	11,058	13,358	11,617	(1,741)	18,600	5,242
	UTILITIES - NATURAL GAS	7,878	5,396	7,366	1,970	8,700	3,304
	UTILITIES - WATER	6,719	8,173	6,809	(1,364)	10,900	2,727
	PROGRAM EXPENSES	3,803	5,613	3,650	(1,963)	4,700	(913)
	MEETINGS, CONFERENCES, TRAINING	1,667	358	1,184	826	1,500	1,142
	FUEL / TRANSPORTATION COSTS	11,671	14,618	13,055	(1,562)	15,000	382
	REPAIRS & MAINTENANCE	9,070	8,739	8,805	66	10,300	1,561
	LAND MAINTENANCE & IMPROVEMENT	27,450	19,424	29,882	10,458	33,200	13,776
	EQUIP REPAIRS & MAINTENANCE	21,615	15,967	18,691	2,725	25,000	9,033
	BLDG REPAIRS & MAINTENANCE	5,199	6,412	7,273	861	11,100	4,688
	SNOW REMOVAL AND SANDING	--	1,080	900	(180)	900	(180)
	MAINTENANCE CONTRACTS	2,761	3,071	2,680	(391)	3,550	479
		<u>346,828</u>	<u>353,626</u>	<u>353,937</u>	<u>311</u>	<u>474,315</u>	<u>120,689</u>
NET OPERATING (REVENUE) EXPENSE		<u>313,065</u>	<u>327,541</u>	<u>327,366</u>	<u>(175)</u>	<u>442,515</u>	<u>114,974</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>331,565</u>	<u>372,541</u>	<u>372,366</u>	<u>(175)</u>	<u>532,515</u>	<u>159,974</u>

NOTES

A surplus in wages, salaries and benefits is due to timing of part time / seasonal wages. The budget figures are 20/26th of annual pay periods and do not reflect the seasonality of part time wages.

Town of Ingersoll
9 Months Ended September 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
	1	2	3	fav (unfav)	5	6=5-2
ACTIVITY: PARKS PROGRAMS				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(16,785)	(15,636)	(12,754)	2,882	(16,500)	(864)
	(16,755)	(15,633)	(13,295)	2,338	(23,060)	(7,427)
EXPENSE						
SALARIES, WAGES & BENEFITS	--	--	8,535	8,535	11,680	11,680
SUPPLIES	15,455	12,623	10,868	(1,754)	21,000	8,377
CONTRACTED SERVICES	--	2,320	758	(1,562)	8,860	6,540
	15,455	15,002	20,988	5,985	50,140	35,138
NET OPERATING (REVENUE) EXPENSE	(1,300)	(631)	7,693	8,324	27,080	27,711
OTHER						
	--	--	--	--	--	--
	(1,300)	(631)	7,693	8,324	27,080	27,711

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	(7,530)	(7,530)	(7,650)	(120)	(10,200)	(2,670)
USER FEES	--	(20,000)	(20,000)	--	(20,000)	--
	<u>(7,530)</u>	<u>(27,530)</u>	<u>(27,650)</u>	<u>(120)</u>	<u>(30,200)</u>	<u>(2,670)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	18,537	21,218	18,802	(2,417)	25,860	4,642
UTILITIES - HYDRO	31,084	37,586	31,416	(6,170)	45,393	7,806
UTILITIES - NATURAL GAS	5,155	3,066	4,642	1,575	5,700	2,634
UTILITIES - WATER	17,158	27,042	21,725	(5,317)	24,300	(2,742)
REPAIRS & MAINTENANCE	13,015	13,339	13,055	(284)	13,100	(239)
LAND MAINTENANCE & IMPROVEMENT	266	953	2,000	1,048	2,000	1,048
EQUIP REPAIRS & MAINTENANCE	3,688	7,778	8,501	723	9,700	1,922
BLDG REPAIRS & MAINTENANCE	2,277	1,493	5,826	4,332	11,000	9,507
SNOW REMOVAL AND SANDING	4,050	1,585	7,000	5,415	7,000	5,415
MAINTENANCE CONTRACTS	4,839	5,995	8,095	2,100	10,849	4,854
	<u>136,069</u>	<u>120,056</u>	<u>121,061</u>	<u>1,005</u>	<u>190,902</u>	<u>70,845</u>
NET OPERATING (REVENUE) EXPENSE	<u>128,539</u>	<u>92,526</u>	<u>93,411</u>	<u>885</u>	<u>160,702</u>	<u>68,175</u>
OTHER						
	<u>4,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u><u>132,539</u></u>	<u><u>92,526</u></u>	<u><u>93,411</u></u>	<u><u>885</u></u>	<u><u>160,702</u></u>	<u><u>68,175</u></u>

NOTES

The summer of 2016 was very hot and dry resulting in higher than projected usage of water and hydro. Cost of electricity was also higher than budgeted. These factors contributed in a deficit in utility accounts. The deficit is projected for the end of the year.

Town of Ingersoll
9 Months Ended September 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2015	2016	2016	2015 Budget vs Actual	2016	2016
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2	5	6=5-2
		favored		unfavored			
REVENUE							
	SALE OF GOODS OR SERVICES	(1,443)	(1,190)	--	1,190	--	1,190
	USER FEES	(505)	(370)	(437)	(67)	(500)	(130)
	RECOVERIES	(70)	(713)	--	713	--	713
		<u>(70,401)</u>	<u>(2,274)</u>	<u>(437)</u>	<u>1,837</u>	<u>(500)</u>	<u>1,774</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	89,316	89,538	90,629	1,091	124,279	34,741
	ADMINISTRATIVE EXPENSE	8,609	11,907	10,994	(913)	16,150	4,243
	OPERATING EXPENSE	383	(1,000)	427	1,427	600	1,600
	COMMUNICATIONS	6,271	7,559	6,878	(681)	10,000	2,441
	SUPPLIES	867	1,417	--	(1,417)	--	(1,417)
	PROGRAM EXPENSES	33	19	75	56	100	81
	MEETINGS, CONFERENCES, TRAINING	539	--	100	100	100	100
	FUEL / TRANSPORTATION COSTS	--	--	100	100	100	100
	MARKETING & PROMOTION	884	--	200	200	200	200
		<u>106,902</u>	<u>109,441</u>	<u>109,403</u>	<u>(37)</u>	<u>151,529</u>	<u>42,088</u>
NET OPERATING (REVENUE) EXPENSE		<u>36,501</u>	<u>107,167</u>	<u>108,966</u>	<u>1,799</u>	<u>151,029</u>	<u>43,862</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<u>36,501</u>	<u>107,167</u>	<u>108,966</u>	<u>1,799</u>	<u>151,029</u>	<u>43,862</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 30, 2016

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget	Remaining Budget
		2015	2016	2016	2015 Budget vs Actual	2016	2016
ACTIVITY:	AQUATICS	1	2	3	4=3-2	5	6=5-2
REVENUE		-----		-----	-----	-----	-----
	SALE OF GOODS OR SERVICES	--	--	(750)	--	(1,000)	(1,000)
	RENT / LEASES	(8,563)	(15,057)	(10,488)	4,569	(15,255)	(198)
	USER FEES	(22,152)	(24,557)	(23,112)	1,445	(30,000)	(5,443)
	MEMBERSHIPS	(4,956)	(18,906)	(4,003)	14,903	(17,700)	1,206
	RECOVERIES	(55)	(149)	--	149	--	149
	PROGRAM REVENUES	<u>(132,764)</u>	<u>(139,536)</u>	<u>(131,127)</u>	<u>8,409</u>	<u>(148,368)</u>	<u>(8,832)</u>
		<u>(169,715)</u>	<u>(198,204)</u>	<u>(169,479)</u>	<u>29,475</u>	<u>(212,323)</u>	<u>(14,119)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	207,588	227,347	214,497	(12,849)	293,900	66,553
	OPERATING EXPENSE	3,110	4,027	3,430	(597)	3,860	(167)
	SUPPLIES	1,890	4,047	3,588	(459)	4,400	353
	PROGRAM EXPENSES	4,119	4,192	4,149	(43)	5,221	1,029
	MEETINGS, CONFERENCES, TRAINING	--	510	1,831	1,321	2,392	1,882
	FUEL / TRANSPORTATION COSTS	55	101	265	164	385	284
	MARKETING & PROMOTION	--	--	72	72	200	200
		<u>216,761</u>	<u>240,223</u>	<u>227,830</u>	<u>(12,393)</u>	<u>310,358</u>	<u>70,135</u>
	NET OPERATING (REVENUE) EXPENSE	<u>47,047</u>	<u>42,019</u>	<u>58,351</u>	<u>17,082</u>	<u>98,035</u>	<u>56,016</u>
OTHER							
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>47,047</u>	<u>42,019</u>	<u>58,351</u>	<u>17,082</u>	<u>98,035</u>	<u>56,016</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	(11,466)	(10,833)	(14,410)	(3,577)	(18,446)	(7,613)
MEMBERSHIPS	(16,460)	(76,416)	(78,300)	(1,884)	(104,400)	(27,984)
PROGRAM REVENUES	(2,308)	(3,301)	(2,926)	375	(4,000)	(699)
	<u>(30,234)</u>	<u>(90,600)</u>	<u>(95,636)</u>	<u>(5,036)</u>	<u>(126,846)</u>	<u>(36,246)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	74,938	71,243	79,227	7,983	108,790	37,547
OPERATING EXPENSE	1,031	619	1,038	419	1,150	531
SUPPLIES	10	171	460	289	1,550	1,379
MEETINGS, CONFERENCES, TRAINING	943	760	1,030	270	1,680	920
FUEL / TRANSPORTATION COSTS	98	206	324	118	550	344
CONTRACTED SERVICES	1,073	1,279	1,156	(123)	1,500	221
MARKETING & PROMOTION	325	54	300	246	300	246
EQUIP REPAIRS & MAINTENANCE	1,334	808	3,091	2,283	4,000	3,192
	<u>79,753</u>	<u>75,141</u>	<u>86,625</u>	<u>11,484</u>	<u>120,020</u>	<u>44,879</u>
NET OPERATING (REVENUE) EXPENSE	<u>49,520</u>	<u>(15,459)</u>	<u>(9,011)</u>	<u>6,448</u>	<u>(6,826)</u>	<u>8,633</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>53,520</u>	<u>(10,459)</u>	<u>(4,011)</u>	<u>6,448</u>	<u>3,174</u>	<u>13,633</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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:	PROGRAMS	1	2	3	4=3-2	5	6=5-2
REVENUE							
	USER FEES	(50,524)	(67,362)	(48,576)	18,786	(49,267)	18,095
	GRANTS / SUBSIDIES / REBATES	(3,223)	--	(1,607)	(1,607)	(9,936)	(9,936)
	PROGRAM REVENUES	(106,285)	(98,288)	(108,164)	(9,876)	(117,279)	(18,991)
		<u>(160,032)</u>	<u>(165,650)</u>	<u>(158,347)</u>	<u>7,302</u>	<u>(176,482)</u>	<u>(10,832)</u>
EXPENSE							
	SALARIES, WAGES & BENEFITS	146,029	151,808	130,675	(21,133)	179,090	27,282
	OPERATING EXPENSE	733	702	1,070	368	1,490	788
	SUPPLIES	3,664	4,115	5,803	1,687	7,822	3,707
	PROGRAM EXPENSES	6,328	5,490	7,766	2,276	9,845	4,355
	MEETINGS, CONFERENCES, TRAINING	--	261	627	367	700	439
	FUEL / TRANSPORTATION COSTS	54	228	471	243	825	597
	CONTRACTED SERVICES	1,800	380	1,464	1,084	2,250	1,870
	MARKETING & PROMOTION	215	68	395	327	500	432
		<u>158,822</u>	<u>163,052</u>	<u>148,271</u>	<u>(14,781)</u>	<u>202,522</u>	<u>39,470</u>
	NET OPERATING (REVENUE) EXPENSE	<u>(1,210)</u>	<u>(2,598)</u>	<u>(10,077)</u>	<u>(7,479)</u>	<u>26,040</u>	<u>28,638</u>
	OTHER	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
		<u>(1,210)</u>	<u>(2,598)</u>	<u>(10,077)</u>	<u>(7,479)</u>	<u>26,040</u>	<u>28,638</u>

NOTES

A deficit in the wages & benefits accounts is due to the seasonal nature for part time wages and timing of pay periods.

Town of Ingersoll
9 Months Ended September 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		(1,641)	(1,648)	(2,278)	(630)	(3,000)	(1,352)
RENT / LEASES		(1,185)	(6,735)	(4,636)	2,099	(6,925)	(190)
		<u>(2,826)</u>	<u>(8,383)</u>	<u>(6,914)</u>	<u>1,470</u>	<u>(9,925)</u>	<u>(1,542)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		151,413	171,668	157,571	(14,097)	216,640	44,972
OPERATING EXPENSE		5,615	7,552	7,057	(495)	10,140	2,588
UTILITIES - HYDRO		51,705	67,054	62,670	(4,384)	85,606	18,552
UTILITIES - NATURAL GAS		31,396	26,952	32,252	5,301	41,500	14,548
UTILITIES - WATER		15,557	17,609	17,364	(245)	25,000	7,391
SUPPLIES		841	95	1,204	1,109	1,500	1,405
MEETINGS, CONFERENCES, TRAINING		600	--	284	284	300	300
MARKETING & PROMOTION		--	--	200	200	200	200
REPAIRS & MAINTENANCE		13,844	12,854	18,939	6,085	25,300	12,446
EQUIP REPAIRS & MAINTENANCE		15,806	16,373	15,629	(744)	24,800	8,427
BLDG REPAIRS & MAINTENANCE		7,145	6,444	11,872	5,428	21,750	15,306
SNOW REMOVAL AND SANDING		4,020	2,910	8,000	5,090	8,000	5,090
MAINTENANCE CONTRACTS		14,550	13,870	13,509	(362)	18,000	4,130
		<u>312,490</u>	<u>343,380</u>	<u>346,551</u>	<u>3,170</u>	<u>478,736</u>	<u>135,356</u>
NET OPERATING (REVENUE) EXPENSE		<u>309,664</u>	<u>334,997</u>	<u>339,637</u>	<u>4,640</u>	<u>468,811</u>	<u>133,814</u>
OTHER							
TRANSFER TO RESERVES & RES FUNDS		4,000	20,000	20,000	--	40,000	20,000
		<u>4,000</u>	<u>20,000</u>	<u>20,000</u>	<u>--</u>	<u>40,000</u>	<u>20,000</u>
		<u>313,664</u>	<u>354,997</u>	<u>359,637</u>	<u>4,640</u>	<u>508,811</u>	<u>153,814</u>

NOTES

A deficit in wages and benefits is due to wage replacement of a full time position. A part time staff was hired to cover for the replacement period.

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
9 Months Ended September 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		(25,258)	(29,777)	(27,123)	2,654	(37,376)	(7,599)
RECOVERIES		1,129	--	(938)	(938)	(1,250)	(1,250)
		<u>(24,129)</u>	<u>(29,777)</u>	<u>(28,061)</u>	<u>1,716</u>	<u>(38,626)</u>	<u>(8,849)</u>
EXPENSE							
SALARIES, WAGES & BENEFITS		49,567	57,692	49,710	(7,982)	68,540	10,848
OPERATING EXPENSE		4,343	2,067	3,329	1,262	4,950	2,883
UTILITIES - HYDRO		11,785	16,315	12,921	(3,394)	19,880	3,565
UTILITIES - NATURAL GAS		5,641	3,942	5,299	1,358	6,500	2,558
UTILITIES - WATER		1,201	1,675	1,233	(442)	1,995	320
FUEL / TRANSPORTATION COSTS		454	224	236	12	400	176
CONTRACTED SERVICES		53	27	--	(27)	--	(27)
REPAIRS & MAINTENANCE		370	1,735	2,202	467	3,450	1,715
EQUIP REPAIRS & MAINTENANCE		2,549	771	4,927	4,156	6,000	5,229
BLDG REPAIRS & MAINTENANCE		7,997	2,488	7,032	4,544	10,400	7,912
SNOW REMOVAL AND SANDING		4,100	2,957	5,000	2,043	5,000	2,043
MAINTENANCE CONTRACTS		5,663	4,327	5,142	815	6,674	2,347
		<u>93,723</u>	<u>94,219</u>	<u>97,030</u>	<u>2,811</u>	<u>133,789</u>	<u>39,570</u>
NET OPERATING (REVENUE) EXPENSE		<u>69,593</u>	<u>64,442</u>	<u>68,969</u>	<u>4,527</u>	<u>95,163</u>	<u>30,721</u>
OTHER							
		--	--	--	--	--	--
		<u>69,593</u>	<u>64,442</u>	<u>68,969</u>	<u>4,527</u>	<u>95,163</u>	<u>30,721</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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	(15,886)	(9,923)	(22,500)	(12,577)	(30,000)	(20,077)
RENT / LEASES	(13,300)	(15,200)	(13,881)	1,319	(19,500)	(4,300)
USER FEES	--	(1,285)	(3,750)	(2,465)	(5,000)	(3,715)
RECOVERIES	(1,806)	(1,812)	(912)	899	(1,200)	612
DONATIONS / FUNDRAISING	(32,540)	(33,413)	(27,727)	5,686	(29,800)	3,613
	(64,782)	(61,633)	(68,771)	(7,138)	(85,500)	(23,867)
EXPENSE						
SALARIES, WAGES & BENEFITS	111,013	120,348	117,296	(3,052)	160,510	40,162
ADMINISTRATIVE EXPENSE	1,197	976	873	(102)	1,750	774
OPERATING EXPENSE	1,997	9,724	3,199	(6,526)	3,500	(6,224)
SUPPLIES	254	1,043	646	(397)	700	(343)
CONTRACTED SERVICES	300	170	2,014	1,845	2,500	2,330
EQUIP REPAIRS & MAINTENANCE	115	52	677	625	750	698
	114,911	132,313	124,705	(7,608)	169,710	37,397
NET OPERATING (REVENUE) EXPENSE	50,130	70,680	55,934	(14,746)	84,210	13,530
OTHER						
TRANSFER TO RESERVES & RES FUNDS	3,750	1,250	1,250	--	2,500	1,250
	3,750	1,250	1,250	--	2,500	1,250
	53,880	71,930	57,184	(14,746)	86,710	14,780

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 a \$10,000 grant received from GM. The variance was offset by the grant revenue.

Town of Ingersoll
9 Months Ended September 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: GENERAL PROGRAMS				4=3-2		
REVENUE						
SALE OF GOODS OR SERVICES	(5,181)	(3,195)	(4,125)	(930)	(5,500)	(2,305)
RENT / LEASES	(126)	(137)	(166)	(29)	(200)	(63)
USER FEES	(500)	(25)	(187)	(163)	(250)	(225)
MEMBERSHIPS	(675)	(4,068)	(835)	3,233	(1,000)	3,068
RECOVERIES	(2,760)	(1,434)	--	1,434	--	1,434
GRANTS / SUBSIDIES / REBATES	(7,875)	(2,875)	(23,140)	(20,265)	(32,400)	(29,525)
PROGRAM REVENUES	(4,221)	(439)	(2,030)	(1,591)	(5,000)	(4,561)
DONATIONS / FUNDRAISING	(82,802)	(71,943)	(59,788)	12,155	(88,900)	(16,957)
	<u>(104,140)</u>	<u>(84,116)</u>	<u>(90,272)</u>	<u>(6,156)</u>	<u>(133,250)</u>	<u>(49,134)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	318,899	312,907	313,804	897	430,050	117,143
ADMINISTRATIVE EXPENSE	4,055	2,415	6,500	4,085	8,399	5,984
OPERATING EXPENSE	2,913	663	3,105	2,442	4,505	3,842
COMMUNICATIONS	4,952	5,611	4,819	(792)	6,950	1,339
SUPPLIES	4,235	2,468	4,414	1,945	8,000	5,532
PROGRAM EXPENSES	11,027	7,143	11,200	4,058	17,300	10,157
MEETINGS, CONFERENCES, TRAINING	3,532	243	2,615	2,372	3,300	3,057
FUEL / TRANSPORTATION COSTS	603	153	888	735	2,000	1,847
CONTRACTED SERVICES	90	2,090	935	(1,154)	1,116	(974)
MARKETING & PROMOTION	159	990	743	(247)	850	(140)
EQUIP REPAIRS & MAINTENANCE	698	142	432	290	750	608
	<u>357,962</u>	<u>334,825</u>	<u>349,456</u>	<u>14,631</u>	<u>483,220</u>	<u>148,395</u>
NET OPERATING (REVENUE) EXPENSE	<u>253,821</u>	<u>250,709</u>	<u>259,185</u>	<u>8,475</u>	<u>349,970</u>	<u>99,261</u>
OTHER						
	--	--	--	--	--	--
	<u>253,821</u>	<u>250,709</u>	<u>259,185</u>	<u>8,475</u>	<u>349,970</u>	<u>99,261</u>

NOTES

Grants and subsidies unfavourable variance is due to timing.

Town of Ingersoll
9 Months Ended September 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						
RECOVERIES	--	(4,493)	--	4,493	--	4,493
GRANTS / SUBSIDIES / REBATES	(110,122)	(20,892)	(40,700)	(19,808)	(40,700)	(19,808)
	<u>(110,531)</u>	<u>(25,385)</u>	<u>(40,700)</u>	<u>(15,315)</u>	<u>(40,700)</u>	<u>(15,315)</u>
EXPENSE						
ADMINISTRATIVE EXPENSE	182	477	500	24	500	24
OPERATING EXPENSE	2,137	3,131	7,700	4,569	7,700	4,569
SUPPLIES	312	970	5,000	4,030	5,000	4,030
PROGRAM EXPENSES	3,990	11,403	15,000	3,597	15,000	3,597
MEETINGS, CONFERENCES, TRAINING	586	643	1,500	857	1,500	857
FUEL / TRANSPORTATION COSTS	1,201	150	1,000	850	1,000	850
MARKETING & PROMOTION	2,379	8,612	10,000	1,388	10,000	1,388
	<u>49,297</u>	<u>25,385</u>	<u>40,700</u>	<u>15,315</u>	<u>40,700</u>	<u>15,315</u>
NET OPERATING (REVENUE) EXPENSE	<u>(61,234)</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>
OTHER						
	--	--	--	--	--	--
	<u>(61,234)</u>	<u>0</u>	<u>--</u>	<u>(0)</u>	<u>--</u>	<u>(0)</u>

NOTES

This program was closed on March 31 2016.

Town of Ingersoll
9 Months Ended September 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: YOUTH ENTREPRENEURSHIP P/				4=3-2		
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
9 Months Ended September 30, 2016

DEPARTMENT: MUSEUMS	ACTIVITY:	FACILITY	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
						4=3-2		
REVENUE								
EXPENSE								
OPERATING EXPENSE			92	148	181	34	200	52
UTILITIES - HYDRO			2,068	2,467	2,700	233	3,600	1,133
UTILITIES - NATURAL GAS			1,194	879	1,200	321	1,600	721
UTILITIES - WATER			1,672	1,428	1,875	447	2,500	1,072
LAND MAINTENANCE & IMPROVEMENT			1,215	119	2,419	2,300	3,000	2,881
EQUIP REPAIRS & MAINTENANCE			276	38	500	462	500	462
BLDG REPAIRS & MAINTENANCE			3,008	7,813	4,590	(3,223)	6,700	(1,113)
SNOW REMOVAL AND SANDING			1,160	1,375	2,000	625	2,000	625
MAINTENANCE CONTRACTS			19	243	241	(1)	250	7
			<u>10,703</u>	<u>14,509</u>	<u>15,707</u>	<u>1,198</u>	<u>20,350</u>	<u>5,841</u>
NET OPERATING (REVENUE) EXPENSE			<u>10,703</u>	<u>14,509</u>	<u>15,707</u>	<u>1,198</u>	<u>20,350</u>	<u>5,841</u>
OTHER								
TRANSFER TO RESERVES & RES FUNDS			1,500	4,500	4,500	--	9,000	4,500
			<u>1,500</u>	<u>4,500</u>	<u>4,500</u>	<u>--</u>	<u>9,000</u>	<u>4,500</u>
			<u>12,203</u>	<u>19,009</u>	<u>20,207</u>	<u>1,198</u>	<u>29,350</u>	<u>10,341</u>

NOTES

No significant variances projected at this time.

A deficit in building repair and maintenance is due an upgrade of the security system that was not budgeted for. The deficit is projected for the end of the year.

Town of Ingersoll
9 Months Ended September 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	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: PROGRAMS						
REVENUE						
SALE OF GOODS OR SERVICES	(5,227)	(3,814)	(1,787)	2,027	(3,200)	614
RENT / LEASES	(79)	(67)	(49)	18	(100)	(33)
USER FEES	(869)	(1,151)	(872)	278	(1,700)	(549)
GRANTS / SUBSIDIES / REBATES	(3,162)	(3,683)	(5,354)	(1,672)	(14,180)	(10,497)
PROGRAM REVENUES	(5,929)	(5,238)	(4,819)	419	(7,600)	(2,362)
DONATIONS / FUNDRAISING	(4,428)	(10,801)	(2,761)	8,040	(4,550)	6,251
	<u>(19,694)</u>	<u>(24,754)</u>	<u>(15,643)</u>	<u>9,111</u>	<u>(31,330)</u>	<u>(6,576)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	76,674	103,923	102,782	(1,141)	141,133	37,210
ADMINISTRATIVE EXPENSE	168	532	909	377	1,150	618
OPERATING EXPENSE	3,296	203	1,325	1,122	1,550	1,347
COMMUNICATIONS	435	536	503	(34)	750	214
SUPPLIES	2,910	3,205	3,115	(91)	4,000	795
PROGRAM EXPENSES	12,130	9,930	15,143	5,213	19,000	9,070
MEETINGS, CONFERENCES, TRAINING	125	100	429	329	800	700
FUEL / TRANSPORTATION COSTS	18	184	270	86	300	116
CONTRACTED SERVICES	51	200	6	(194)	300	100
MARKETING & PROMOTION	4,075	3,837	7,210	3,373	11,250	7,413
REPAIRS & MAINTENANCE	198	510	705	195	1,000	490
EQUIP REPAIRS & MAINTENANCE	431	591	1,155	564	1,500	909
MAINTENANCE CONTRACTS	--	19	200	181	200	181
	<u>100,511</u>	<u>123,769</u>	<u>133,749</u>	<u>9,980</u>	<u>182,933</u>	<u>59,164</u>
NET OPERATING (REVENUE) EXPENSE	<u>80,817</u>	<u>99,015</u>	<u>118,106</u>	<u>19,091</u>	<u>151,603</u>	<u>52,587</u>
OTHER						
	<u>3,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>83,817</u>	<u>99,015</u>	<u>118,106</u>	<u>19,091</u>	<u>151,603</u>	<u>52,587</u>

NOTES

No significant variances projected at this time.

Town of Ingersoll
9 Months Ended September 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 fav (unfav)	5	6=5-2
REVENUE						
GRANTS / SUBSIDIES / REBATES	(1,751)	(1,005)	(2,526)	(1,521)	(5,400)	(4,395)
	<u>(1,751)</u>	<u>(1,005)</u>	<u>(2,526)</u>	<u>(1,521)</u>	<u>(5,400)</u>	<u>(4,395)</u>
EXPENSE						
SALARIES, WAGES & BENEFITS	140,157	127,186	130,682	3,495	179,760	52,574
ADMINISTRATIVE EXPENSE	--	225	1,230	1,005	1,450	1,225
OPERATING EXPENSE	81	--	187	187	200	200
COMMUNICATIONS	524	1,457	883	(573)	1,500	43
PROGRAM EXPENSES	10,757	10,745	13,487	2,743	13,550	2,805
MEETINGS, CONFERENCES, TRAINING	5,439	3,188	3,592	404	4,250	1,062
FUEL / TRANSPORTATION COSTS	1,321	3,427	2,821	(606)	4,320	893
PROFESSIONAL FEES	61	323	354	30	500	177
MARKETING & PROMOTION	11,193	7,064	18,085	11,021	28,500	21,436
	<u>169,533</u>	<u>153,615</u>	<u>171,322</u>	<u>17,707</u>	<u>234,030</u>	<u>80,415</u>
NET OPERATING (REVENUE) EXPENSE	<u>167,783</u>	<u>152,610</u>	<u>168,795</u>	<u>16,185</u>	<u>228,630</u>	<u>76,020</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>167,783</u>	<u>165,110</u>	<u>181,295</u>	<u>16,185</u>	<u>253,630</u>	<u>88,520</u>

NOTES

No significant variances projected at this time.

Concerns Regarding Parking Restrictions on Princess Park Road

Presented by: Terri-Lynn Oliver

Parking Restrictions on Princess Park Road

- Safety is most peoples biggest concern. A number of people have signed a petition with concerns regarding the loss of parking around Royal Roads Public School. While the majority of those spoken to have agreed that parking needed to be dealt with on Princess Park, the extent of the restrictions have had negative impacts on children, families and neighbouring streets.
- As the school has additionally removed parking from the school parking lot and initiated a kiss and drop system, parking has become an even larger issue.

Parking Restrictions on Princess Park Road



Factors impacting parking concerns

- There are 401 students currently enrolled at Royal Roads Public School and 79 of them are students in FDK.
- At present, the kiss and drop system is designed for parents to line up in a designated lane at the school and drop off/pick up their children with the aid of a teacher/parent volunteer. While there are positive aspects of this concept, there are also incredible traffic issues that have been, and will continue to be problematic as inclement weather arrives.
- This system is NOT available for children in FDK, as parents are required to wait with their children at the beginning of the day and receive their children at the end of the day.

Consequences of these factors

- 79 adults are responsible for finding a place to park to stay with their children in the morning and in the afternoon to get their children to and from school. This is roughly between 8:45-9:00am and 3:15-3:45pm.
- Over another 100 children are under the age of 10, who are not walking home independently. Therefore, parents need to assist in getting their children to and from school. Many of these parents are also not comfortable with the kiss and drop system due to safety concerns.
(We recognize this is not a town issue, but impacts those wanting to stay with their children going to and from school who need somewhere to park)

Consequences of these factors

- A large majority of parents work in or out of the home and struggle with school timelines and therefore, do not have an extra 20-30 minutes to walk their children to and from school.
- Many of the young families expected to walk to and from school are also being expected to do so in extreme inclement weather, which is not feasible or safe. Hence, parents have been left with almost no where to park to get their children, if they want to avoid the traffic issues associated with the kiss and drop. FDK parents have no other options.
- Mason Drive and Morrison have become extremely congested and residents are starting to complain.

Consequences of these factors

- Children are still left walking in the street on Mason Drive to get into cars parked on the north side of the street.
- Children are still left walking in the street on Princess Park for those who live there, as the lack of sidewalks continues to remain a significant issue.

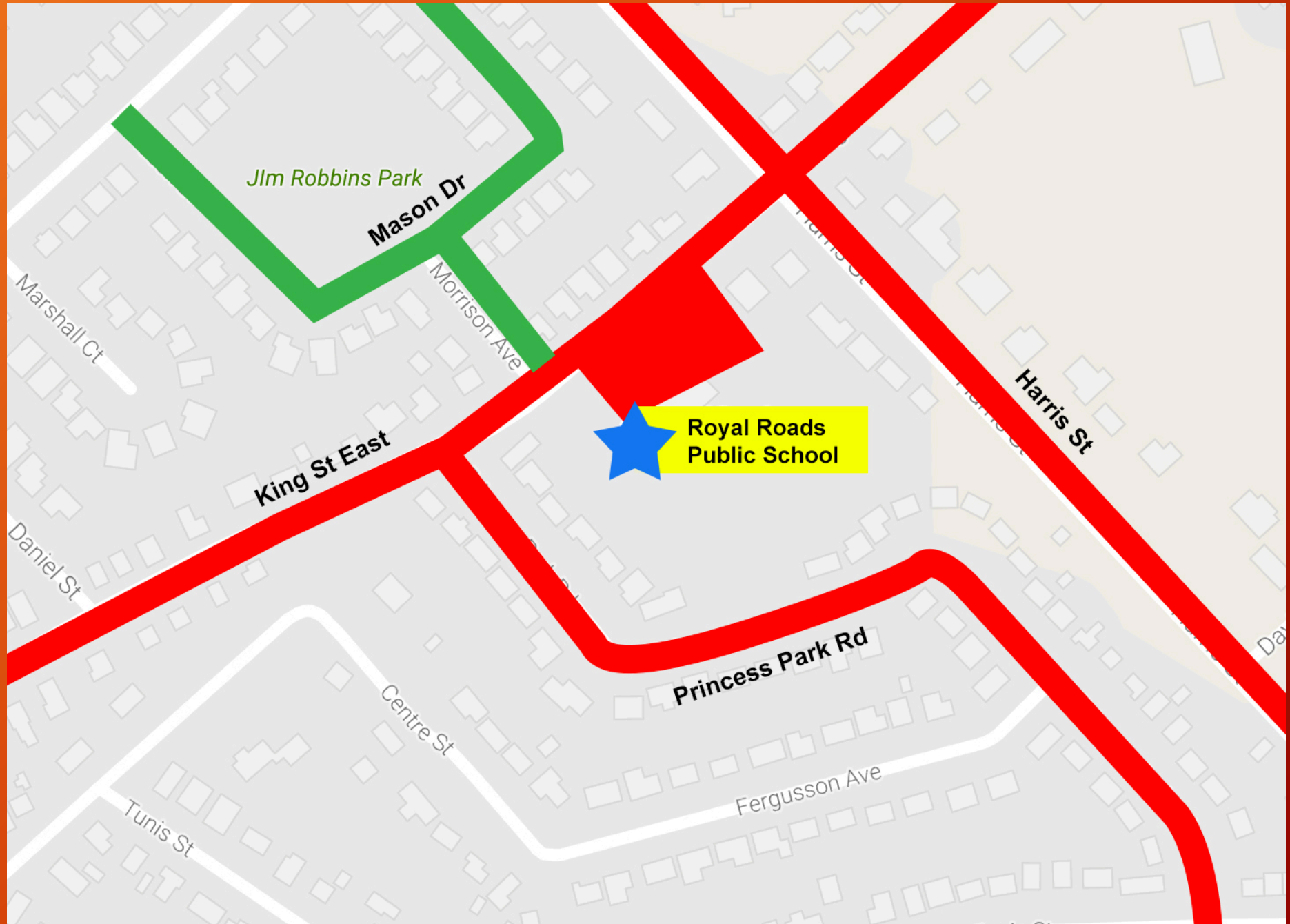
Parking Restrictions on Princess Park Road



Parking Restrictions on Princess Park Road

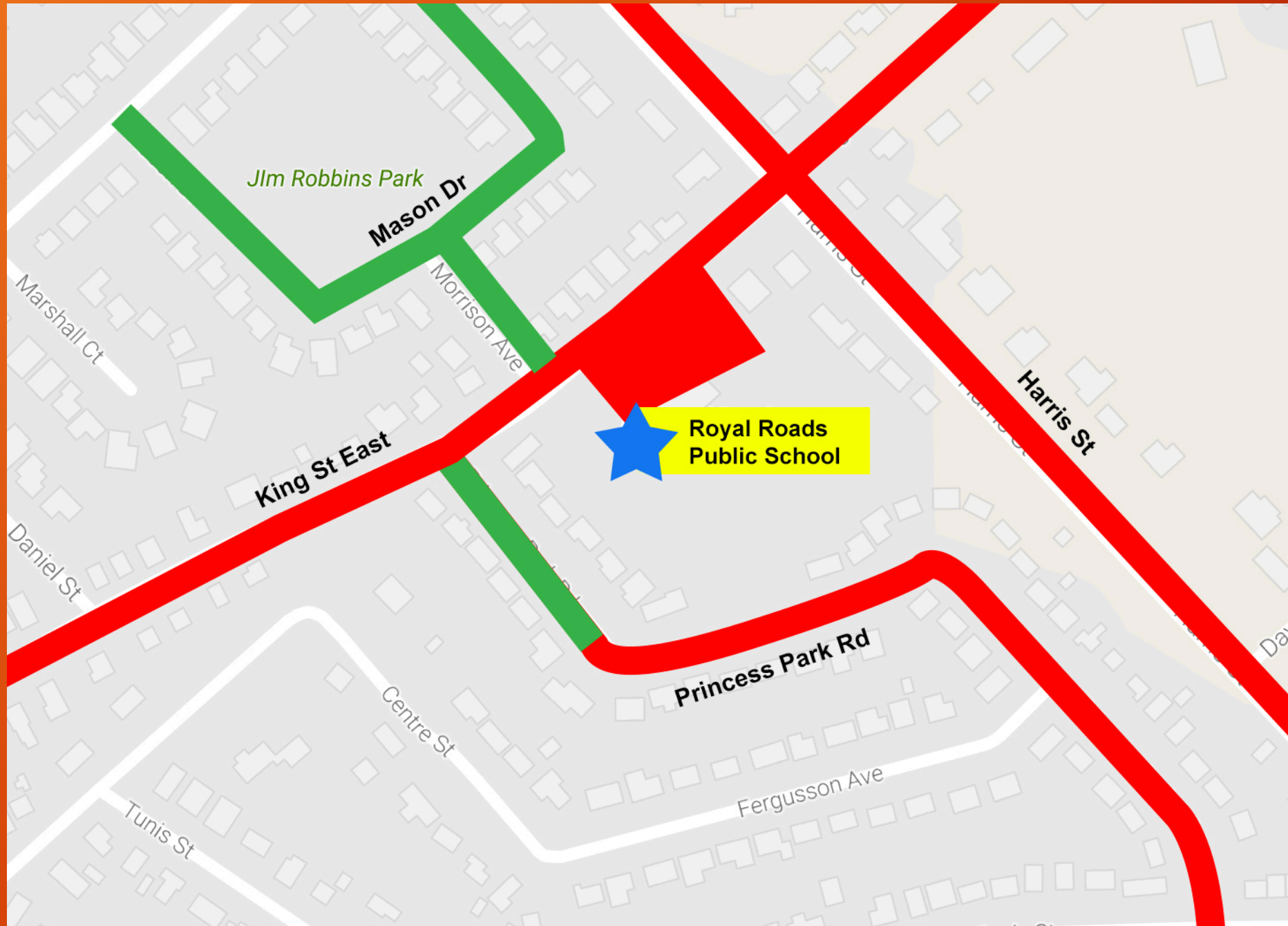


Currently there is NO parking and NO stopping on all parts of Princess Park.



Possible Parking Solutions #1

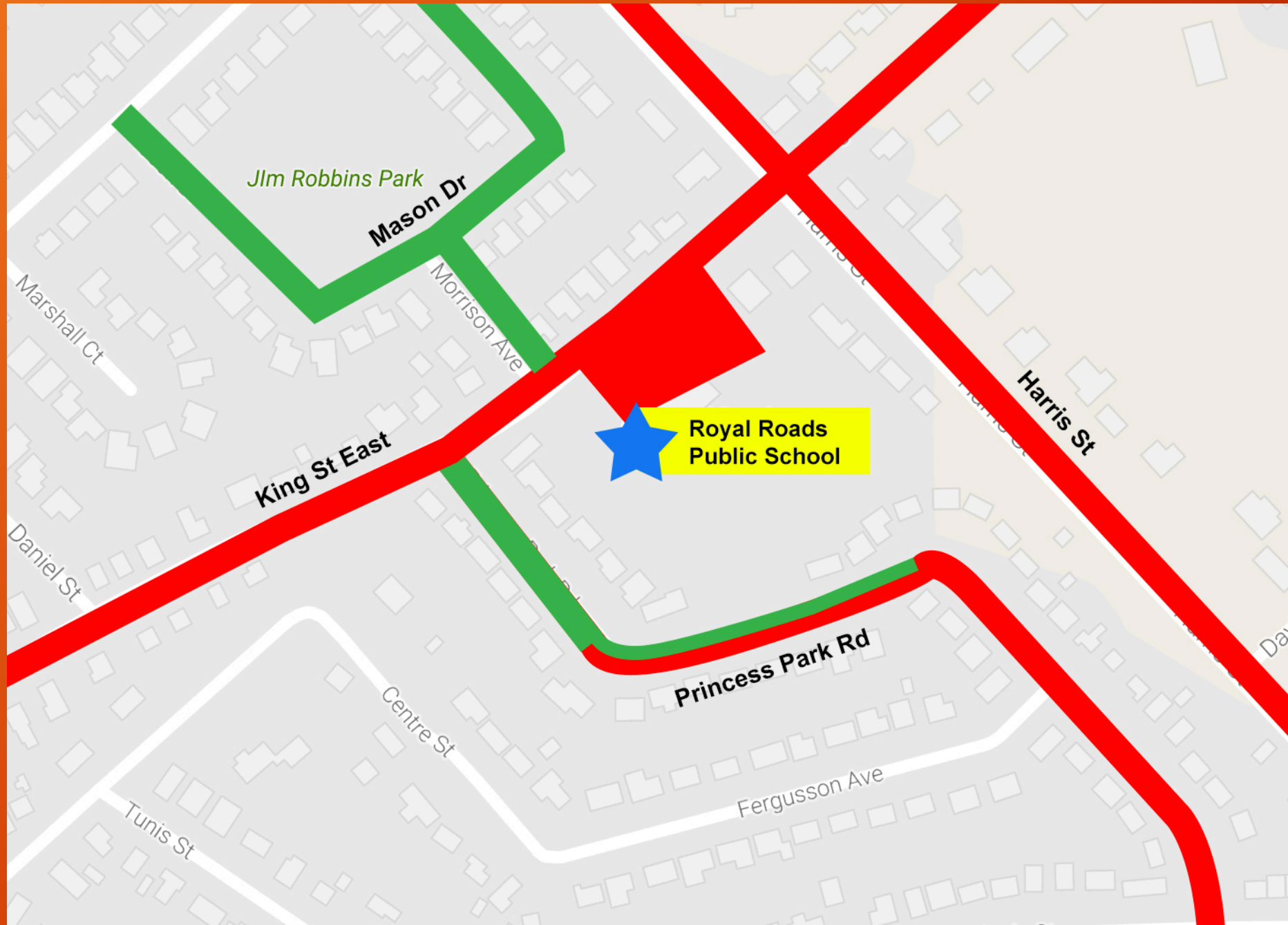
Consider reinstating parking on the straight away section of Princess Park, directly off of King Street. The street is of 'standard size' according to measurements taken, and many streets within Ingersoll of this size have parking on both sides of the street.



Possible Parking Solutions #2

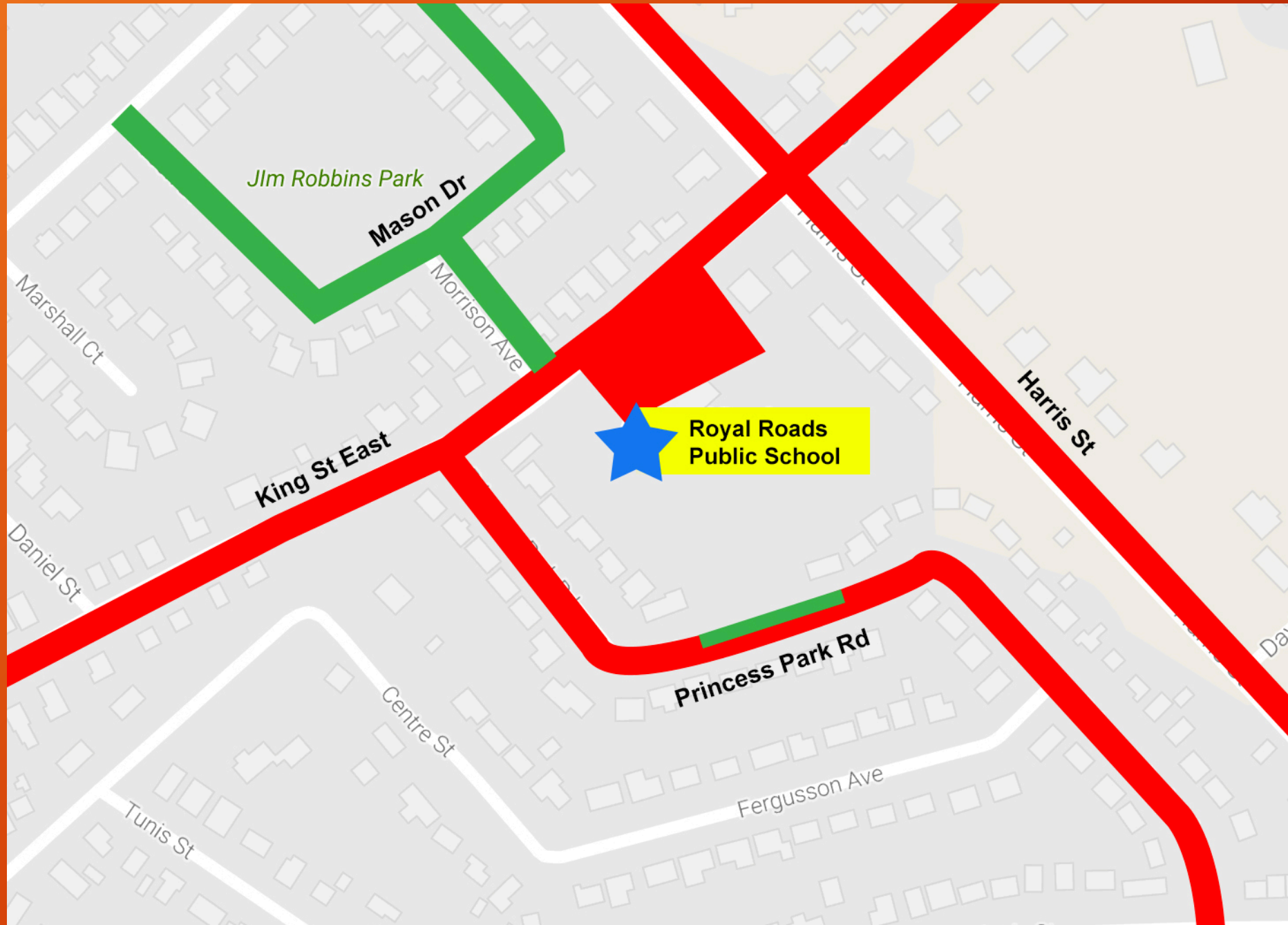
Consider reinstating parking to the EAST side of Princess Park on the straight away section off of King Street.

We believe there is a town plan to put in sidewalks on this side of the road, so it is reasonable that from a safety perspective, there should be few issues with this solution.



Possible Parking Solutions #3

Consider reinstating parking to the back of Royal Roads Public School on the NORTH side of the street only, and ONLY in the area that is directly behind the school. This solution would avoid driveways and having parking on both sides of the street. As we have been informed that sidewalks are going to be put into this stretch of road, safety should no longer be of issue.



Possible Parking Solutions #4

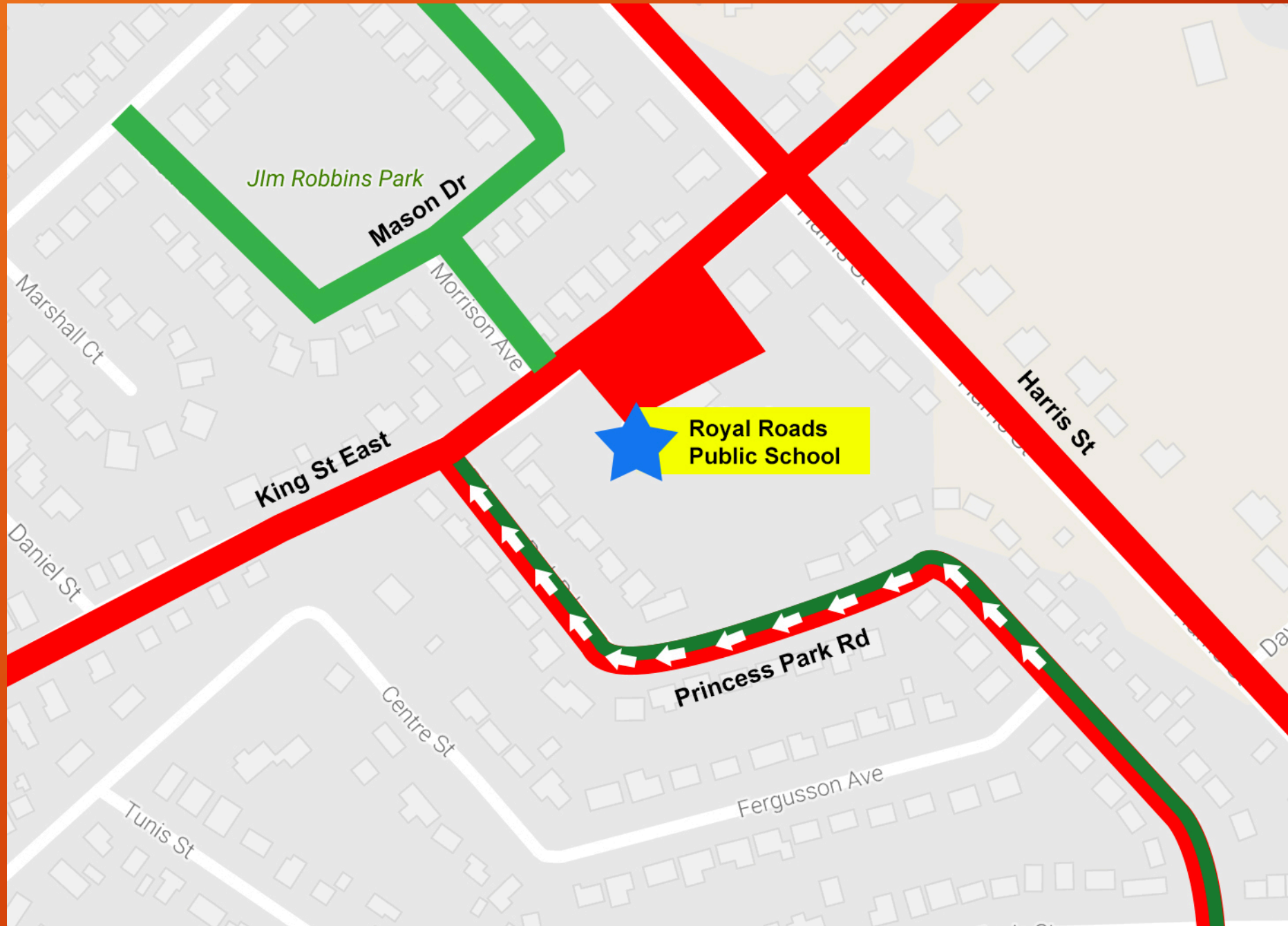
Consider putting in a “Stopping Zone” or a “No idling zone” at the area behind Royal Roads School on Princess Park in the same area just mentioned. This solution would create another drop off and pick up area.

We recognize that this solution may require the participation of the school, in order to help create a safe and secure drop off and pick up, but is another options for families.



Possible Parking Solutions #5

To create a one-way street on Princess Park from Ferguson to King Street, with parking available only on the NORTH, or EAST sides of Princess Park.



Possible Parking Solutions #6

Permit stopping on Princess Park with reduced times from 8:30-9:00am and 3:15-3:45pm to help allow some traffic to park, while also reducing idling time.

Summary

- As a parent, I am concerned about safety. As a member of the community, I am concerned about safety and harmony. I have witnessed extremely angry residents with the current difficulties on Mason Drive and I desperately want a solution that I recognize won't fix everything, but will help ease the extreme measures that have been taken.
- As a full-time worker and mother of 3 young children, getting my children to school safely is of extreme importance. The fact that it takes me 15 minutes to find a place to park to pick up my children is terrifying, when I barely have enough time to get to the school from work. I definitely don't have time to drive home and walk. 7 years ago, every parent's worse nightmare happened, and I am pleading with the town to find a solution so that I never have to be at the school at 3:31pm and my children are waiting without supervision, while I'm searching for a place to park.

Thank You.



Presentation for Ingersoll Town Council October 11, 2016
Westfield, Kensington Addition

Board of Directors

- Adam Funnell, President
- Drew Williamson, Vice President Finance
- Andrew Campbell, Vice President Marketing & Promotion
- Dave Cripps, Executive Director

PlayRight History

- Incorporated as not for profit in 2011.
- Achieved registered charity status in 2012.
- Farm Credit Canada Grant installed Harrisfield playground 2012.
- With Rotary and Town funding completed Kensington Park equipment 2013.
- HRDC enabling accessibility grant and Town support installed Garnett Elliott Playground 2014.
- Partnered with Sinking Ship Entertainment, Hydro One, Town of Ingersoll, Tourism Oxford to host Giver Episode – Cheesey Playground 2014.
- Rotary Rink 2014, 2015
- Completed Teresa Cameron Playground with support from Ontario Trillium Foundation, Ingersoll Community Foundation, Kiwanis, Town and PlayRight 2015
- Awarded largest ever grant from Heartland Mutual for installation of playground in Westfield 2016

2016 Projects – Westfield Playground + Kensington Addition

HEARTLAND MUTUAL PARK

May 10, 2016 160521B



lm
landscape
structures®



Better playgrounds.
Better world.®
playlsi.com



Proudly presented by:



2016 Project Budget

- \$25,000
- Funding provided by Heartland Mutual, Mason Donation, and 2015/16 Smile Cookie Campaign (Tim Hortons 401 Westbound).
- Kensington addition funding provided by local residents in memorial.
- Current Funding is 80%, awaiting results of Mason Golf Tournament, Smile Cookie Campaign and logistic details.
- Expected Funding Completion Date November 2016

Installation Target

- Westfield
 - Q4 2016 – Q1 2017 Weather dependent.
 - Professional Excavation.
 - Supervised Install by ABC Recreation.
- Kensington Addition
 - Q4 2016 – Q3 2017 Funding/logistic dependent

Request

- Permission to move forward with installation upon completion of funding.
- Permission to complete and erect signage recognizing donors – Playground to be named Heartland Mutual Playground.
- Permission to expand footprint of Rotary Playground in Kensington Park.
- Commitment of Parks staff to assist if necessary.
- Funds and equipment transferred to Town of Ingersoll as per past project arrangements.

Please Forward Copies of Resolution(s) & Additional Requirements

PlayRight Playgrounds Ingersoll

45 Charles St W

Ingersoll, ON

N5C 2L5

Questions & Thank-you





1 Atlantic Ave, Suite 105
Toronto, ON M6K 3E7
416-532-4658
solarprovidergroup.com

September 29, 2016

Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, ON N5C 2V5

Subject: Request for Rooftop Solar Municipal Support

Dear Clerk Michael Graves, Mayor Ted Comiskey, & Councillors

We are writing to you to request a Municipal Council Support Resolution for a proposed rooftop (500 kW) solar PV project in your municipality of Ingersoll. The location of the project is:

Address: 311 Ingersoll Street South, Ingersoll, ON N5C 3R5

PIN: 00153-0235

LLD: PT LT 22 CON 1 WEST OXFORD PT 2, 41R8188; T/W 414740; T/W EASEMENT
OVER PARTS 1, 3, & 4, 41R8188 AS IN CO35148 ; INGERSOLL

Under the FIT rules, applications are prioritized based on a point system, and points are awarded if municipal council support is obtained. Solar Provider Group will be submitting an application into the upcoming FIT program and would like to include your council's resolution as part of our application.

We will do our best to accommodate and incorporate all of the municipality's concerns and suggestions into the planning, construction, and operation of the solar project. Details on our proposed project is provided in the Appendix.

The window for submitting applications is opening on October 31st, 2016. It is our goal to commence discussions with you and council prior to the window opening.

Should you have any questions or concerns, please do not hesitate to contact me and our development team at **416-532-4658** or at **development@solarprovidergroup.com** for further information. Please let us know if we can provide further information or meet in person, at your convenience, to discuss our project and your municipality.

Sincerely,

Jacky Tran

Jacky Tran

Project Developer

About Solar Provider Group

Solar Provider Group is one of the world's leading, fully integrated solar PV companies. We specialize in the development, financing, engineering, construction as well as the operation and maintenance of commercial and utility-scale solar installations.

Beginning in 2009, Solar Provider Group made significant investments in Ontario due to Ontario's market potential and the provincial government's dedication to renewable energy. Solar Provider Group now employs over 50 people in Ontario, and is focused on developing and delivering solar energy throughout all of Ontario. As of today, Solar Provider Group has developed and interconnected over 10 MW in Ontario.

Recently, Solar Provider Group was named one of Canada's Top New Growth Companies in 2015, placing 8th on the 2015 Profit 500 List.

Appendix



Map view of proposed rooftop solar site

Project Information

- Project Name: 311 Ingersoll
- Property Owner: BTB REIT
- Address: 311 Ingersoll Street South, Ingersoll, ON N5C 3R5
- PIN: 00153-0235
- Project Capacity in Kilowatts (AC): 500
- Build-out will occur with no obstruction to the surrounding area.
- Equipment is lightweight, designed and built to building code standards at all times, with no adverse impact on the structural integrity of the building.
- The facility is backed by a 20 year lease which will be registered to title.
- Local labor will be used during the installation period.
- As a project installed on a commercial rooftop, it does not occupy prime land (agricultural, industrial, or commercial), and has no visible impact on the landscape.
- The project will not be visible from the street.
- No noise will be generated by the installation.
- The installation does not affect the existing storm water management design.

TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 5.0

Page 1 of 1 Jun 2016 IESOMRD/f-FIT-010r1

<p>1</p> <p>Resolution number: _____</p> <p>Date resolution was passed: _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>
--	---

2	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 5.0.</p> <p>[AND WHEREAS] _____ (the "Applicant") proposes to construct and operate a _____ Rooftop Solar _____ (the "Project") on _____ 00153-0235 _____ (the "Lands") in _____ Ingersoll _____ under the province's FIT Program;</p> <p>[AND WHEREAS] the Applicant has requested that Council of _____ Ingersoll _____ indicate by resolution Council's support for the construction and operation of the Project on the Property.</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 5.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p>
----------	---

3	<p>[NOW THEREFORE BE IT RESOLVED THAT]</p> <p>Council of the _____ Ingersoll _____ supports the construction and operation of the Project on the Lands.</p> <p>This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.</p>
----------	--

<p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>Signed: _____</p> <p>Title: _____</p> <p>Date: _____</p>
<p><i>(Signature lines for elected representatives. At least one signature required.)</i></p>	



The Town of Ingersoll
FIT 5.0 Municipal Support Request
October 11, 2016

Our Request

- Solar Provider Group is requesting a Municipal Council Support Resolution from the Town of Ingersoll for a **small rooftop solar project** on a commercial building.
- The Independent Electricity System Operator (IESO) prioritizes and evaluates projects based on a point system. Municipal Support is worth 2 points.
- Solar Provider Group would like to include your council's resolution as part of our application.

About Solar Provider Group



Number 1 : Fastest growing company in Toronto, #8 in Canada (Profit 500, 2015 Rankings).



Experience : 10+ years of experience in commercial & utility-scale Solar installations.



Proven Track Record : Constructed over 10 MW of capacity in Ontario.



Proudly Canadian: Headquartered in Toronto, ON, Canada.



Vertically Integrated : One consistent point of contact through development, engineering, construction as well as operation and maintenance of the solar system.

An industry leading, vertically integrated solar company



KB RACKING

Engineers & manufactures best-in-class solar mounting systems



International Solar Fund



International renewable energy infrastructure holding & operating company

Toronto (Canada)



Los Angeles (USA)



United Kingdom



81
Professionals
& Growing



A Strong & Experienced Leadership Team



Christian Wentzel: MBA, CFA

- Chairman: Solar Provider Group
- Managing Director: Enlux Solar
- Completed > 50 large-scale projects in US, Canada, & Europe
- Invested > \$5B in energy industry
- Prior work: Goldman Sachs: electric utilities industry & investment research, Traxis Partners (\$2bn hedge fund): investment analyst, Credit Suisse: Energy M&A
- CFA, MBA from London Business School, BA in Economics from Columbia University



Sebastian Seyfarth

- CEO: Solar Provider Group
- Experience developing more than 45,000 kW of solar capacity
- Career highlights include due diligence and acquisition of 10,000 kW in Italy and construction and financing of 23,200 kW in Spain
- Bachelor in Business Administration from LMU



Alex Fuentes: MBA, BASc.

- VP: Business Development & Marketing
- 10+ yrs experience in renewable energy, including 8+ yrs at Bullfrog Power managing portfolio generating \$5 million/yr in sales
- Engineering & project management experience at Siemens-Westinghouse, Honeywell, Apotex & Husky Injection Molding Systems
- BASc Mech. Eng: University of Waterloo, MBA: Rotman School of Management



Jay Willmot, B.Comm, M.E.S., J.D.

- Legal Counsel
- President & Founder: Kinghaven Energy Consultants Ltd.
- Legal & regulatory background advising on > \$1.6B in wind & solar transactions & development across Canada
- Prior work: Osler, Hoskin & Harcourt LLP – Energy, Construction & Infrastructure
- Member of the Bar of Ontario, JD from Osgoode Hall Law School, MES from York University, BComm from Dalhousie University

Some of our Current Partners



Ven Seshadri: VP of Project Development at Carbon Free Technology



The SPG team is an experienced group of professionals who were a pleasure to work with on these projects. We are very satisfied with their project execution & look forward to working with them in the future.

+ Over 100 Other Leading Organizations



Project Details

Landowner: BTB REIT

Address: 311 Ingersoll Street South, Ingersoll, ON N5C 3R5

PIN: 00153-0235

Project Contract Capacity: 500 kW

Map View



311 Ingersoll St S

Underwood Rd

Clarke Rd

Culloden Rd

Writing St

Maple Ln

Samman Crescent

Our Site Selection Criteria

- Historical weather patterns in the region (Irradiance, temperature, precipitation).
- Green Energy Act compliance.
- Proximity to available interconnection capacity.
- Structural integrity of building.
- Roof condition.

Common Concerns

Will the solar facility be visible from the street?

- The facility will not be visible from the street.

Will the solar facility be noisy?

- The facility will be inaudible from the street.

How will the solar facility affect fire safety?

- The facility will be required to meet all of Ontario's and Ingersoll's fire code regulations.

Will construction affect nearby properties?

- Build-out will occur with no obstruction to the surrounding area.

Common Concerns cont'd

Will the solar facility affect stormwater management?

- The facility will not affect the existing storm water management design.

Will the structural integrity of the building be affected?

- The building is inspected by a structural engineer and the equipment is lightweight, designed and built to building code standards at all times, with no adverse impact on the structural integrity of the building.

Will the solar facility be maintained?

- We have a dedicated O&M team that will monitor the site after construction. The facility is also backed by a 20 year lease which will be registered to title.

Contacts

We hope that we will be able to include your support for this small solar project.

Please feel free to contact our development team with your concerns at:

(416) 532-4658 or dev@solarprovidergroup.com

Thank you for your time & consideration.

Questions?

We look forward to working with the Town of Ingersoll.



From: Seevachandran, Roji (MAH) [mailto:Roji.Seevachandran@ontario.ca]
Sent: Thursday, September 29, 2016 3:17 PM
Subject: Municipal Delegations at ROMA Conference
Importance: High

Hello,

Please be advised that the Municipal Delegation Request Form for the Rural Ontario Municipal Association (ROMA) Conference is now available online. Information about delegations and a link to the form are available here:

<http://www.mah.gov.on.ca/Page15019.aspx>

The deadline to submit requests is Monday November 14, 2016.

Thank you,
Roji

Roji Seevachandran
Research Analyst
Municipal Programs and Education | Municipal Services Division
Ministry of Municipal Affairs
Ministry of Housing
P: [416-585-6850](tel:416-585-6850) | **E:** roji.seevachandran@ontario.ca

From: Liz Buchanan [mailto:lbuchanan@oxfordcounty.ca]

Sent: Wednesday, September 14, 2016 2:04 PM

To: Ashley Sage <asage@oxfordcounty.ca>; Donna Wilson <dewilson@tillsonburg.ca>; Kyle Kruger <kkruger@norwich.ca>; Clerk <clerk@swox.org>; Michael Graves <mgraves@ingersoll.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Wdsk Clerk <ahumphries@cityofwoodstock.ca>; Will Jaques <wjaques@ezt.ca>

Cc: Bill Tigert <wtigert@ingersoll.ca>; David Calder <dcalder@tillsonburg.ca>; David Creery <dcreery@cityofwoodstock.ca>; Don MacLeod <dmacleod@zorra.on.ca>; Jeff Carswell <jcarswell@ezt.ca>; CAO <cao@swox.org>

Subject: Woodlands Conservation By-law Update

Please find attached CASPO Report No. 2016-182 which was considered by County Council on September 14, 2016. The following recommendation contained in the report was adopted by Council:

1. That County Council authorize staff to proceed with a public and stakeholder consultation process regarding the updated County Woodlands Conservation By-law, as outlined in Report No. CASPO 2016-182;

2. And further that Report No. CASPO 2016-182 be circulated to the Area Municipalities for consideration.

The attached report includes a preliminary draft version of the Woodlands Conservation By-law and is being circulated to your municipality for your consideration and comment.

Should your Council wish more information regarding the By-law update, including the County's plans for public and stakeholder consultation, please contact Gord Hough at [519-539-0015](tel:519-539-0015) x3207 (ghough@oxfordcounty.ca).

Liz Buchanan

Administrative Assistant
Community and Strategic Planning Office | County of Oxford
P. O. Box 1614, 21 Reeve Street | Woodstock ON N4S 7Y3
Phone: [519-539-9800](tel:519-539-9800) | [1-800-755-0394](tel:1-800-755-0394) | Direct Line: [519-539-0015](tel:519-539-0015) x3201
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To: Warden and Members of County Council

From: Director, Community and Strategic Planning
Director, Public Works

Woodlands Conservation By-law Update and Initiation of Public and Stakeholder Consultation

RECOMMENDATIONS

1. That County Council authorize staff to proceed with a public and stakeholder consultation process regarding the updated County Woodlands Conservation By-law, as outlined in Report No. CASPO 2016-182;
2. And further that Report No. CASPO 2016-182 be circulated to the Area Municipalities for consideration.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain Council authorization to initiate the public and stakeholder consultation process regarding potential changes to the County Woodlands Conservation By-law (WCB).
- Further, this report provides Council with a preliminary draft version of the WCB that will be used as a 'starting point' for discussions during the public and stakeholder consultation process and outlines specific changes from the current By-law that have been included for consideration.

Implementation Points

The report includes a preliminary draft version of the updated WCB which will serve as a basis for discussion regarding the implementation of woodland conservation in Oxford. While the adoption of any changes to the current WCB may result in implementation measures in the future, the recommendations contained in this report and subsequent consultation process will not require any immediate action in this regard.

Financial Impact

The recommendations contained in this report will have no financial impacts beyond those accounted for in the 2016 CASPO and Public Works budgets. The Treasurer has reviewed this report and agrees with this statement.

Risks/Implications

There are no risks or other implications anticipated as a result of the recommendations contained in this report.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting of May 27, 2015. The initiatives contained in this report support the Values and Strategic Directions as set out in the Strategic Plan as they pertain to the following:

3. ii. **A County that Thinks Ahead and Wisely Shapes the Future** – Implement development policies, land uses and community planning guidelines that:
 - *Strategically grow our economy and our community*
 - *Provides a policy framework which supports community sustainability, health and well-being*
 - *Supports healthy communities within the built environment*
 - *Supports and protect a vibrant and diversified agricultural industry*
3. iii. **A County that Thinks Ahead and Wisely Shapes the Future** – Demonstrated commitment to sustainability by:
 - *Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:*
 - *Responsible environmental leadership and stewardship*
 - *Supporting the community implementation of the Community Sustainability Plan*
4. i. **A County that Informs and Engages** – Harness the power of the community through conversation and dialogue by:
 - *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
 - *Fostering greater involvement in County and community events and/or program/project implementation*
 - *Understanding and addressing public aspirations for a more livable community*

DISCUSSION

Background

The first tree protection by-law in Oxford County was enacted in 1946. The By-law has undergone numerous amendments and updates over the years reflecting changes to legislation and regulations regarding tree conservation in Ontario. The current County Woodlands Conservation By-law (WCB) was adopted by Council in 2004 (and subsequently amended in 2006) and has served as an effective tool for supporting responsible forestry management practices and environmental stewardship of woodland areas.

The authority to enact a by-law to regulate the harvest of trees is found in the Municipal Act. The current Oxford WCB identifies woodlands and sets out definitions for the purpose of protecting trees; identifies tree species that are to be protected; sets out the requirements for obtaining permits to harvest trees; outlines opportunities and processes for obtaining exemptions from the By-law; and outlines the provisions regarding enforcement and penalties.

Provincial Policy Statement (PPS)

Provincial policy does not specifically require that the County adopt a woodlands conservation by-law, however, the PPS does recognize that the province's long-term prosperity, environmental health and social well-being depend on, among other matters, conserving biodiversity and protecting natural heritage for their economic, environmental and social benefits.

Further, the PPS directs that natural heritage features and areas are to be protected for the long-term and that diversity and connectivity of natural features and the long-term ecological function and biodiversity of natural heritage systems should be maintained, restored or, where possible, improved.

County Official Plan

The Official Plan provides a policy basis for the protection and conservation of natural features in the County and addresses woodlands in the context of a broader natural heritage system. Through the policies of the Official Plan, the County is committed to taking a comprehensive approach to woodlands preservation by incorporating a range of measures to maintain and, wherever possible, increase the amount of forest cover within Oxford.

A Woodlands Conservation By-law (WCB) is recognized in the Official Plan as an important tool with respect to retaining and enhancing woodlands in both settlement areas and rural areas of the County. It is a policy of the Official Plan that Council shall maintain and enforce a WCB and periodically review the WCB to ensure that it reflects responsible and good forestry management practices and environmental stewardship.

Oxford Natural Heritage Systems Study (ONHSS)

The ONHSS (2016) is a recently completed study (prepared by the Upper Thames River Conservation Authority at the direction of the County) which provides a landscape level assessment of natural heritage features and functions on a County-wide scale. The 2016 ONHSS builds on the 2006 Oxford Natural Heritage Study and identifies significant, locally important and non-significant natural features, including woodlands.

While the primary purpose of the ONHSS is to provide the technical and scientific basis for informing the development of Official Plan policy as it relates to Oxford's natural heritage features and areas, the study may also be useful in identifying woodland areas that are not subject to the WCB (i.e. are less than 1 ha or 2.47 acres) but may provide important links or connections in the context of the broader natural heritage system.

Comments

As indicated previously, the purpose of this report is to obtain Council direction to initiate the public and stakeholder consultation process regarding potential changes to the WCB. Public Works and Planning staff have prepared a draft WCB ([Attachment No. 1](#)) for this purpose. In preparing the draft WCB, staff have reviewed the current WCB and the by-laws of other jurisdictions in southwestern Ontario and have considered issues arising from enforcement of the current by-law, including issues that have been identified through applications for exemptions from the WCB over the past several years.

Public and stakeholder consultation will be broad and will utilize various methods of obtaining input into the development of the WCB for Council's consideration, including circulation of the WCB to Area Municipalities within the County, the Ministry of Natural Resources and Forestry, Conservation Authorities having jurisdiction within the County, neighbouring municipalities, the Oxford Federation of Agriculture, woodlot owners association(s), forestry consultants, loggers and other interested groups such as fish and game clubs and Reforest Oxford. Staff will also present the draft WCB to the County's Agricultural Advisory Committee and any other groups or agencies that may benefit from such presentation.

Staff will also utilize the County's various social media feeds (i.e. Twitter, Facebook and Speak Up, Oxford) to both inform the public regarding the process and to obtain feedback regarding woodland conservation issues. Further, staff propose to hold three (3) public information sessions (PIC) at various locations across the County to present and highlight changes to the proposed draft by-law and obtain input from participants on all issues related to woodlands management. It is anticipated that the noted PICs would be held in November of 2016.

All comments and input received through the public and stakeholder consultation process will be documented and presented to Council for consideration as part of Council's deliberations regarding the updated WCB.

Draft Woodland Conservation By-law

The draft [WCB attached](#) to this report (together with the various appendices and schedules) has been prepared with a view to providing a starting point for discussion during the public and stakeholder consultation process. Generally, the draft WCB has been reorganized in a manner that provides a clearer and more logical presentation and has been updated to reflect changes in legislation and regulation since the last amendments in 2006.

Specific changes of note contained in the draft WCB are as follows:

Definitions

A number of definitions contained in the current WCB have been updated, including the definition of 'Good Forestry Practices' ([Page 2 of the attached draft WCB](#)) and 'Woodlands' ([Page 5](#)), the latter of which has been expanded to clearly describe woodlands to which the County WCB applies (i.e. woodlands of at least 1 ha or 2.47 acres) and the mechanisms for protecting woodlands smaller than 1 ha.

For information, the ONHSS completed for the County in 2016 indicates that 99% of the woodlands in Oxford are greater than 1 ha. This equates to approximately 26,640 ha (65,800 acres) of woodlands protected by the WCB. The protection of the remaining 1% (366 ha or 904 acres) of woodlands that are less than 1 ha would require the Local Municipalities to pass their own WCB to capture the smaller woodlots or pass a by-law delegating authority to enforce the protection of smaller woodlands to the County. In either case, the size of the woodlands (less than 1 ha) to be protected would be set out in the Local Municipal WCB/delegating by-law. The findings of the ONHSS may be useful to County and Local Council's in determining the value of these smaller woodlands and to what extent, if any, they are to be protected.

Definitions relating to 'Silviculture', 'Silvicultural Prescriptions' and what constitutes a 'Qualified OPFA Member' have also been added to the draft WCB ([Page 4](#)).

Circumference Harvest Provisions

The circumference harvest provisions of the current WCB have been removed from the draft by-law and as such, the draft by-law relies solely on the issuance of 'Good Forestry Practices' permits. Circumference harvest is the practice of cutting all trees that are over a certain diameter and was initially implemented in tree protection by-laws as a means to prevent clearcutting practices. Typically, circumference harvest practices target larger, healthier trees that are of greatest value, leaving poorer quality trees behind.

The 'Good Forestry Practices' approach to tree harvesting is considered to be a 'best practice' in forest management which contributes to the diversity and health of woodlands and generally lessens the impacts of diseases such as emerald ash borer and beech bark disease.

County staff responsible for the enforcement of the Woodlands Conservation By-law (WCB) have indicated that the circumference harvest approach to woodlands management does not account for tree species, age, quality, etc. and as such, circumference harvesting has not proven to be a sustainable management practice.

Committee Exemptions

The current WCB provides for Council or an appointed Committee of Council to consider applications for exemptions from the By-law (in Oxford, exemptions to the by-law are considered by the Woodlands Conservation By-law Appeal Committee, which is appointed by County Council at the beginning of each term of Council). The draft WCB clarifies the process by which the Committee hears exemption requests and also provides additional guidance at the beginning of the WCB to assist the Committee in determining if an exemption request is appropriate and maintains the intent of the WCB ([Pages 11 & 12](#)).

In addition to the foregoing, staff have drafted a brief 'companion' policy ([Appendix B to the WCB titled Tree Compensation Policy](#)) that would serve to guide the Committee in those situations where an exemption to the by-law is granted and compensation for the tree removal is considered appropriate. This companion policy would not form part of the WCB, but would require Council endorsement as a guidance tool. The said companion policy is included as [Appendix B](#) of the draft WCB.

Minor Exemption Permit

The draft WCB introduces provisions to obtain a permit from the By-law Officer where the proposed removal of trees that are considered to be part of a woodland as per the definitions in the WCB meet the specific criteria for minor exemptions ([Page 11](#)). It is intended that these provisions could be used to grant exemptions at the staff level where the criteria is met to the satisfaction of the By-law Officer and as such, would not require consideration by the Committee.

The criteria or 'scenarios' included in the draft WCB have been developed based on the past experience of staff and the Committee with respect to applications for committee exemptions and from the information that has been provided via the updated ONHSS.

Woodlands Conservation By-law Administration

There has been some criticism of the administration of the current By-law. As part of the process to develop the new WCB and to deal with some of the customer criticism, staff are

developing processes and procedures intended to improve customer service. The procedures are in the development stages, but will be discussed as part of the consultation and engagement program with further reporting to Council prior to the consideration of the new By-law.

Next Steps

Staff are of the opinion that the draft [WCB attached](#) to this report represents a suitable starting point for consulting with and engaging the public and the many stakeholders involved in woodlands management in Oxford County. The draft WCB has been prepared with a view to clarifying the provisions of the current By-law and providing a document that supports and promotes both woodland conservation principles and sound administration.

It is anticipated that the proposed public and stakeholder consultation process for the WCB can be tied into concurrent consultation regarding the recently completed Oxford Natural Heritage Systems Study (ONHSS). Staff are also of the opinion that the consultation program regarding the WCB can be utilized as a platform for broader education on both the WCB and woodlands conservation in Oxford.

Conclusions

Staff recommend that the initiation of a public and stakeholder consultation process be given favourable consideration by Council.

With Council's direction, staff will initiate the public and stakeholder consultation and engagement process, including circulation of this report and the draft Woodlands Conservation By-law (WCB) to the Area Municipalities. Staff will undertake a thorough consultation process with a view to returning to Council with a draft WCB for consideration in January 2017.

SIGNATURE

Report Author:

original signed by

Gordon K. Hough, RPP
Director of Community & Strategic Planning

Reviewed by:

original signed by

Robert Walton, P.Eng.
Director of Public Works

Approved for submission:

original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

[Attachment No. 1](#)

- Draft Woodlands Conservation By-law, Schedules and Appendices

THE CORPORATION OF
THE COUNTY OF OXFORD

WOODLANDS CONSERVATION BY-LAW NO.: _____

To prohibit or regulate the harvesting, destruction or injuring
of trees in woodlands in the
County of Oxford

WHEREAS s.135(2) of the Municipal Act, 2001, R.S.O. 2001, c.25 as amended, (hereinafter referred to as "the Act") permits the enactment of a by-law by the Council of the Corporation of the County of Oxford (hereinafter referred to as "the County") to prohibit or regulate the harvest, injury or destruction of trees in woodlands;

AND WHEREAS s.135(7) of the Act provides that a by-law enacted in accordance with s.135(2) of the Act may require that a permit be obtained to harvest, injure or destroy trees and that a municipality may impose conditions on a permit, including conditions relating to the manner in which harvesting, injuring or destroying occurs and the qualification of persons authorized for this purpose;

AND WHEREAS Council has determined that it is desirable to enact such a by-law for purposes including, but not limited to, the following:

- achieving the goals and objectives of the County Official Plan with respect to sustaining the community's environmental and natural heritage resources;
- conserving and improving woodlands through Good Forestry Practices;
- protecting, promoting and enhancing the value of woodlands for social, economic and environmental value; and
- enhancing biodiversity and forest resilience to assist the community in adapting to climate change, and other environmental threats to forest health.

NOW THEREFORE the Council of the Corporation of the County of Oxford HEREBY ENACTS as follows:

1. DEFINITIONS

In this by-law:

- 1.1 "Acceptable Growing Stock (AGS)" means *trees* suitable for retention in the stand for at least 1 cutting cycle, comprising *trees* of commercial species and of such form and quality as to be saleable as sawlog products at some future date.
- 1.2 "Basal area" means the area of the cross-section of the stem of a *tree* taken at a point of measurement 1.37 metres (4.5 ft.) above the point on the *tree* where the ground meets the stump in an undisturbed state at the base of the *tree*.
- 1.3 "Building Permit" means a building permit issued under the Building Code Act 1992, R.S.O. c.23, as amended.
- 1.4 "Business day" means any day falling on or between Monday and Friday of each week but does not include New Year's Day; Family Day; Good Friday; ~~Easter Monday~~ Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving; Remembrance Day; Christmas Day or Boxing Day.

- 1.5 "By-Law Officer" means an individual or individuals appointed by *Council* for the administration and enforcement of this By-Law.
- 1.6 "Certified Tree Marker" means an individual who has full certification in good standing for marking under the Ontario Ministry of Natural Resources [and Forestry \(MNRF\) Certified Tree Marker program, or similar program approved by the MNRF](#), has maintained proper accreditation, and has demonstrated experience to mark according to *Good Forestry Practice* within Oxford County.
- ~~1.7 "Circumference" means the measurement of the perimeter or outer boundary of a stem or trunk of a tree with such measurement including the bark of the stem.~~
- 1.7 "Committee" means the Woodlands Conservation By-law Appeal Committee ~~to~~ designated by a By-Law of the Corporation of the County of Oxford ~~for consideration and report to County Council.~~
- ~~1.9 "Conifer Plantation" means woodlands where coniferous trees have been planted or seeded in a pre-determined pattern.~~
- ~~1.8 "Corridor" means a break in the forest cover or forest canopy, which includes but is not limited to tree windbreaks, right-of-way, or natural open spaces.~~
- 1.89 "Coppice growth" means where more than one *tree* stem grows from a single *tree* stump.
- ~~1.940 "Cord" means a pile of fuelwood [measuring not more than 1.21 m \(3.96 ft\) x 1.21 m x 2.43 m \(7.97 ft\)](#) ~~3.63 m³ (128 ft³) in~~~~
- 1.104 "Council" means the Council of the Corporation of the County of Oxford.
- 1.112 "County Clerk" means the County Clerk of the Corporation of the County of Oxford.
- ~~1.123 "Destroy" means any action which causes or results in the irreversible *injury* or death of a *tree*.~~
- 1.13 "Diameter" means the diameter of the stem of a *tree* measured outside the bark at a specified point of measurement.;
- ~~1.145 "Drip Line" means an imaginary line running directly beneath the outermost branches of the *trees* forming the perimeter of the *woodlands*.~~
- 1.156 "Diameter Breast Height (DBH)" means the diameter of the stem of a *tree* measured at a point that is 1.37 metres (4.5 ft.) above the highest point of the ground in an undisturbed state at the base of the stem or trunk of the *tree*.
- 1.167 "Good Forestry Practices" means the proper implementation of *harvest*, renewal and maintenance activities known to be appropriate for the forest and environmental conditions under which they are being applied and that minimize detriments to forest values including significant ecosystems, important fish and wildlife habitat, soil and water quality and quantity, forest productivity and health, and the aesthetics and recreational opportunities of the landscape [and also includes, but is not limited to, the forestry management practices set out in the Provincial Silvicultural Guidelines as referred to in the Forest Operation and Silviculture Manual, as revised, prepared under the authority of the Crown Forest Sustainability Act, R.S.O. 1994, c.25. These Provincial Silvicultural Guidelines include, but are not limited to: A Silvicultural Guide to Managing Southern Ontario Forests, Silvicultural Guide for the Tolerant Hardwood Forest in Ontario, A Tree Marking Guide for the Tolerant Hardwood Working Group in Ontario, A Silvicultural Guide for the Great Lakes-St. Lawrence Conifer Forest in Ontario, Ontario Tree Marking](#)

Guide.

~~"Good Forestry Practices" permits the harvest, destruction or injuring of trees that:~~

- ~~i) have been damaged by disease, insects, wind, ice, fire, lightning, or other natural causes to an extent that the health of such trees is likely to further deteriorate and can be assessed as such;~~
- ~~ii) have been assessed and identified for removal to prevent disease or insects from spreading to other trees;~~
- ~~iii) are cut in accordance with the Provincial Silvicultural Guidelines as referred in the Forest Operations and Silvicultural Manual and its revisions prepared under the authority of the Crown Forest Sustainability Act, S.O. 1994, c. 25.~~
- ~~iv) are marked and cut as part of a Woodlands Management Plan by way of a "prescription" approved by a Registered Professional Forester or Associate Member in good standing.~~

1.178 "Harvest" means the injury or destruction of a *tree* through cutting or other mechanized means, which results in the irreversible *injury* or death of a *tree* by design and further, includes any work, efforts or attempt to move or gather such trees having been cut or otherwise destroyed.

1.18 "Injure" or "Injury" means any action that causes physical, biological or chemical damage to a tree including any lasting damage to a *tree* which has the effect of inhibiting or terminating its growth but does not include pruning branches for maintenance purposes.

~~1.19 "Local Board" means a municipal service board, transportation commission, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs and purposes of one or more municipalities.~~

1.19 "Log" means a portion of a *tree* of a prescribed species reduced to a size suitable for loading on a vehicle for transport to a processing mill for the production of lumber or other products.

1.20 "Logger" means an individual or company or similar group who cuts *trees* for purchase, sale or other profit, on behalf of the landowner.

1.21 "Local Municipality" means each of the municipalities of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, Zorra, Ingersoll, Tillsonburg and Woodstock.
~~a geographic area whose inhabitants are incorporated within the County of Oxford.~~

1.22 "Owner" means a *person* having any right, title, interest or equity in land.

1.23 "Own Use" means a use by the Owner that does not include a sale, exchange or other disposition of *trees* harvested, injured or destroyed.~~or injured.~~

1.24 "Permit" means a written authorization issued pursuant to this By-law by the By-law Officer as provided in Schedule "HH".

1.25 "Person" means any individual, corporation, partnership, association, firm, trust, or other entity and includes anyone acting on behalf or under the authority of such entity.

1.26 "Plantation" means a wooded area where *trees* have been planted or seeded in a pre-determined pattern or rows and are harvested for commercial purposes in-keeping with the original purpose of planting.~~for the purposes of harvesting for commercial purposes.~~

1.27 "Plot" means a carefully specific area measured area set out for the purpose of measuring the number of trees within woodlands.

~~laid out for experimentation, which may be permanent or temporary.~~

- 1.28 "Point of Measurement" means that point on the *tree* trunk measured above the highest point of the ground in an undisturbed state at the base of the stem or trunk of the *tree* where the ground meets the stump. For *coppice growth*, "point of measurement" means that point on the tree trunk where the *tree* stems separate, provided that such point of separation is less than 1.27 metres (50 inches) from where the ground meets the base of the tree.
- 1.29 "Pruning" means the removal of a *tree* branch or branches from a *tree* by cutting at the point outside the branch collar, but does not include the removal of more than one third of the *tree's* leaf bearing crown.
- ~~1.30 "Prescribed Species" means the species of *trees* as listed in Schedule "AB" of this By-Law.~~
- 1.30 "Qualified OPFA Member" means a Registered Professional Forester or Associate Member of the Ontario Professional Foresters Association as defined by the Professional Foresters Act 2000, S.O. 2000, c.18, as amended, to practice professional forestry, unless a suspension, term, condition or limitation of certification applies which would restrict the Member from carrying out responsibilities under this By-law.
- 1.31 "Silviculture" means the art, science, theory and practice of controlling forest establishment, composition, growth and quality of forests to achieve forest management objectives.
- 1.32 "Silvicultural Prescription" means the site specific and operational plan prepared by a Qualified OPFA Member that describes the existing woodlands conditions and woodlands management objectives for an area and which prescribes the methods for harvesting the existing woodlands stand and a series of silvicultural treatments that will be carried out to establish a free-growing stand in a manner that accommodates other resource values as identified.
- ~~a "pre-harvest silvicultural prescription", which is a course of management action prescribed for a particular area after specific assessments and evaluations have been made.~~
- ~~1.32 "Registered Professional Forester" as defined in the Professional Foresters Act, S.O. 2000, c. 18.~~
- ~~1.33 "Sensitive Natural Areas" means the:~~
- ~~i) Provincially significant life science Areas of Natural and Scientific interest. (A.N.S.I.)~~
 - ~~ii) Wetlands designated as locally, regionally or provincially significant.~~
 - ~~iii) Significant Natural areas within Oxford County as designated by any one of the following: Ontario Ministry of Natural Resources, Upper Thames River Conservation Authority, Long Point Region Conservation Authority, Grand River Conservation Authority, or the Catfish Creek Conservation Authority.~~
- ~~1.34 "Silviculture" means the art and science of producing and tending a forest, and the theory and practice of controlling forest establishment, composition, growth and quality of forests to achieve the objectives of management.~~
- ~~1.35 "Stand Improvement" means the destruction or harvesting of:~~
- ~~i) trees that have been damaged by disease, insects, wind, ice, fire, lightning, or other natural causes to an extent that the health of such trees is likely to further deteriorate;~~
 - ~~ii) diseased or insect infested trees that should be cut or removed to prevent disease or insects from spreading to other trees; or~~
 - ~~iii) exotic species, or trees not indigenous to the municipality, if such destruction is carried out in such a manner as to encourage replacement of exotics by indigenous species. Excluding Pinus and Picea species.~~

- 1.33 "Tree" means ~~for the purposes of the definition of a woodland~~, any species of woody perennial plant, including its root system, which has reached or can reach a height of at least 4.5 metres (14.8 ft.) at physiological maturity.
- ~~1.37 "Tree Marker" is an individual who has the ability to mark trees in a woodland to the circumference limit standard as set out in Section 2(a)(ii) of this By-Law. These individuals are categorized into two categories:~~
- ~~i) "Independent Tree Marker" is an individual who has no economic ties to any logger or processors of timber products; or~~
 - ~~ii) "Commercial Tree Marker" is an individual who is employed by a logger or a processor of timber products.~~
- 1.34 "Unacceptable Growing Stock (UGS)" means *trees* that have a high risk of dying, and are expected to decline over the next cutting cycle, including *trees* of poor form and/or low quality.
- 1.35 "Watercourse" means a natural or man-made waterway ~~course~~ containing flowing water ~~for~~ at least ~~for part~~ a portion of the year.
- 1.36 "Woodlands" means land at least one hectare in area with at least:
- (i) 1000 *trees* of any size, per hectare; or
 - (ii) 750 *trees* measuring over five (5) centimetres (2 in.) in diameter at *DBH*, per hectare; or
 - (iii) 500 *trees* measuring over twelve (12) centimetres (5 in.) in diameter at *DBH*, per hectare; or
 - (iv) 250 *trees* measuring over twenty (20) centimetres (8 in.) in diameter at *DBH*, per hectare.

Woodlands do not ~~include~~ a cultivated fruit or nut orchard, a Christmas tree plantation or a registered *tree* nursery.

For the purpose of this definition of *woodlands*, all measurements of a *tree* will generally be taken at 1.37 metres (4.5 feet) from the ground, however, where a *tree* cannot be measured at 1.37 metres (4.5 feet) at *DBH*, the *tree* will be measured or tallied at the *tree's* highest point. The boundary of *woodlands* shall be defined by the ecological limit of the *woodlands* and not by the property boundary; this includes the drip line of the outermost *trees*. Where a potential *woodland* is dissected by a road or path not wider than 30 metres (98 feet) or by a natural feature such as a creek, the boundary of the *woodland* shall be deemed to cross the road, path or natural feature, but the area of the *woodland* shall be calculated exclusive of the area of the road, path or natural feature.

~~Notwithstanding the foregoing, in the case of an area municipality with the County of Oxford where a Local Municipality has approved a By-law to prohibit or regulate the harvesting, injuring or destruction of trees in woodlands within the Local Municipality, "Woodland" woodlands shall mean land that is identified as woodlands in accordance with the definition(s) contained in the local municipal By-law.~~

Alternatively, where a Local Municipality has approved a By-law to delegate authority respecting the prohibition or regulation of the *harvesting, injuring or destruction of trees* to the County of Oxford, *woodlands* shall mean land that is identified as *woodlands* in accordance with the definition(s) contained in the delegation By-law.

~~less than one hectare with at least:~~

- ~~(i) 400 trees, of any size, per 0.4 hectares;~~
- ~~(ii) 300 trees, measuring over five (5) centimetres (2 in.), in diameter at *DBH*, per 0.4~~

- hectares;
- (iii) ~~200 trees, measuring over twelve (12) centimetres (5 in.), in diameter at DBH, per 0.4 hectares; or~~
 - (iv) ~~100 trees, measuring over twenty (20) centimetres (8 in.), in diameter at DBH, per 0.4 hectares.~~
- ~~But does not include a cultivated fruit or nut orchard or a plantation established for the purpose of producing Christmas trees or registered tree nursery.~~

2. GENERAL PROHIBITION

Except as provided in this By-law, no person, through their own actions or through the actions of any other person, shall harvest, injure or destroy, or cause or permit to be harvested, injured or destroyed, any tree located in woodlands.

- ~~(a) Except as provided in Section 3, no person through their own actions or through any other person shall harvest, destroy, or injure a living tree unless the person who is harvesting, destroying or injuring trees have done so in accordance with:

 - ~~(i) Good Forestry~~
The person who is harvesting, destroying or injuring trees does so in accordance with Good Forestry Practice as marked by:
 - ~~(a) a Registered Professional Forester in good standing with the Ontario Professional Foresters Association; or~~
 - ~~(b) an associate member in good standing of the Ontario Professional Foresters Association.; or~~
 - ~~(c) a fully certified Tree Marker; or~~
 - ~~(ii) Circumference Limit~~
The person who is harvesting, destroying, or injuring trees, has only harvested, destroyed or injured those trees which have attained, at the specified point of measurement, the circumference measurement, which equals or is greater than the minimum circumference prescribed for the species in Schedule "A" and the person who is harvesting, destroying or injuring trees has abided by Section 5 and;

The harvest, destruction or injuring of trees have not reduced the basal area in that part of the woodlands, where trees have been harvested, destroyed or injured below 14 m²/ha, of trees 25 centimetres (10 in.) and larger at DBH, as determined by using the method described in Schedule "H"; and
 - ~~(b) Except as provided in Section 2 (a)(i)(a) and (b), no person through their own actions or through any other shall harvest, destroy or injure a tree located in a Conifer Plantation; and~~
 - ~~(c) Except as provided in Section 2 (a)(i)(a) and (b), no person through their own actions or through any other person shall harvest, destroy or injure a tree located in a Sensitive Natural Area; and~~
 - ~~(d) Except as provided in Section 3, no person through their own actions or through any other person shall harvest, destroy or injure any living tree unless the person who is harvesting, destroying or injuring trees, has only harvested, destroyed or injured those trees:

 - ~~(i) which have met the definition of stand improvement which can be proven before and after the trees have been harvested, destroyed or injured; or~~
 - ~~(ii) which have attained, at the specified point of measurement, the circumference which equals or is greater than the minimum circumference~~~~~~

- prescribed for the species in Schedule "A"; and
- (e) ~~the person has marked those tree which are to be harvested, destroyed or injured with paint visibly on at least two (2) opposite sides as well as at the base of the tree in an area that will be visible after harvesting, destroying or injuring is completed; and~~
 - (f) ~~the harvest, destruction or injuring of trees will not reduce the number of trees per hectare below the minimum number of trees per hectare required to be considered a woodland; and~~
 - (g) ~~the harvest, destruction or injuring of trees has not reduced the basal area in that part of the woodlands, where trees, which measure 25 centimetres (10 in.) or more at DBH, have been destroyed or injured below 14 m²/ha of trees; and~~
 - (h) ~~the harvest, destruction or injuring of trees has abided by the requirements of Section 5; and (i) with the exception of work on municipal drains, if any tree removal is necessary due to the undertaking of any drainage work, notification of the By-Law Officer is necessary and every person intending to destroy or injure trees for the purpose of drainage work must be in accordance with the requirements of Section 4; and~~
 - (j) ~~any tile drainage work through or adjacent to a woodlands which shall result in the destruction or injury to a tree or trees in woodlands shall be constructed of a closed tile in the part of the drainage work that goes through or adjacent to the woodland; and~~
 - (k) ~~No person through their own actions or through any other person shall:

 - (i) ~~fail to comply with an Order issued by this By-Law;~~
 - (ii) ~~contravene the terms or condition of a Permit issued under this By-Law;~~
 - (iii) ~~contravene the terms or conditions as to the Letter of Intent filed under this By-Law;~~
 - (iv) ~~remove or deface any Order issued under this By-Law.~~~~

3. EXCEPTION

Notwithstanding Section 2, a person may harvest, injure or destroy trees located in woodlands, subject to obtaining a Good Forestry Practices Permit, as follows:

- (i) Every person who intends to harvest, injure or destroy trees pursuant to this By-law shall complete and submit to the By-law Officer or a designate, an application for a Good Forestry Practices Permit in the form prescribed in Schedule "B" to this By-law containing all of the information required by the application form, not less than 20 business days and not more than one (1) year prior to the start of the harvest, injury or destruction of trees, together with the following:
 - a) a copy of the silvicultural prescription prepared by a Qualified OPFA Member, to the satisfaction of the By-law Officer;
 - a)b) the prescribed fee as set out in Schedule "A".
- (ii) A Good Forestry Practices Permit issued in accordance with the terms and requirements of this By-law shall be subject to the following terms and conditions:
 - a) the harvesting, injury or destruction of trees shall be in accordance with Good Forestry Practices and as described in a silvicultural prescription prepared by a Qualified OPFA Member.
 - b) the owner or applicant shall post a Notice of Tree Harvest prior to harvesting, injuring or destroying trees and such posting shall be located on the subject property in a

- manner that is clearly visible and legible from a public highway or other place to which the public has access. The Notice of Tree Harvest shall be in the format prescribed in Schedule "1" to this By-law.
- c) the owner or applicant shall notify the By-law Officer during regular business hours, not less than 24 hours prior to harvesting, injuring or destroying trees and again upon resumption of activities after any two (2) week period of inactivity.
- (ii)(iii) The issuance of any Good Forestry Practices Permit may be for such time and subject to such terms and conditions as the By-law Officer considers advisable and as are set out in the permit.
- (ii)(iv) A silvicultural prescription as required by this By-law shall incorporate good forestry practices and demonstrate that:
- a) the harvest, injuring or destruction of trees will not reduce the number of trees per hectare below the minimum number of trees per hectare required to be considered a woodland;
- b) the harvest, injuring or destruction of trees does not reduce the basal area in that part of the woodlands where trees which measure 25 cm (10 in) or more at DBH have been injured or destroyed below 15 m²/ha (161 ft²/acre).
- Notwithstanding subsection 3(v)b), a Good Forestry Practices Permit may be issued provided that the By-law Officer is satisfied that the harvesting of trees is consistent with good forestry practices.
- (v) The trees to be harvested, injured or destroyed have been clearly marked above DBH on opposite sides of the tree. The mark shall be at least 8 cm (4 in) in diameter for hardwood sawlogs/poles and a slash 20 cm (8 in) long for fuelwood/logs. A similar mark shall be placed at the base of the tree below the saw line and extending to the ground. All trees shall be marked facing the same direction unless the terrain requires a change in direction, in which case the marking will proceed consistently with the terrain. For conifer plantation row thinning only, the first and last tree in the row as well as an occasional tree shall be marked.
- (iii)(vi) The person who is harvesting, injuring or destroying trees has complied with all of the requirements of this By-law and is in good standing with the County of Oxford.
- (iv)(vii) Where trees are marked for harvest, injury or destruction in accordance with this By-law, no person shall fail to harvest or destroy any tree so marked unless to do so would breach the provisions of the Health and Safety Act, R.S.O. 1990 c.0.1
- (iii)(vii) a person shall not:
- a) harvest, injure or destroy a tree that has not been marked;
- b) leave a harvested tree suspended in another tree; harvest, injure or destroy a tree below the lowest point of measurement, unless authorized by a By-Law Officer;
- c) harvest, injure or destroy any tree unnecessarily that is to remain standing after the harvest, injuring or destroying of trees is completed;
- d) operate a vehicle, equipment or machinery or conduct their operations in such a manner or at such a time that results in excessive damage to the soil, wetlands, natural areas or other portions of the woodlands;
- e) operate a vehicle, equipment or machinery or conduct their operations in such a manner or at such a time, that results in the leaving of any part of a tree in a watercourse including any trees that have not been cut, but have been pushed,

- f) knocked over or otherwise come to rest in a *watercourse*;
- f) leave a *tree* top, which can safely be trimmed and is not scheduled for fuelwood processing, higher than ~~31.5~~ 41.54.92 metres (~~101.5~~ 136.3 ft.) from the ground to the highest branch;
- g) *harvest, injure or destroy* a *tree*, which shall result in any part thereof crossing a property boundary, without the written permission of the adjoining property owner;
- h) *harvest, injure or destroy* a *tree*, which is on the property boundary, without the written permission of the adjoining property owner.

4. EXEMPTIONS TO THIS BY-LAW

This By-law does not apply to any mandatory exemption as set out in the Municipal Act, as amended from time to time. Mandatory exemptions contained in the Municipal Act are listed in Appendix A to this By-law. Appendix A may be modified to reflect changes to the Municipal Act, as amended from time to time, without amendment to this By-law.

In addition to any exemption as set out in the Municipal Act, this By-law shall not apply to:

- (i) the *harvest, injuring or destruction* of *trees* required to erect any building, structure or thing in respect of which a *building permit* has been issued and has taken into consideration the protection of *trees* surrounding the structure or work within the building envelope, provided that no *tree* is *harvested, injured or destroyed* that is more than 15 metres (49.2 feet) from the outer edge of the building, structure or thing;
- (ii) the *harvest, injuring or destruction* of *trees* that is reasonably required to install and provide utilities and/or, a single lane driveway for vehicular access, for the construction or use of a building, structure or thing in respect of which a *building permit* has been issued.

~~This by-law does not apply to:~~

- ~~(a) — activities or matters undertaken by a municipality or a local board of a municipality; or~~
- ~~(b) — activities or matters undertaken under a licence issued under the *Crown Forestry Sustainability Act, 1994*; or~~
- ~~(c) — the *injuring or destruction* of *trees* by a person licensed under the *Surveyors Act* to engage in the practice of cadastral surveying or his or her agent, while making a survey; or~~
- ~~(d) — the *injuring or destruction* of *trees* imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51, or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections; or~~
- ~~(e) — the *injuring or destruction* of *trees* imposed as a condition to a development permit authorized by regulation made under Section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under the regulation; or~~
- ~~(f) — the *injuring or destruction* of *trees* by a *transmitter or distributor*, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of construction and maintaining a transmission system or a distribution system, as those terms as defined in that Section; or~~

- ~~(g) — the injuring or destruction of trees undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*; or~~
- ~~(h) — the injuring or destruction of trees undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land;~~
- ~~(i) — that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and~~
- ~~(ii) — on which a pit or quarry is a permitted land use under a by-law passed under Section 34 of the *Planning Act, 2001, c.25, s.135(12)*; or~~
- ~~(i) — the injuring or destruction of trees where the owner of the woodlands has been granted an exemption by the Committee pursuant to Section 4; or~~
- ~~(j) — the injuring or destruction of trees that is required in order to erect any building, structure or thing in respect of which a Building Permit has been issued and has taken into consideration the protection of trees surrounding the structure or work within the building envelope, provided that no tree is destroyed or injured that is located more than 15 metres (49.2 ft.) from the outer edge of the building, structure or thing and the By-Officer has been notified; or~~
- ~~(k) — the injuring or destruction of trees that is required in order to install and provide utilities to the construction or use of the building, structure or thing in respect of which a Building Permit has been issued; or~~
- ~~(l) — the injuring or destruction of trees that is required in order to install and provide utilities to provide a single lane driveway for vehicular access to the building, structure or thing in respect of which a Building Permit has been issued;~~
- ~~(+)(iii) the harvest, injury or destruction of trees by the owner of a woodland for the owner's own use which results in the production of less than 20 logs or 20 cords of fuelwood per woodland per calendar year, provided that such activity does not reduce the number of trees per hectare below the minimum number of trees per hectare required to be considered a woodland, does not reduce the overall area of the woodland and that the activity is consistent with good forestry practices.~~
- ~~(m) — the owner of the woodlands who has harvested, destroyed or injured trees which results in the production of less than 20 logs or 20 cords of fuelwood per woodlands per year, providing such activities has not reduced the number of trees per hectare below the minimum number of trees per hectare required to be considered a woodland; or~~
- ~~(iv) the harvest, injury or destruction of trees where said trees are harvested, injured or destroyed pursuant to a legally binding contract, provided that:~~
- ~~a) the owner of the woodland has given notice in accordance with this By-law; and~~
- ~~b) a contract was signed between the owner and contractor immediately preceding the date on which this By-law came into force and effect; and~~
- ~~c) proof of the signed contract, and a down payment made to the owner, to the satisfaction of the By-law Officer; and~~
- ~~d) the trees subject to the contract are harvested, injured or destroyed in a manner consistent with this By-law within two (2) years of the enactment of this By-law.~~
- ~~(n) — the harvest, destruction or injury of trees where the trees are destroyed or injured pursuant to a legally binding contract if:~~
- ~~(i) — the owner of the woodlands has given notice under Section 5; and~~
- ~~the contract was signed and a down payment made to the owner immediately preceding the date on which this By-law was passed; and~~
- ~~proof of the signed contract and a down payment has been received by the By-law Officer; and~~

~~the trees are harvested, injured or destroyed in a manner consistent with By-Law No.: 4489-2004 and have been harvested, destroyed or injured within two years of the enactment of this By-Law.~~

5. MINOR EXEMPTION PERMIT

- (i) Notwithstanding Section 3, the By-law Officer may issue a Minor Exemption Permit.
- (ii) Every person who intends to obtain a Minor Exemption Permit shall complete and submit to the By-law Officer or designate, an application in the form prescribed in Schedule "C" to this By-law containing all of the information required by the application form, not less than 30 business days and not more than one (1) year prior to the start of any harvest, injury or destruction of trees, together with the prescribed fee as set out in Schedule "A".
- (iii) The By-law Officer may issue a Minor Exemption Permit where, in the opinion of the By-law Officer.
- a) the harvest, injury or destruction of trees along the immediate perimeter of a productive agricultural field is desirable where said trees are impeding existing agricultural operations, including interference with private tile drainage works, and where said harvest, injury or destruction of trees does not occur more than 1.8 m (6 ft) from the normal cultivated area of trees that are 50 mm (2 inches) or less in diameter at DBH;
- b) the harvest, injury or destruction of trees within woodlands is necessary with regard to the installation, maintenance or repair of any open or closed private drainage works provided that where the said work includes the installation of drainage tile or the replacement of existing drainage tile, the said tile shall be constructed of a non-perforated pipe within or immediately adjacent to woodlands;
- c) the trees to be harvested, injured or destroyed are not located within a woodland, or portion thereof, that is identified as part of the Natural Heritage System in the County of Oxford Official Plan, or are not within 30 m (98.4 ft) of an open watercourse; or
- d) the pruning and/or trimming of trees along the edge of woodlands or a fence row is necessary to provide passage of agricultural equipment, provided that the extent that the said pruning and/or trimming is limited to that reasonably necessary to permit the passage of equipment.
- (iv) The By-law Officer may impose such conditions to the permit that relate to the manner in which harvesting, injuring or destroying trees is to occur that are, in the opinion of the By-law Officer, reasonable and appropriate.
- (v) The By-law Officer shall notify the owner and/or applicant in writing regarding the approval or denial of any application for a Minor Exemption Permit.
- (+)(vi) A Minor Exemption Permit is valid for up to 365 days from the date of issuance by the By-law Officer.

6. COMMITTEE EXEMPTION

- (i) Notwithstanding any provision contained in this By-law, a person may request an exemption from this By-law from the Committee. In order to be considered for an exemption to Section 2, the owner of the woodlands must apply to the County

~~Committee for an exemption at least 90 days prior to the anticipated commencement of injury or destruction of trees by submitting:~~

- ~~_____ (i) _____ a completed application form as described in Schedule "E"; and~~
- ~~_____ (ii) _____ the applicable fee as set out in Schedule "D".~~

Every person who intends to obtain a Committee Exemption shall complete and submit to the By-law Officer or designate, an application in the form prescribed in Schedule "D" to this By-law containing all of the information required by the application form not less than 60 days and not more than one (1) year prior to the start of any harvest, injury or destruction of trees, together with the prescribed fee as set out in Schedule "A".

(ii) Public Notice of Committee Exemption shall be circulated by regular mail not less than 20 days prior to the Committee meeting at which the application will be considered, to the owner, the applicant and/or the applicant's authorized agent and to all assessed owners of land that abut the lands subject to the application. The Public Notice of Committee Exemption shall contain information as prescribed in Schedule "E".

(iii) The owner or applicant shall post a Public Notice of Committee Exemption Request not less than 20 days prior to the Committee meeting at which the application will be considered and such posting shall be located on the subject property in a manner that is clearly visible and legible from a public highway or other place to which the public has access. The Public Notice of Committee Exemption Request shall be in the format prescribed in Schedule "E".

(iv) The application for Committee Exemption shall be circulated to those agencies that, in the opinion of the Committee, the By-law Officer or designate, may have an interest in the application, for the purpose of obtaining comments regarding the application.

(v) In consideration of a request for a Committee Exemption, the Committee may:

- a) grant the exemption request;
- b) grant the exemption request with modifications; or
- c) refuse the exemption request.

(iii)(vi) When evaluating a request for Committee Exemption, the Committee shall consider whether the harvest, injuring or destruction of trees proposed by the application:

- a) is appropriate for the development or use of the land; and
- b) maintains the intent and purpose of the By-law.

(vii) Committee may impose terms and conditions to the Committee Exemption that are reasonable and desirable for the appropriate development or use of the land on which the said exemption is granted.

(i) Committee shall hear any person choosing to speak with respect to the request for Committee Exemption prior to making a decision regarding the said request and may consider other such matters as the Committee deems advisable.

(ii)(viii) The owner or applicant shall be notified in writing with respect to the Committee's decision regarding the approval or denial of any application for a Committee Exemption.

~~(b) At least twenty-one (21) business days prior to consideration of the application by the Committee for a exemption, the County Clerk shall send by regular mail, written notice to the applicant and all abutting landowners on the lands for which an exemption is being sought.~~

- ~~(c) — The applicant shall erect and display a public notice regarding the exemption application at the entrance of the adjoining roadway to the subject property where the minor exception is being sought in a position that ensures that it is clear and visible to all persons, and the notice shall be in the format of Schedule "F".~~
- ~~(d) — The notice shall be posted at least fifteen (15) business days prior to consideration of the application.~~
- ~~(e) — Provided that there have been no objections filed with the Committee, and/or the By-Law Officer agrees that the general purpose and intent of this By-Law is being maintained, the By-Law Officer may grant the Permit for the exemption in the form of Schedule "I"~~
- ~~(f) — When granting an exemption, the By-Law Officer may include terms or conditions.~~
- ~~(g) — Where there has been objections filed with the By-Law Officer or where the applicant objects to the terms and conditions on the Permit for the exemption, the Committee will reconsider the application for exemption, any conditions to the Permit and make a decision whether to grant the exemption and, therefore, a Permit.~~
- ~~(h) — When granting an exemption, the Committee may include terms and conditions to its approval provided the terms and conditions are desirable for the appropriate development or use of the land on which the exception is sought and the general purpose and intent of the By-Law is maintained.~~
- ~~(i) — The Committee shall hear any person who wishes to speak to the exemption for which objections have been filed. Upon the conclusion of the Committee meeting where the application for the exemption is being considered, the Committee shall advise the persons in attendance of the date, time and location when Council will make a final determination on such application.~~
- ~~(j) — When denying an exemption, the Committee must notify the applicant.~~
- ~~(k) — The applicant may object to the terms and conditions on the Permit for the exemption.~~

5. NOTIFICATION/APPLICATION (LETTER OF INTENT PERMIT)

- ~~(a) — Every owner of Woodlands or person acting on behalf of the owner who intends to harvest, destroy or injure trees personally or through another person, under Section 2(a)(i) of this By-Law shall complete and submit to the County of Oxford Community and Strategic Planning Office no less than ten (10) business days prior to the start of harvest, destruction or injury, all the information as prescribed in Schedule "B".~~
- ~~(b) — Every owner of Woodlands or person acting on behalf of the owner who intends to harvest, destroy or injure trees personally or through another person, under Section 2(a)(ii) of this By-Law shall complete and submit to the County of Oxford Community and Strategic Planning Office no less than ten (10) business days prior to the start of harvest, destruction or injury, all the information as prescribed in Schedule "C".~~
- ~~(c) — An exception to 5(a) and (b) in regards to the submitting of information to the County will be permitted at the discretion of the By-Law Officer should the person submit the Notice of Intent Permit with the prescribed fee as set forth in Schedule "D".~~
- ~~(d) — Any person who has submitted a Notice of Intent Permit shall also erect and display a sign at the entrance at the adjoining roadway to the land where the harvest, destruction, injury, or harvest of the trees is to occur, in a position that is clear and visible to all persons, the sign shall be required to be posted upon commencement of the harvest and remain posted until ten (10) days after the conclusion of the harvesting or destruction~~

and removal of the logs and such sign shall be in the format as outlined in Schedule "J".

(e) ~~Any person who has submitted a Notice of Intent Permit shall notify the By-Law Officer 24 hours prior to the start of harvest, destruction or injury of trees.~~

6. PERMIT APPLICATIONS FOR EXEMPTIONS

(a) ~~Applications for Permits will not be processed if:~~

- ~~(i) applications have not been completed in full; and~~
- ~~(ii) applications are not in keeping with the general purpose and intent of the By-Law; and~~
- ~~(iii) the prescribed application fee, as set forth in Schedule "D" has not been paid in full.~~

(b) ~~A Permit in the form of Schedule "I" may be;~~

- ~~i) issued to the applicant for a term of one (1) year.~~
- ~~ii) renewed by Committee for one term of one (1) year provided an additional prescribed application fee as set forth in Schedule "D" is paid.~~

7. APPEALS TO THE ONTARIO MUNICIPAL BOARD

An applicant may appeal a Permit under Section 6 to the Ontario Municipal Board if:

- ~~(a) within 30 days after the refusal by the Committee to issue a Permit; or~~
- ~~(b) the committee fails to make a decision on the application, within forty five (45) days after the application is received by the County Clerk; or~~
- ~~(c) if the applicant objects to a condition of the permit, within thirty (30) days after the issuance of the Permit.~~

7. ORDERS TO DISCONTINUE ACTIVITY

(i) ~~(a) Where the By-Law Officer or designate is satisfied that a contravention of this By-Law has occurred, the By-Law Officer, or designate, may make issue an Order to Discontinue Activity requiring the person who contravened the By-Law or who caused or permitted the harvest, injuring or destruction of trees in contravention of the By-Law, to stop and discontinue the harvest, injuring or destruction of trees. The Order to Discontinue Activity shall set out the in Schedule "F", shall include the following:~~

- ~~a) the municipal address and/or the legal description of the land;~~
- ~~b) reasonable particulars of the contravention;~~
- ~~c) the date of inspection; and~~
- ~~d) the date by which compliance with the Order must be achieved.~~

8. SERVICE OF AN ORDER

(i) ~~An Order issued under this By-law shall be served on the owner of the property and such other persons affected by the Order, as determined by the By-law Officer or designate, and a copy of the Order shall be posted on the property.~~

~~(ii) An Order issued under this By-law Section may be served personally or by registered mail sent to the served by sending it by mail to the last known address of;~~

- ~~a) the owner or the woodlands; and/or~~
- ~~b) the person or persons identified as having harvested, injured or destroyed ing, ingor harvesting trees.~~

(iii) ~~Where service of an Order is served by made by registered mail, service shall be deemed to have been made served on the fifth day after the day of mailing order is~~

mailed.

- (iv) Where ~~an Order service~~ cannot be ~~served~~ carried in accordance with ~~under~~ Section 88(i), (ii) or (iii), the By-law Officer, or designate, shall place a placard containing the terms of the Order in a conspicuous place on the affected property and the placing of the placard shall be deemed to be sufficient service of the Order on the person or persons to whom the Order is directed. ~~it is deemed sufficient if the Officer places a placard containing the terms of the Order in a conspicuous place on the affected lands and the placing of the placard shall be deemed to be sufficient service of the Order on the person to whom the Order is directed.~~
- ~~(e) If the person to whom the Order is directed is not satisfied with the terms of the Order, the person may appeal to the Committee by filing Notice of Appeal by personal service or certified mail to the County Clerk within thirty (30) days after the date of the Order.~~
- ~~(f) Where an appeal has been filed, Committee shall hear the appeal and have all the powers and the functions of the Officer.~~
- ~~(g) Before conducting a hearing under this Section, the County Clerk shall give notice to such persons or direct that notice be given to such persons as the County Clerk considers should receive notice and in the manner directed by the County Clerk.~~
- ~~(h) After hearing an appeal, Council may confirm or revoke any Order issued under this By-Law or may issue a Permit with conditions, provided that in the opinion of the Council, the general intent and purpose of this By-Law has been maintained.~~
- ~~(i) The proceedings at the Hearing held by the Council shall be in accordance with the provisions of the Statutory Powers Procedures Act, R.S.O. 1990 c.22. The decision of the Council under this Section is final.~~

9. ENFORCEMENT

- (i) This By-Law shall be enforced by a By-law Officer appointed by Council.
- (ii) A By-Law Officer may, at any reasonable time, enter and inspect any land to determine whether this By-Law, an Order or a condition of a permit is being complied with.
- (iii) A By-law Officer exercising a power may be accompanied by a person or persons under the By-law Officer's direction.
- (iv) No person shall hinder or obstruct a By-law Officer or attempt to hinder or obstruct a By-law Officer who is performing a duty in accordance with this By-law.
- (v) Any person who provides false information to a By-law Officer shall be deemed to have hindered or obstructed the By-law Officer in the discharge of their duties.

10. PENALTY

- (i) Any person who contravenes any provision of this By-Law, or an Order issued under this By-law, ~~Section 8~~ is guilty of an offence and is liable:
- on first conviction, to a fine of not more than \$10,000.00 or \$1,000 per *tree injured or destroyed*, whichever is the greater; and
 - on any subsequent conviction, to a fine of not more than \$25,000.00 or \$2,500 per

tree injured or destroyed, whichever is greater.

- (ii) Notwithstanding subsection 10(i)a) and (i)b) above, where a person convicted is a corporation, partnership, association, firm, trust or other entity or anyone acting on behalf of, or under the authority of such entity:
 - a) the maximum fine in subsection 10(i)a) is \$50,000 or \$5,000 per *tree injured or destroyed*, whichever is greater; and
 - b) the maximum fine in subsection 10(i)b) is \$100,000 or \$10,000 per *tree injured or destroyed*, whichever is greater.
- (iii) If a *person* is convicted of an offence for contravening this By-Law or an Order issued under this By-law~~Section 8~~, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may order the *person* to rehabilitate the land or to plant or replant *trees* in such a manner and within such period as the court considers appropriate, including any silvicultural treatment necessary to re-establish the *trees*.

~~10. ENFORCEMENT~~

- ~~(a) This By-Law shall be enforced by an Officer appointed by the municipality.~~
- ~~(b) A By-Law Officer may at any reasonable time enter and inspect any land to determine whether this By-Law, an Order or a condition of a Permit is being complied with.~~
- ~~(c) Any person who obstructs or interferes with an Officer in the discharge of his or her duties under this By-Law, shall be considered in violation of this By-Law.~~

11. ADMINISTRATION

- (i) ~~Sections 1 to 11 shall form part of this By-Law. Schedules "A" to "I", inclusive, "A" to "J" are appendices to this By-Law and form part of this By-Law.~~
- (ii) If any Section or Sections of this By-law or parts thereof are found by any Court of competent jurisdiction to be illegal or beyond the power of the *Council* to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of this By-Law shall be deemed to be separate and independent therefrom and continue in full force and effect unless and until similarly found illegal.
- ~~(iii)~~(iii) For the purposes of this By-law, words used in the singular number include the plural and words used in the plural include the singular and words which refer to the masculine shall include the feminine, and visa versa, where applicable.
- ~~(iiii)~~(iv) For the purposes of this By-law, words in italicized text are defined in Section 1. Such defined words will not be italicized where the context in which the word is used does not correspond to the definition contained herein.
- (ve) The short title of this By-Law is the "Woodlands Conservation By-law".
- ~~(iii)~~(vi) Woodlands Conservation By-Law No. 4489-2004, as amended, 2806-88 of the County of Oxford shall be repealed effective on the coming into force and effect of this By-law as of midnight December 31, 2004. This by-law comes into force and effect on January 1, 2005.
- ~~(iiii)~~(vii) Notwithstanding subsection (dvi) of this sSection, By-Law No. 4489-2004, as amended,

~~2806-88~~ of the County of Oxford shall continue to apply to applications filed, permits issued and/or proceedings in respect of offences that occurred before its repeal, ~~of any legally binding contracts,~~ proof of which has been provided satisfactory to ~~received by an~~ By-law Officer.

(iv) (viii) Measurements are given in both metric and imperial units in this By-law. For the purposes of this By-Law, the metric unit shall govern.

READ a first and second time this... ~~this 8th day of December, 2004.~~

READ a third time and finally passed this..... ~~8th day of December, 2004.~~

DONALD S. WOOLCOTT WARDEN

KENNETH J. WHITEFORD, CLERK

DRAFT FOR DISCUSSION PURPOSES

APPENDIX A

MANDATORY EXEMPTIONS AS CONTAINED IN THE MUNICIPAL ACT

In accordance with Section 135(12) of the *Municipal Act, 2001*, S.O. 2001, c.25, Woodlands Conservation By-law No. 2015 shall not apply to:

- (a) activities or matters undertaken by a municipality or a local board of a municipality;
- (b) activities or matters undertaken under a licence issued under the *Crown Forestry Sustainability Act, 1994*;
- (c) the injuring or destruction of trees by a person licensed under the *Surveyors Act* to engage in the practice of cadastral surveying or his or her agent, while making a survey;
- (d) the injuring or destruction of trees imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision, or a consent under section 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
- (e) the injuring or destruction of trees imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under Section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under the regulation;
- (f) the injuring or destruction of trees by a transmitter or distributor, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
- (g) the injuring or destruction of trees undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*, or
- (h) the injuring or destruction of trees undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
 - (i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act; and
 - (ii) on which a pit or quarry is a permitted land use under a by-law passed under Section 34 of the *Planning Act*.

APPENDIX B

TREE COMPENSATION POLICY

Where the removal or clearing of trees has been approved by the Woodlands Conservation By-law Committee (“the Committee”) via a Committee Exemption, the applicant/landowner will typically compensate for the removal or clearing of trees at a minimum ratio of 1:1, based on the area of the trees that have been approved for removal or clearing. Committee may impose a higher ratio where it is deemed to be appropriate.

Planting replacement trees will generally occur on the same property for which the Committee Exemption has been approved. However, planting replacement trees on another property within the County that is owned by the applicant/landowner may also be considered by the Committee.

Replanting Protocol

The County, in consultation with the Conservation Authority having jurisdiction, will generally encourage the location of compensatory replanting where opportunities exist to:

- establish connections and/or ‘fill in’ areas in identified natural heritage corridors;
- enhance or expand existing natural heritage features such as, but not limited to, designated wetlands, significant habitat or areas of natural and scientific interest;
- retire marginal land; or
- create or enhance riparian buffers, windbreaks and/or shelterbelts.

Replanting Plan

Where compensatory replanting is required as a condition of Committee Exemption, said replanting will be undertaken in accordance with a Replanting Plan prepared to the satisfaction of the Woodlands Conservation By-law Officer or designate. A Replanting Plan shall generally include the following components:

- a map of the site showing existing vegetation and the area(s) proposed to be planted;
- a description of the site preparation required prior to planting;
- a list of tree species to be planted on the site and the source of trees to be used;
-

The owner/applicant shall be required to enter into an agreement with the County which sets out all planting requirements together with securities sufficient to ensure the implementation of the Replanting Plan. The said securities will be in a form satisfactory to the County and the release of the securities will generally be in accordance with the following:

- the site will be inspected by the Woodlands Conservation By-law Officer or designate upon completion of the planting as set out in the Replanting Plan;
- a follow-up inspection will be completed by the Woodlands Conservation By-law Officer or designate within two (2) years (but not prior to one (1) year) of the initial inspection;
 - where the replanting as stipulated in the Replanting Plan has maintained a survival rate of not less than 95%, securities will be returned in full;
 - where the survival rate of the said replanting has fallen below 95%, the owner/applicant shall provide additional planting accordingly or alternatively, the County may use all or part of the securities to implement the Replanting Plan.

DRAFT

SCHEDULE "A"

FEE SCHEDULE FOR APPLICATIONS

The following fees will apply for the purpose of this By-law:

Application for Good Forestry Practices Permit	\$25.00
Application for Minor Exemption	\$200.00
Application for Committee Exemption	\$500.00
Notice to Harvest Sign (Cost of the sign)	\$5.00
Public Notice Sign (Cost of the sign)	\$5.00

Please make all cheques payable to **'Treasurer - County of Oxford'**

DRAFT

SCHEDULE "B"

COUNTY OF OXFORD

APPLICATION FOR GOOD FORESTRY PRACTICES PERMIT

PURSUANT TO WOODLANDS CONSERVATION BY-LAW NO. _____-2015

Completed Application must be received by the By-law Officer at least 20 business days prior to the commencement of the harvest, destruction or injury of trees, together with a cheque made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at woodlandsd@oxfordcounty.ca.

PLEASE PRINT CLEARLY

Silvicultural Prescription Information

All applications for Good Forestry Practices Permits must be accompanied by a forest operations *silvicultural prescription* prepared and/or approved by a Qualified OPFA Member which includes the following information, in accordance with approved practices of the Ontario Professional Foresters Association, as amended from time to time. A *silvicultural prescription* will generally include the following information:

Site and Stand Conditions:

- tree species composition by percentage
- regeneration status
- quality of stand, including health (disease/insects)
- limitations
- stand history, including any previous silviculture operations
- sensitive or special features
- date of inventory
- acreage of the woodland
- current stocking, stand structure or basal area distribution

Habitat, Biodiversity and Recreation Consideration

Short and Long Term Objectives

A record of Discussions with the Landowner and Signature of the Landowner

Tree Marking Direction

- residual basal area or stocking
- directions for improvement of health, quality, species diversity, stand structure and/or size class distribution
- silviculture system to use for marking

Estimated Time of Next Silviculture Intervention

Map of Site and Stands to Harvest

The map must be legible and include property boundaries, abutting roads, preferred entry points for inspection, location of buildings and structures on the property, forested areas and proposed harvest areas, logging access, drains, watercourses, power lines and other features and a north indicator.

Property Owner: _____

Address: _____ Postal Code: _____

Phone: Residence _____ Business _____ Fax _____

E-mail: _____

Woodland location: Lot _____ Con. _____ Former Township: _____

TREE HARVEST SUMMARY

(A legible tally sheet can be substituted and attached)

Tree Species	No.
Total Trees	

VOLUME ESTIMATE: _____
Indicate F.B.M. or M3

Harvest Area: _____
Indicate Acres or Hectares

DESCRIPTION OF AREA

Indicate NORTH

PRESCRIPTION INFORMATION

Prescription prepared by: _____

Name: _____

Mailing Address: _____

Telephone #: _____

Qualifications: _____

Date Prescription Prepared: _____

Check if area has been inspected since tree marking

TREE MARKER INFORMATION:

Trees Marked By: _____

Mailing Address: _____

Telephone #: _____

Qualifications: _____

Paint Colour: _____ Date Marked: _____

All trees to be harvested shall be marked with paint above DBH on opposite sides of the tree. The mark shall be at least 8 centimeters (4 in.) in diameter for hardwood sawlogs/conifer poles or sawlogs and a slash 20 centimeters (8 in.) long for fuelwood/conifer logs/pulp. A similar mark shall be placed at the base of the tree below the saw line and extending to the ground. All trees shall be marked facing the same direction, unless the terrain requires a change in direction, in which case the marking will proceed consistently with the terrain.

CONTRACTOR INFORMATION: (if different from above)

Surname: _____

Given Name: _____

Mailing Address: _____

Postal: _____ Telephone #: _____

Person in charge of Harvesting of Trees: _____

Estimated Starting Date: _____

The Person in Charge of the Harvesting of Trees is required to provide 24 hours notice (prior to the start of the harvest date) to the By-law Officer by e-mail (woodlands@oxfordcounty.ca) or fax (519 421 4711)

Map must be legible and include:

- Preferred entry points for inspection
- Location/name of surrounding roads
- Location of buildings on property
- Forested areas and harvest areas
- Log landing(s)
- Power lines and Municipal ditches

It is requested that if loggers are working near or adjacent to power lines that they contact the local Hydro Utility Company for assistance to prevent an accident and any damage that may occur to hydro lines and equipment due to a logging accident

Please indicate if the property is enrolled in:

Conservation Land Tax Incentive Program

Managed Forest Tax Incentive Program

SCHEDULE "C"

APPLICATION FOR MINOR EXEMPTION

Completed Application, including the application fee, must be received by the By-law Officer at least 30 business days prior to the commencement of the harvest, destruction or injury of trees. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Payment may be made by cash, cheque or credit card. Cheques should be made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at woodlands@oxfordcounty.ca.

PLEASE PRINT CLEARLY

Name(s) of Registered Owner: _____

Address: _____ Postal Code: _____

Telephone: Home: _____ Business: _____ Fax: _____

E-Mail: _____

Applicant (if other than the registered owner):

Address: _____ Postal Code: _____

Telephone: Home: _____ Business: _____ Fax: _____

E-Mail: _____

If purchased within the last three years, please provide name and address of former owner and the date property was purchased.

Reason for Removal of Trees

This application for Minor Exemption Permit is requested for the following reason (please circle the appropriate reason):

- i) The harvest or destruction of trees along the immediate perimeter of a productive agricultural field
- ii) The harvest or destruction of trees necessary to facilitate the installation, maintenance or repair of open or closed private drainage works
- iii) The pruning or trimming of trees required to facilitate the efficient passage of agricultural equipment

Please provide a description of the proposed works in the space provided or attach a separate sheet.

Please provide a sketch or drawing of the subject lands, illustrating the subject property, the extent of the woodlands and the area from which trees will be removed.

Upon approval of this application, an onsite inspection will be made and the perimeter of the forest cover which will remain will be marked by paint or other means that clearly indicates the extent of the approved Minor Exemption Permit area.

I agree that operations will be in accordance with the provisions of the County of Oxford Woodlands Conservation By-Law _____ and that I am familiar with the contents and requirements of this By-Law and acknowledge having received a copy thereof. I further agree that any tree harvested will be in accordance with Good Forestry Practice.

Further, I agree to contact the By-Law Officer (fax: 519 421 4711 or e-mail woodlands@oxfordcounty.ca) 24 hours prior to commencing the harvesting of trees. In the event of a mail disruption this form may be delivered to any area municipality office.

Personal information on this form is collected under the authority of the *Municipal Act*. Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, questions about the collection of personal information should be directed to the County Clerk.

Owner

Date

DRAFT

SCHEDULE "D"

APPLICATION FOR COMMITTEE EXEMPTION

Completed Application, including the application fee, must be received by the By-law Officer at least 90 business days prior to the commencement of the harvest, destruction or injury of trees. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Payment may be made by cash, cheque or credit card. Cheques should be made payable to the Corporation of the County of Oxford in the amount as indicated in Schedule "A", as amended from time to time. All sections must be filled out completely, to the satisfaction of the Woodlands By-law Officer.

Please submit the completed application to the Woodlands By-law Officer, P.O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3. The By-law Officer can also be contacted at 519 539 9800, ext 3132 or by e-mail at woodlands@oxfordcounty.ca.

PLEASE PRINT CLEARLY

Name(s) of Registered Owner _____

Address: _____ Postal Code: _____

Telephone: Home: _____ Business: _____ Fax: _____

E-Mail: _____

Applicant (if other than the registered owner) **NEED TO INCLUDE SIMILAR TO SCHED "C"**

Location of Trees Affected/Ownership

Municipality: _____ Assessment Roll #: _____

Lot: _____ Concession: _____ 911 Address: _____

Is the property owned by the applicant? _____ YES _____ NO (if NO, authorizing letter must be attached)

If purchased within the last three years, state name and address of former owner and the date property was purchased.

Property/Forest Description

This application is requesting a Permit to remove the following: (please indicate)

Total area: _____ Hectares: _____ Acres: _____

Total Woodland size on property: Hectares: _____ Acres: _____

Tree species to be destroyed on the described land:

This Exemption is requested for the following reasons, including description of end use after trees have been destroyed:

Is the applicant willing to offset the destruction of trees on the subject property through replanting trees on the said property? _____ YES _____ NO

If the applicant cannot replant in lieu of destruction is the applicant willing to make payment in lieu of destruction? _____ YES _____ NO

Personal information on this form is collected under the authority of the *Municipal Act*. Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, questions about the collection of personal information should be directed to the County Clerk.

Owner

Date

Applicant

Date

DRAFT

PUBLIC NOTICE

WOODLANDS CONSERVATION BY-LAW _____

This posted notice does not imply unrestricted access. Interested parties must receive permission to enter these forested lands from the landowner.

An APPLICATION FOR AN EXEMPTION TO WOODLANDS CONSERVATION BY-LAW NO. _____ HAS BEEN RECEIVED BY COUNCIL AFFECTING THESE FORESTED LANDS.

Municipality: _____ Assessment Roll #: _____

Lot: _____ Concession: _____ 911 Address: _____

Landowner: _____

THE APPLICATION
SUBMITTED REQUESTS THE CLEARING OF _____
HECTARES OF FORESTED LAND.

Deadline for Written Comments:

COMMENTS CAN BE SUBMITTED TO THE ADDRESS LISTED BELOW:

Community and Strategic Planning Office
County of Oxford,
P. O. Box 1614, 21 Reeve Street
Woodstock, ON N4S 7Y3

This Notice is posted under the authority of the County of Oxford Woodlands Conservation By-Law No. _____

This Notice is to remain posted no less than ten (10) business days prior to the consideration of this application.

FURTHER INFORMATION OR WRITTEN NOTICE IS AVAILABLE FROM

County of Oxford By-law Officer
539-9800 Ext. 3132 or e-mail woodlands@oxfordcounty.ca

SCHEDULE "F"

ORDER TO DISCONTINUE ACTIVITY

YOU ARE HEREBY DIRECTED AND ORDERED TO forthwith stop, halt, cease and desist from any and all works associated with the destruction of trees or removal thereof from those lands comprising;

MUNICIPAL ADDRESS/LEGAL DESCRIPTION OF THE PROPERTY:

LOT: _____ CONCESSION: _____ MUNICIPALITY: _____

OWNER/INDIVIDUAL RESPONSIBLE FOR DESTRUCTION OR INJURY OF TREES:

DESCRIPTION OF INFRACTION:

Date of Inspection: _____

Effective Order Date: _____ To: _____

Signature of Officer: _____ Date: _____

Pursuant to Woodlands Conservation By-Law _____, Section ?8, subsection (?e), Where the person to whom the Order is directed has been served in accordance with this By-Law is not satisfied with the terms of the Order, the person may appeal to the Council by filing Notice of Appeal by personal service or certified mail to the County Clerk within 30 days after the date of Order.

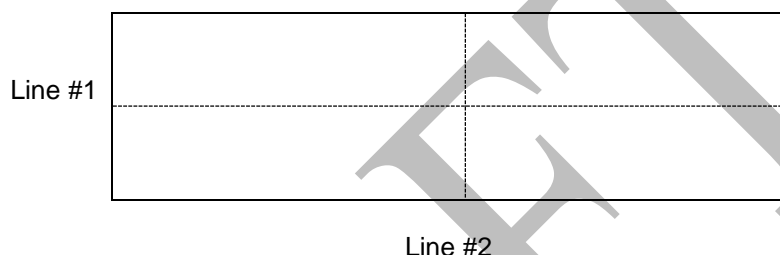
SCHEDULE "G"

BASAL AREA CALCULATION AND ASSESSMENT

1. Point Sampling is defined as a method of selecting trees for measurement and for estimating stand basal area using tree size rather than frequency as the main parameter. Trees are tallied at a sample location or point sample, with the selection probability being proportional to the basal area of the trees. In point sampling, a 360-degree sweep is made with an angle gauge about a fixed point, and the stems whose breast height diameter appear larger than the fixed angle subtended by the angle gauge are included in the sample. Point samples will be taken using a factor 2 prism.

2. Basal Area will be assessed every 30 metres along a fixed compass bearing through a forest stand in which harvesting has occurred. The first point sample will be placed 60 metres from the dripline of the woodland. No less than 3 point samples will be taken along a compass bearing through a forest stand. If the average basal area/hectare is found to be below the requirements of the by-law, then a second compass line will be established from the mid-point of the 1st compass line and will run in a direction 90° from the compass bearing from the 1st line.

See sample illustration below:



3. Where the width of the woodland does not allow the 30 metre fixed compass bearing, one line will be established along a fixed compass bearing down the centre of the woodland.

The following format will be used in calculating average basal area per hectare:

Stations Tallied

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Plot #	Small 26-40 cm		Medium 42-48 cm		Large 50-60 cm		X-Large 62+ cm		Total All Sizes		Total **
	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	
# of trees											

** Total Trees (____) x Basal Area Factor (____) = (____) Actual BA/Ha
of Stations (____)

Basal Area Calculation and Assessment

To assess tree infractions, a minimum of 1 plot per hectare will be established for areas up to 10 hectares (25 acres), and 1 plot for every additional 5 hectares (12 acres). Plots will be placed 80 meters (262 ft.) apart and 40 meters (131 ft.) from stand edges.

In cases where the maximum DBH encountered is less than 60cm. The plot distance may be 60 meters (197ft.) and 30 meters (98ft.) from the stand edges. In any case sampling is to be done by a method customarily used in forestry practice.

SCHEDULE "H"

PERMIT

Permission is hereby granted by the Council of the County of Oxford to harvest, destroy or injure trees under the supervision of the By-law Officer as outlined below:

REFERENCE APPLICATION # _____

ISSUED TO: _____

LOT: _____ CONCESSION: _____

MUNICIPALITY: _____

DATE OF ISSUE: _____

DATE OF EXPIRY: _____

BY: OXFORD WOODLANDS BY-LAW COMMITTEE

PER: _____

SCHEDULE "I"

NOTICE of TREE HARVEST

DO NOT ENTER during harvesting for your own safety.

This notice does not imply unrestricted access.

Permission to enter these lands must be granted by the landowner.

Contractor: _____

Phone: _____

Owner: _____

Timber Harvest Date: _____

Timber Marked By: _____

Phone Number of Marker: _____

This Notice is posted under the authority of the County of Oxford Woodlands Conservation By-Law No. _____.

This Notice is to be posted prior to the commencement of harvest and remain posted no less than 10 days after completion of harvest. Failure to post and removal prior to this period is a chargeable offence.

If you should have any questions or concerns regarding this timber harvest, please contact:

County of Oxford By-law Officer at 519-539-9800 Ext. 3132 or via e-mail at woodlands@oxfordcounty.ca

TICKETABLE OFFENCES

SHORT FORM WORDING	Offences Creating Provision	Set Fine, includes Court Costs
Failing to notify the County of Oxford prior to the injuring or destruction of trees by the landowner or person acting on behalf of the landowner.	Section	\$400.00 plus court costs
Failure to erect a sign.	Section	\$400.00 plus court costs
Failure to give 24 hours notice.	Section	\$400.00 plus court costs
No person shall contravene the conditions of a Permit.	Section 2 (d)ii	\$400.00 plus court costs
Leave a top higher than 3.5 m (11.5 ft) from the ground that is not scheduled for removal for use of firewood.	Section	\$400.00 plus court costs
Attempt to obstruct an Officer.	Section	\$400.00 plus court costs
Harvest, destroy or injure a tree which results in any part thereof crossing a property boundary without the written permission of the adjoining landowner.	Section	\$400.00 plus court costs
Harvest, destroy or injure a tree which is on the property boundary without the written permission of the adjoining landowner.	Section	\$400.00 plus court costs
Operate a vehicle, equipment or machinery, or conduct their operations in a manner or at such time that results in the leaving of any part of a tree in a watercourse, including any trees that have not been cut, but have been pushed, knocked over or otherwise ended up in a watercourse.	Section	\$400.00 plus court costs



**Corporation of the Town of Ingersoll
By-Law 16-4907**

**A By-law to amend Zoning By-law Number 04-4160, as amended
(140 Clark Rd. E.)**

WHEREAS the Municipal Council of the Corporation of the Town of Ingersoll deems it advisable to amend By-law Number 04-4160, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1) That Section 13.1 of By-law Number 04-4160, as amended, is hereby amended by deleting the existing Section 13.1 and replacing it with the following:

all uses permitted in Section 13.1 of this By-Law;
a municipal recreation and multi-use facility.

- 2) THAT this By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 11th day of October, 2016.

READ a third time and finally passed this 11th day of October, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4908**

A by-law to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Ontario Community Infrastructure Fund-Application-Based Component

WHEREAS the Town of Ingersoll is desirous of entering into an agreement with the Minister of Agriculture, Food and Rural Affairs related to funding provided by the Province of Ontario under Ontario Community Infrastructure Fund-Application-Based Component

NOW THEREFORE the Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) That the Mayor and the Chief Financial Officer/Treasurer are hereby authorized to execute an agreement with Her Majesty the Queen in right of the Province of Ontario and to affix the seal of The Corporation of the Town of Ingersoll hereto.
- (2) That a copy of the said agreement shall be annexed to and form part of this by-law.

READ a first and second time in Open Council this 11th day of October, 2016.

READ a third time in Open Council and passed this 11th day of October, 2016.

THE CORPORATION OF THE TOWN OF INGERSOLL

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

ONTARIO COMMUNITY INFRASTRUCTURE FUND FORMULA-BASED COMPONENT AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

(the “Province”)

– and –

The Corporation of the Town of Ingersoll

(the “Recipient”)

BACKGROUND

The Province created the Ontario Community Infrastructure Fund to: (1) provide stable funding to help small communities address critical core infrastructure needs in relation to roads, bridges, water and wastewater; (2) further strengthen municipal asset management practices within small communities; and (3) help small communities use a broad range of financial tools to address critical infrastructure challenges and provide long-term financial support for the rehabilitation and repair of core infrastructure for those in most need.

The Ontario Community Infrastructure Fund is composed of two components: (1) the Application-Based Component; and (2) the Formula-Based Component. The Formula-Based Component of the Ontario Community Infrastructure Fund is based on a municipality’s local fiscal circumstances and its total core infrastructure assets with a minimum grant of fifty thousand dollars (\$50,000.00).

The Recipient is eligible to receive funding under the Formula-Based Component of the Ontario Community Infrastructure Fund.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as follows:

1.0 ENTIRE AGREEMENT

1.1 This Agreement, including:

Schedule “A” – General Terms And Conditions,
Schedule “B” – Additional Terms And Conditions,
Schedule “C” – Operational Requirements Under The Agreement,
Schedule “D” – Eligible Project Categories,
Schedule “E” – Eligible And Ineligible Costs,

Schedule “F” – Financial Information,
Schedule “G” – Aboriginal Consultation Requirements,
Schedule “H” – Communications Protocol, and
Schedule “I” – Reports,

constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

2.0 COUNTERPARTS

2.1 This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

3.0 AMENDING AGREEMENT

3.1 This Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges and agrees that:

- (a) By receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *AGA*;
- (b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA* that may be applicable to the Recipient;
- (c) The Funds are
 - (i) To assist the Recipient to carry out the Project and not to provide goods or services to the Ontario Community Infrastructure Fund – Formula-Based Component, and
 - (ii) Funding for the purposes of the *PSSDA*; and
- (d) The Province is not responsible for, nor does the Province have a managerial role in, the undertaking, implementation, completion, operation and/or maintenance of any Project to which Funds are directed. The Recipient will not seek to hold the Province responsible for the undertaking, implementation, completion, operation and/or maintenance of any Projects to which Funds are directed through recourse to a third party, arbitrator, tribunal or court.

5.0 IMPACT OF RECEIVING FUNDING UNDER THIS AGREEMENT ON ANY EXISTING ONTARIO COMMUNITY INFRASTRUCTURE FUND FUNDING COMPONENT AGREEMENT

5.1 The Recipient acknowledges and agrees that if the Recipient receives Funds under this Agreement, the Recipient will be ineligible to receive any additional funds under any existing Ontario Community Infrastructure Fund Formula-Based Component agreement that it may

have with the Province. By way of example only, if the Recipient has an existing Ontario Community Infrastructure Fund Formula-Based Component agreement with the Province and was eligible to receive Funds for 2017 under that existing Ontario Community Infrastructure Fund Formula-Based Component agreement and receives Funds for 2017 under this Agreement, the Recipient is not eligible to receive any Funds for 2017 under its existing Ontario Community Infrastructure Fund Formula-Based Component agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Rural Affairs

Name: Randy Jackiw Date _____
Title: Assistant Deputy Minister

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE TOWN OF INGERSOLL

Name: Edward (Ted) Comiskey Date _____
Title: Mayor

**AFFIX CORPORATE
SEAL**

Name: Iryna Koval Date _____
Title: Director of Finance, Treasurer

I/We have the authority to bind the Recipient.

[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “A” FOLLOWS]

SCHEDULE "A" GENERAL TERMS AND CONDITIONS

ARTICLE A1 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpreting this Agreement:

- (a) Words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of this Agreement provides otherwise;
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and
- (h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In this Agreement, the following terms will have the following meanings:

"Aboriginal Group" includes the Indian, Inuit and Métis peoples of Canada or any other group holding Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

"Additional Terms and Conditions" means the terms and conditions referred to in section A9.1 of Schedule "A" to this Agreement and specified in Schedule "B" of this Agreement.

"AGA" means the *Auditor General Act*.

"Agreement" means this agreement entered into between the Province and the Recipient and includes all of the Schedules listed in section 1.1 of this Agreement and any amending agreement entered into pursuant to section 3.1 of this Agreement.

"Allocation Notice" means the notice that the Recipient received from the Province setting out the amount of Funds the Recipient is eligible to receive from the Province for the Funding Year in which the notice was issued. The "Allocation Notice" also includes the proposed allocation of Funds that the Recipient is eligible to receive for the following two Funding Years (although these proposed allocations are subject to change).

"Annual Financial Report" means the report that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

“Arm’s Length” has the same meaning as set out in the *Income Tax Act* (Canada), as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

“Auditor General” means the Auditor General of Ontario.

“BPSAA” means the *Broader Public Sector Accountability Act, 2010*.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which the Province is closed for business.

“Communications Protocol” means the protocol set out under Schedule “H” of this Agreement.

“Consultant” means any person the Recipient retains to do work related to this Agreement.

“Conflict Of Interest” includes any circumstances where:

- (a) The Recipient; or
- (b) Any person who has the capacity to influence the Recipient’s decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient’s objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

“Contract” means an agreement between the Recipient and a third-party whereby the third-party provides a good or service for the Project in return for financial consideration that may be submitted by the Recipient for the Province’s consideration as an Eligible Cost.

“Effective Date” means the date on which this Agreement is effective, as set out under section C1.1 of Schedule “C” of this Agreement.

“Eligible Costs” means those costs set out under section E1.1 of Schedule “E” of this Agreement.

“Event of Default” has the meaning ascribed to it in section 15.1 of Schedule “A” this Agreement.

“Expiry Date” means the date on which this Agreement will expire, as set out under section C1.2 of Schedule “C” of this Agreement unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

“FAA” means the *Financial Administration Act*.

“Failure” means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

“FIPPA” means the *Freedom of Information and Protection of Privacy Act, 1990*.

“First Nation” means a band, as defined under section 2(1) of the *Indian Act* (Canada).

“Funding Year” means the period commencing January 1st of one calendar year and ending December 31st of the same calendar year.

“Funds” means the money the Province provides to the Recipient pursuant to this Agreement, as set out in an Allocation Notice or Revised Allocation Notice issued under this Agreement each Funding Year.

“Indemnified Parties” means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

“Ineligible Costs” means those costs set out under section E2.1 of Schedule “E” of this Agreement.

“Interest Earned” means the amount of money earned by the Recipient from placing the Funds in an interest bearing account as set out under section A3.4 of Schedule “A” of this Agreement.

“Local Services Board” means a board established under the *Northern Services Boards Act*.

“MA” means the *Municipal Act, 2001*.

“Notice” means any communication given or required to be given pursuant to this Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“Parties” means the Province and the Recipient collectively.

“Party” means either the Province or the Recipient.

“Project” means the undertaking:

- (a) Described in the Project Information Form the Province provides to the Recipient pursuant to this Agreement; and
- (b) Approved by the Province.

“Project Information Form” means the form that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

“PSSDA” means the *Public Sector Salary Disclosure Act, 1996*.

“Reports” means the reports set out under Schedule “I” of this Agreement.

“Requirements of Law” means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, the *BPSAA*, the *PSSDA*

and those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

“**Revised Allocation Notice**” means an Allocation Notice that the Province issues that alters an Allocation Notice that the Province previously issued.

“**Term**” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiry Date unless terminated earlier pursuant to Articles A13, A14 or A15 of this Agreement.

- A1.3 Conflict.** Subject to section A9.1 of Schedule “A” of this Agreement, in the event of a conflict between the terms and conditions set out in this Schedule “A” of the Agreement and the terms or conditions set out in any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

ARTICLE A2 REPRESENTATIONS, WARRANTIES AND COVENANTS

- A2.1 General.** The Recipient represents, warrants and covenants that:
- (a) It is, and will continue to be for the Term of this Agreement, a validly existing legal entity with full power to fulfill its obligations under this Agreement;
 - (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
 - (c) It has the financial resources necessary to carry out any Projects to which it directs any of the Funds being provided under this Agreement and is not indebted to any person to the extent that that indebtedness would undermine the Recipient’s ability to complete the Projects to which it directs the Funds;
 - (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law related to any aspect of the Project, the Funds or both for the Term of this Agreement; and
 - (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.
- A2.2 Execution Of Agreement.** The Recipient represents and warrants that it has:
- (a) The full power and authority to enter into this Agreement; and
 - (b) Taken all necessary actions to authorize the execution of this Agreement.
- A2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain, in writing for the Term of this Agreement:
- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
 - (b) Procedures to ensure the ongoing effective functioning of the Recipient;
 - (c) Decision-making mechanisms for the Recipient;
 - (d) Procedures to enable the Recipient to manage the Funds prudently and effectively;
 - (e) Procedures to enable the Recipient to successfully complete the Project;
 - (f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;

- (g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

A2.4 Approvals, Licenses And Permits. The Recipient represents, warrants and covenants that it has or will apply for any approval, license, permit or similar authorization necessary to carry out the Project before carrying out the Project. For greater clarity, the Recipient acknowledges and agrees that the entering into this Agreement does not in any way obligate any regulatory authority established under an Act of the Ontario Legislature to issue any type of approval, license, permit or similar authorization that the Recipient may need or want in relation to undertaking any Project to which Funds are directed or to meet any other term or condition under this Agreement.

A2.5 Supporting Documentation. Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article A2 of this Agreement.

A2.6 Additional Covenants. The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections A2.1, A2.2, A2.3 or A2.4 of Schedule "A" of this Agreement during the Term of the Agreement; and
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

ARTICLE A3 FUNDS AND CARRYING OUT THE PROJECT

A3.1 Funds Provided. The Province will:

- (a) Provide the Recipient up to the amount of Funds set out in the Allocation Notice for each Funding Year during the Term of this Agreement for the sole purpose of carrying out one or more Projects;
- (b) Provide the Funds to the Recipient in accordance with Schedule "F" of this Agreement;
- (c) Deposit the Funds into an account designated by the Recipient, provided that account:
 - (i) Resides at a Canadian financial institution, and
 - (ii) Is in the name of the Recipient.

A3.2 Limitation On Payment Of Funds. Despite section A3.1 of Schedule "A" of this Agreement:

- (a) The Province is not obligated to provide any Funds set out in an Allocation Notice or Revised Allocation Notice to the Recipient in any Funding Year until:
 - (i) The Recipient provides the insurance certificate or other proof as the Province may request pursuant to section A12.2 of Schedule "A" of this Agreement,
 - (ii) The Recipient has submitted to the Ministry of Municipal Affairs any outstanding financial information returns by December 31st of each calendar year,

- (iii) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs all outstanding reporting under any other Ontario Community Infrastructure Fund contribution agreement, and
- (iv) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs a copy of their asset management plan and any subsequent updates by December 31st of each calendar year if not previously submitted;
- (b) The Province is not obligated to provide any instalments of Funds set out in an Allocation Notice to the Recipient in any Funding Year until the Province is satisfied with the progress of the Project;
- (c) The Province may, acting reasonably:
 - (i) Adjust the amount of Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice, and/or
 - (ii) Adjust the amount of Funds the Province actually provides to the Recipient in any Funding Year, and/or
 - (iii) Hold all or a portion of the Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice
 based upon the Province's assessment of the information provided by the Recipient pursuant to Article A7 of Schedule "A" of this Agreement; and
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
 - (ii) Terminate the Agreement pursuant to section A14.1 of Schedule "A" of this Agreement.

A3.3 Use Of Funds And Project. The Recipient will:

- (a) Only use the Funds being provided under this Agreement toward Projects that fall within the category of projects set out under section D1.1 of Schedule "D" of this Agreement;
- (b) Carry out and complete any Projects in accordance with the terms and conditions of this Agreement;
- (c) Use the Funds only for Eligible Costs that are necessary to carry out the Project; and
- (d) Not use the Funds for Ineligible Costs.

A3.4 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds plus the Interest Earned in trust for the Province until the Recipient needs the Funds for the Projects.

A3.5 No Provincial Payment Of Interest. The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient pursuant to a term or condition set out in this Agreement.

A3.6 Funds For Funding Year Limited To Amount Set Out In Allocation Notice Or Revised Allocation Notice. The Recipient acknowledges and agrees that the Funds available to it for a Funding Year will not exceed the amount set out in the Recipient's Allocation or Revised Allocation Notice for that Funding Year.

A3.7 Recipient May Save Funds From One Funding Year To Use In Later Funding Years. The Recipient may save any Funds that it receives in one Funding Year, including any interest earned thereon, for use in later Funding Years. Where the Recipient saves Funds from one Funding Year to use in later Funding Years, the Recipient will be deemed to have spent any Interest Earned first, followed by the principal.

A3.8 Saved Funds From One Funding Year Must Be Spent Within Five Funding Years Of The Year The Funds Were Allocated. Despite anything else in this Agreement, the Recipient will spend any Funds, including any interest earned thereon, that it received and has saved within five (5) Funding Years in which those Funds were received. By way of example only, if a Recipient received Funds from the Province in 2017 and decided to save those Funds, the Recipient must spend those Funds, including any interest earned thereon, by December 31, 2021. In the event that the Recipient does not spend those saved Funds in accordance with the requirements set out in this section A3.8 of the Agreement, those saved Funds, including any Interest Earned thereon, will be returned to the Province.

A3.9 Transfer Of Funds. The Recipient may transfer Funds provided under this Agreement to another entity provided the following is met:

- (a) The transfer of Funds is for a Project that is set out under section D1.1 of Schedule "D" of this Agreement;
- (b) The Project is in both the Recipient and the other entity's asset management plan; and
- (c) The entity receiving the Recipient's Funds must be eligible to receive those Funds.

A3.10 Funds May Be Used For Projects Under Other Federal Or Provincial Funding Programs. The Recipient may use the Funds being provided under this Agreement for projects covered under other provincial or federal funding programs provided the following is met:

- (a) The project is also a Project that is set out under section D1.1 of Schedule "D" of this Agreement; and
- (b) The other provincial or federal funding program allows for Funds being provided under the Ontario Community Infrastructure Fund to be used toward a project under that other provincial or federal funding program.

A3.11 Rebates, Credits and Refunds. The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

ARTICLE A4 ABORIGINAL CONSULTATION

A4.1 Provision Of Funds Dependent Upon The Province Meeting Its Duty To Consult Obligations. The Recipient acknowledges and agrees that the provision of any Funds under this Agreement is strictly conditional upon the Province satisfying any obligations it may have to consult with and, if appropriate, accommodate any Aboriginal Group with an interest in any Project in which Funds are directed in order for the Project to proceed.

A4.2 Recipient Is The Province's Delegate For Purposes Of Consultation With Aboriginal Groups. By entering into this Agreement, the Province delegates the procedural aspects of

any consultation obligations the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed to the Recipient as set out in Schedule "G" of this Agreement. The Recipient, by signing this Agreement acknowledges that the Province has delegated the procedural aspects of any consultation obligations that the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed and accepts said delegation and agrees to act diligently as the Province's delegate so as to preserve the Honour of the Crown in relation to any consultation obligations that the Province may have in relation to any Project in which Funds are directed.

A4.3 Recipients Obligations In Relation To Consultations. The Recipient will:

- (a) Be responsible for consulting with any Aboriginal Group that has an interest in any Project in which Funds are directed on behalf of the Province in accordance with Schedule "G" of this Agreement;
- (b) Take directions from the Province in relation to consulting with any Aboriginal Group with an interest in any Project in which Funds are directed as well as any other directions that the Province may issue in relation to consultations, including suspending or terminating any Project in which Funds are directed; and
- (c) Provide a detailed description of any actions it took in relation to consultation with any Aboriginal Group with an interest in any Project in which Funds are directed in its Reports.

A4.4 Recipient Will Not Start Construction On Any Project Until Recipient Provides Evidence To The Province That Notice Of Project Has Been Given To Identified Aboriginal Groups. Despite anything else in this Agreement, the Recipient will not commence or allow a third party to commence construction on any aspect of any Project in which Funds are directed for forty-five (45) Business Days, or such other longer or shorter time as the Province may direct, after it has provided the Province with written evidence that the Recipient has sent notice about any Project in which Funds are directed to the Aboriginal Groups the Province has identified in accordance with Schedule "G" of this Agreement.

ARTICLE A5

RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

A5.1 Acquisition Of Goods And Services In Competitive Procurement Process. The Recipient will acquire any goods and services for the Project through a transparent, competitive process that ensures the best value for any Funds expended and at no greater value than fair market value, after deducting trade discounts and/or other discounts available to the Recipient. Without limiting the generality of the foregoing, where the Recipient is a municipal entity to which the MA applies, the Recipient will follow its procurement policies required under the MA. Where the Recipient is a Local Services Board, the Recipient will obtain a minimum of three (3) written quotes for any goods or services which exceed twenty-five thousand dollars (\$25,000.00), unless the Province provides its prior written approval to obtain such goods or services in another manner. The Province may waive the requirements of this section A5.1 of the Agreement if:

- (a) The goods or services the Recipient is purchasing are not readily available; or
- (b) The Recipient has researched the market for a similar purchase within the last two (2) years and knows prevailing market costs for those good or services being purchased.

A5.2 BPSAA. For greater clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between the *BPSAA* and a requirement under this Article A5 of the Agreement, the *BPSAA* will apply and prevail to the extent of that conflict.

A5.3 Contracts. The Recipient will ensure that all Contracts:

- (a) Are consistent with this Agreement;
- (b) Do not conflict with this Agreement;
- (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
- (d) Require that any parties to those Contracts comply with all Requirements of Law; and
- (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project or any Funds provided to those parties.

A5.4 Use Of Consultants. The Province recognizes and acknowledges that the Recipient may engage one or more Consultants for the purposes of carrying out any Projects in which Funds are directed. The Recipient will have sole responsibility for hiring and terminating the employment of said Consultants. The Recipient further acknowledges and agrees that the Recipient will be responsible for all acts and actions of the Recipient's Consultants and that all such acts and actions will be treated as acts and actions of the Recipient for the purposes of this Agreement.

A5.5 Asset Retention. The Recipient will comply with section C1.3 of Schedule "C" of this Agreement as it relates to the retention of any assets purchased, built or rehabilitated with Funds being provided under this Agreement.

A5.6 Trade Agreements. If the Recipient is subject to any provincial or federal trade agreements to which the Province is a party, the Recipient will comply with the applicable requirements of such trade agreements. In particular, and without limitation, if the Recipient is subject to Annex 502.4 of the *Agreement on Internal Trade*, the Recipient will comply with all applicable requirements of Annex 502.4. In the event of any conflict between any requirement under Annex 502.4 and a requirement under this Article A5 of the Agreement, Annex 502.4 will apply and prevail to the extent of that conflict.

ARTICLE A6 CONFLICT OF INTEREST

A6.1 No Conflict Of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential or perceived Conflict of Interest.

A6.2 Disclosure To The Province: The Recipient will:

- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived Conflict Of Interest; and
- (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

ARTICLE A7 REPORTS, RECORDS, INSPECTION, AUDITS AND THE PROVISION OF INFORMATION

A7.1 Preparation And Submission. The Recipient will:

- (a) Submit to the Province at the address referred to in section C1.4 of Schedule “C” of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule “I” of this Agreement, or in a form as specified by the Province from time to time;
- (b) Ensure that all Reports are completed to the satisfaction of the Province; and
- (c) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying attestation has been completed.

A7.2 Records Maintenance. The Recipient will keep and maintain:

- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
- (b) All non-financial documents and records relating to the Funds or otherwise to the Project in a manner consistent with all Requirements of Law.

A7.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at its own expense, upon twenty-four (24) hours’ Notice to the Recipient during normal business hours, enter the Recipient’s premises to review the progress of the Project and the Recipient’s allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) Inspect and copy the records and documents referred to in this section A7.2 of Schedule “A” of this Agreement;
- (b) Remove any copies made pursuant to section A7.3(a) of Schedule “A” of this Agreement from the Recipient’s premises; and
- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

A7.4 Disclosure. To assist in respect of the rights set out under section A7.3 of Schedule “A” of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

A7.5 No Control Of Records. No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

A7.6 Auditor General. For greater certainty, the Province’s rights under this Article of the Agreement are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the AGA.

A7.7 Provision Of Information. The Recipient will provide to the Province, within the time period set out in the Notice, such information in respect of this Agreement or any Project in which Funds are directed as the Province requests.

ARTICLE A8 COMMUNICATIONS

A8.1 Recipient To Follow Communications Protocol. The Recipient will follow the Communications Protocol set out under Schedule “H” of this Agreement.

A8.2 *Publication By The Province.* The Recipient agrees the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise.

ARTICLE A9 ADDITIONAL TERMS AND CONDITIONS

A9.1 *Additional Terms and Conditions.* The Recipient will comply with any Additional Terms and Conditions set out under Schedule “B” of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule “A” of this Agreement, the Additional Terms and Conditions will prevail.

ARTICLE A10 DISCLOSURE OF INFORMATION PROVIDED TO THE PROVINCE

A10.1 *FIPPA.* The Recipient acknowledges that the Province is bound by the *FIPPA*.

A10.2 *Disclosure Of Information.* Any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

ARTICLE A11 INDEMNITY, LIMITATION OF LIABILITY AND DUTY TO DEFEND

A11.1 *Indemnification.* The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

A11.2 *Exclusion Of Liability.* The Recipient acknowledges and agrees that in no event will the Province be liable for any general, compensatory, incidental, special or consequential damages, or any loss of use, revenue or profit by the Recipient or the Recipient’s officers, servants, employees and agents arising out of or in any way related to this Agreement.

A11.3 *Recipient’s Participation.* The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

A11.4 *Province’s Election.* The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other’s counsel.

A11.5 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

A11.6 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE A12 INSURANCE

A12.1 Recipient's Insurance. The Recipient represents and warrants that it has, and will maintain for each Project being funded under this Agreement for a period of ninety (90) days after the Recipient has submitted a Project Information Form attesting that the Project is complete, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount set out under section C1.5 of Schedule "C" of this Agreement per occurrence. The policy will include the following:

- (a) The Indemnified Parties as additional insureds with respect to liability arising in the course or performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;
- (b) A cross-liability clause;
- (c) Contractual liability coverage;
- (d) Products and completed operations liability coverage;
- (e) Employer's liability coverage;
- (f) Tenant's legal liability coverage (for premises/building leases only);
- (g) Non-owned automobile coverage with blanket contractual and physical damage coverage for hired automobiles; and
- (h) A thirty (30) day written notice of cancellation provision.

A12.2 Proof Of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section A12.1 of Schedule "A" of this Agreement.

A12.3 Right Of "First Call" On Insurance Proceeds. The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section A12.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

ARTICLE A13 TERMINATION ON NOTICE

A13.1 Termination On Notice. The Province may terminate this Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

A13.2 Consequences Of Termination On Notice By The Province. If the Province terminates this Agreement pursuant to section A13.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further installments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section A12.3(c) of Schedule "A" of this Agreement; and
 - (ii) Subject to section A3.9 of Schedule "A" of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE A14 TERMINATION WHERE NO APPROPRIATION

A14.1 Termination Where No Appropriation. If, as provided for in section A3.2(d) of Schedule "A" of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

A14.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section A14.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further installments of the Funds;
- (b) Demand the repayment of any Funds plus any Interest Earned on the unspent Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A14.2(b) of Schedule "A" of this Agreement.

A14.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section A14.2(c) of Schedule "A" of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE A15
EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A15.1 Events Of Default. Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
 - (i) Carry out the Project,
 - (ii) Use or spend the Funds,
 - (iii) Provide any Reports required under this Agreement, or
 - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement;
- (b) The Recipient has provided false or misleading information to the Province;
- (c) The Recipient is unable to continue any Project in which Funds are directed or the Recipient is likely to discontinue any Project in which Funds are directed;
- (d) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (e) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (f) The Recipient ceases to operate.

A15.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds;
- (e) Cancel any further installments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A15.3 Opportunity To Remedy. If, in accordance with section A15.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

A15.4 Recipient Not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A15.2(b) of Schedule "A" of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;

- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
 - (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,
- the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A15.2(b), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

A15.5 When Termination Effective. Termination under this Article A15 of Schedule "A" of this Agreement will take effect as set out in the Notice.

ARTICLE A16 LOBBYISTS AND AGENT FEES

A16.1 Lobbyists And Agent Fees. The Recipient represents and warrants:

- (a) Any person hired by the Recipient to speak or correspond with any employee or other person representing the Province concerning any matter relating to any Funds under this Agreement or any benefit hereunder is registered, if required to register, pursuant to the *Lobbyists Registration Act, 1998*;
- (b) It has not and will not make a payment or other compensation to any other legal entity that is contingent upon or is calculated upon the provision of any Funds hereunder or negotiating the whole or any part of the terms or conditions of this Agreement; and
- (c) No money from the Province was used or will be used to lobby or otherwise secure the provision of any Funds in relation to this Agreement.

ARTICLE A17 FUNDS UPON EXPIRY

A17.1 Funds Upon Expiry. The Recipient will, upon the expiry of the Agreement, return to the Province any unspent Funds remaining in its possession or under its control plus any Interest Earned on the unspent Funds.

ARTICLE A18 REPAYMENT

A18.1 Repayment Of Overpayment Or Unspent Saved Funds. If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement or the Recipient does not spend any Funds that it has saved in accordance with section A3.8 of this Agreement, the Province may:

- (a) Deduct an amount equal to the excess or saved Funds plus Interest Earned from any further installments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess or saved Funds plus Interest Earned to the Province.

A18.2 Debt Due. If, pursuant to this Agreement:

- (a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section A18.2 of Schedule "A" of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section A3.4 of Schedule "A" of this Agreement.

A18.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A18.4 Payment Of Money To Province. If the Province requires the Recipient to repay any Funds or Interest Earned to the Province, the Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section A19.1 of Schedule "A" of this Agreement.

A18.5 Repayment. Without limiting the application of section 43 of the FAA, if the Recipient does not repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may set off any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

A18.6 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE A19 NOTICE

A19.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section C1.6 of Schedule "C" of this Agreement or as either Party later designates to the other by written Notice.

A19.2 Notice Given. Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

A19.3 Postal Disruption. Despite section A19.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-paid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

ARTICLE A20 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A20.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing the consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on the consent and the Recipient will comply with such terms and conditions.

ARTICLE A21 SEVERABILITY OF PROVISIONS

A21.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE A22 WAIVER

A22.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A19 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide the waiver.

ARTICLE A23 INDEPENDENT PARTIES

A23.1 Parties Independent. The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

ARTICLE A24 ASSIGNMENT OF AGREEMENT OR FUNDS

A24.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

A24.2 Agreement Binding. All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

ARTICLE A25 GOVERNING LAW

A25.1 Governing Law. This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

ARTICLE A26 FURTHER ASSURANCES

A26.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

ARTICLE A27 JOINT AND SEVERAL LIABILITY

A27.1 Joint And Several Liability. Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

ARTICLE A28 RIGHTS AND REMEDIES CUMULATIVE

A28.1 Rights And Remedies Cumulative. The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

ARTICLE A29 JOINT AUTHORSHIP

A29.1 Joint Authorship Of Agreement. The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

ARTICLE A30 FAILURE TO COMPLY WITH OTHER AGREEMENT

A30.1 Other Agreements. If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

ARTICLE A31 SURVIVAL

A31.1 *Survival.* The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the Expiry Date expiry or date of termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the Expiry Date or the date of termination: Article A1 and any other applicable definitions, sections A3.2(d), A3.5, section 4.2, section A7.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), section A6.2 , Article A7, Article A11, section A13.2, sections A14.2 and A14.3, sections A15.1, A15.2(d), (e), (f), (g) and (h), Article A17, Article A18, Article A19, Article A21, section A24.2, Article A25, Article A27, Article A28, Article A29, Article A30 and this Article A31.

A31.2 *Survival After Creation.* Despite section A31.1 of this Agreement, section A7.2 of this Agreement, including all cross-referenced provisions and Schedules, will continue in full force and effect for a period of seven (7) years from the date in which that document or record referred to in section A7.2 of this Agreement was created.

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**SCHEDULE “B”
ADDITIONAL TERMS AND CONDITIONS**

B1.1 *No Additional Terms And Conditions: There are no additional terms or conditions for this Agreement.*

[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “C” FOLLOWS]

SCHEDULE “C” OPERATIONAL REQUIREMENTS UNDER THE AGREEMENT

- C1.1 *Effective Date.*** The Effective Date of this Agreement is as of the date that the Province signs it.
- C1.2 *Expiry Date.*** The Expiry Date of this Agreement is March 31, 2027.
- C1.3 *Disposal Of Assets.*** The Recipient will retain any assets purchased, rehabilitated or built with the Funds under this Agreement for a period of five (5) years from the date that the Project is completed. Within this five (5) year period, the Recipient may ask for the Province’s consent to dispose of any assets purchased, rehabilitated or built with the Funds under this Agreement. The Province may impose any reasonable conditions, including requesting the return of Funds from the Recipient, in return for its consent.
- C1.4 *Submission Of Reports.*** All Reports under this Agreement will be submitted to the Province using the address supplied under section C1.6 of this Schedule “C” of the Agreement or any other person identified by the Province in writing.
- C1.5 *Insurance Amount.*** The amount of insurance the Recipient will have for the purposes of section A12.1 of Schedule “A” of this Agreement is no less than two million dollars (\$2,000,000.00) in general commercial liability insurance per occurrence.
- C1.6 *Providing Notice.*** All Notices under this Agreement will be provided to:

TO THE PROVINCE	TO THE RECIPIENT
Ministry of Agriculture, Food and Rural Affairs Rural Programs Branch 1 Stone Road West, 4NW Guelph, Ontario N1G 4Y2 Attention: Manager, Infrastructure Renewal Programs Fax: 519-826-3398 Email: OCIF@ontario.ca	The Corporation of the Town of Ingersoll 130 Oxford Street, 2nd Floor Ingersoll, Ontario N2C 2V5 Attention: William Tigert Fax: Email: wtigert@ingersoll.ca

or any other person identified by the Parties in writing.

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SCHEDULE “D” ELIGIBLE PROJECT CATEGORIES

D1.1 Eligible Project. Eligible Projects include:

- (a) The development and implementation of asset management plans (e.g. software, training, inspections) and the implementation of Composite Correction Program recommendations.
- (b) Capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets or capital construction of new core infrastructure that addresses an existing health or safety issue, including:
 - (i) Water:
 - a. Water treatment, and
 - b. Water distribution/transmission.
 - (ii) Wastewater:
 - a. Wastewater treatment and disposal,
 - b. Sanitary sewer systems, and
 - c. Storm sewer systems (urban and rural).
 - (iii) Roads:
 - a. Paved roads,
 - b. Unpaved roads,
 - c. Bus-only lanes,
 - d. Street lighting may be included as an eligible item when part of a road project, and
 - e. Sidewalks and/or cycling lanes located along an existing road.
 - (iv) Bridges and Culverts:
 - a. Sidewalks and/or cycling lanes located along an existing road.

Without limiting the foregoing, the Project must be part of the Recipient’s asset management plan in order to be eligible.

A Recipient may transfer its yearly allocation to another recipient in the furtherance of a joint project, provided:

- (a) The joint project is listed as a priority in the asset management plans for the Recipient and other recipients;
- (b) The Recipient and other recipients inform the Province in writing that they are undertaking a joint project prior to implementation; and
- (c) The Recipient and other recipients have an agreement in place governing the joint project, including how the joint project is being funded.

D2.1 Ineligible Projects. Ineligible projects are any project not part of the Recipient’s Asset Management Plan, and also include:

- (a) Projects that are routine upgrades or improvements to storm water infrastructure and drainage (Note: an eligible project must eliminate or significantly reduce the potential for serious damages to adjacent critical infrastructure (e.g. roads, bridges, etc.));
- (b) Growth-related expansion projects (e.g. new subdivision infrastructure);
- (c) Infrastructure expansion projects to accommodate future employment or residential development on greenfield sites; and
- (d) Recreational trail projects.

SCHEDULE “E” ELIGIBLE AND INELIGIBLE COSTS

E1.1 Eligible Costs. Subject to the terms and conditions of this Agreement and section E.2 of this Schedule “E” of the Agreement, Eligible Costs shall only include all direct and incremental costs that are attributable to the development and implementation of the Project and are in the Province’s sole and absolute discretion, properly and reasonably incurred as well as necessary for the Project. Eligible Costs must also be actual, verifiable cash outlays that are documented through invoices, receipts or other records that is acceptable to the Province.

Without limiting the generality of the foregoing, Eligible Costs shall only include the following:

- (a) The capital costs of constructing, rehabilitating, replacing or improving, in whole or in part, a tangible core infrastructure asset;
- (b) Development and implementation of asset management plans (e.g. software, training third-party condition assessments), including Consultant costs;
- (c) Activities that improve the performance or increase the capacity of existing water and wastewater infrastructure under the Composite Correction Program including third-party comprehensive performance evaluations and third-party comprehensive technical assistance;
- (d) Up to 40% of the annual Funds allocation to a maximum of eighty thousand dollars (\$80,000.00) per year for Recipient staff members whose responsibilities include asset management and/or Composite Correction Program implementation while receiving third-party comprehensive technical assistance;
- (e) All capital planning and assessment costs, such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services;
- (f) The costs for permits, approvals, licences and other authorizing documents, as well as inspections and other fees directly attributable to obtaining a permit, approval, licence or other authorizing document, provided those costs are directly attributable to the construction and implementation of Project;
- (g) Loan payments and interest charges on eligible core infrastructure activities started after January 1, 2017 that the Recipient has obtained financing to complete;
- (h) The costs for consulting with an Aboriginal Group, including the Recipient’s legal fees, provided they are reasonable, on matters pertaining to the Project, including the translation of documents into languages spoken by the affected Aboriginal Group, but does not include any capacity-building funding unless specifically approved by the Province in writing prior to being incurred;
- (i) The costs of Project-related signage, lighting, Project markings and utility adjustments;
- (j) The costs of joint communication activities, such as press releases, press conferences, translation and road signage recognition, as described in Schedule “H” of this Agreement; and
- (k) Other costs that are, in the Province’s sole and absolute discretion, direct, incremental and necessary for the successful implementation of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

E2.1 Ineligible Costs. The following costs are Ineligible Costs and are therefore ineligible to be paid from the Funds being provided under this Agreement:

- (a) Costs incurred which are not in accordance with section A5.1 of Schedule “A” of this Agreement;

- (b) Any costs related to any ineligible projects set out under section D2.1 of Schedule “D” of this Agreement;
- (c) Costs associated with the acquisition or leasing of:
 - (i) Land,
 - (ii) Buildings,
 - (iii) Equipment,
 - (iv) Other facilities, and
 - (v) Obtaining easements, including costs or expenses for surveys, and includes real estate fees and other related costs;
- (d) Costs associated with moveable / transitory assets (e.g. portable generators, etc.) or rolling stock (e.g. trucks, graders, etc.);
- (e) Costs related to recreational trails;
- (f) Legal fees, other than those associated with consultation with Aboriginal Groups (provided such legal fees are reasonable), as well as loan and interest payments that do not comply with section E1.1(g) of Schedule “E” of this Agreement;
- (g) Taxes, regardless of any rebate eligibility;
- (h) The value of any goods and services which are received through donations or in kind;
- (i) Employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the Recipient for the Project, and more specifically, but without limiting the generality of the foregoing, costs relating to services delivered directly by permanent employees of the Recipient;
- (j) Meal, hospitality or incidental costs or expenses of Consultants;
- (k) Costs associated with completing Expressions of Interest and/or applications for the Ontario Community Infrastructure Fund or the Building Canada Fund – Small Communities Fund;
- (l) Costs of accommodation for any Aboriginal Group; and
- (m) Costs incurred contrary to section A16.1 of Schedule “A” of this Agreement.

E2.2 *Costs Of Non-Arm’s Length Parties.* The costs or expenses of goods or services acquired from parties that are not Arm’s Length from the Recipient must be valued at the cost of the supplying entity and shall not include any mark up for profit, return on investment or overhead costs and shall not exceed fair market value. The Province may not consider the eligibility of any of these costs unless access is provided to the relevant records of the supplying entity.

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SCHEDULE “F” FINANCIAL INFORMATION

- F1.1 Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that when the Province issues an Allocation Notice to the Recipient for a Funding Year, that Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and is enforceable under this Agreement.
- F1.2 Revised Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that in the event that the Province issues a Revised Allocation Notice for whatever reason, that Revised Allocation Notice will revoke and replace the Allocation Notice for which the Revised Allocation Notice was issued and that Revised Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and will be enforceable under this Agreement.
- F1.3 No Amending Agreement Needed To Have Allocation Notice Or Revised Allocation Notice Become Part Of Schedule “F” Of Agreement.** For greater clarity, and despite section 3.1 of the Agreement, the Parties agree that this Schedule “F” may be altered by the issuance of an Allocation Notice or a Revised Allocation Notice without having to amend this Agreement.
- F2.1 Payment Of Funds.** Subject to the terms and conditions of this Agreement, the Province will provide any Funds pursuant to this Agreement in accordance with the following:
- (a) Where the Funds are less than one hundred fifty thousand dollars (\$150,000.00), the Province will make one (1) payment to the Recipient by March 31 of the allocation year;
 - (b) Where the Funds are more than one hundred fifty thousand dollars (\$150,000.00), but less than one million dollars (\$1,000,000.00), the Province will make six (6) payments to the Recipient over the calendar year; and
 - (c) Where the Funds are more than one million dollars (\$1,000,000.00), the Province will make twelve (12) payments to the Recipient over the calendar year.

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SCHEDULE “G”

ABORIGINAL CONSULTATION REQUIREMENTS

G1.1 Purpose. This Schedule sets out the responsibilities of the Province and the Recipient in relation to consultation with Aboriginal Groups on the Project, and to delegate procedural aspects of consultation from the Province to the Recipient.

G1.2 Definitions. For the purposes of this Schedule:

“**Section 35 Duty**” means any duty the Province may have to consult and, if required, accommodate Aboriginal Groups in relation to the Project flowing from section 35 of the *Constitution Act, 1982*.

G2.1 The Province’s Responsibilities. The Province is responsible for:

- (a) Determining the Aboriginal Groups to be consulted in relation to the Project, if any, and advising the Recipient of same;
- (b) The preliminary and ongoing assessment of the depth of consultation required with the Aboriginal Groups;
- (c) Delegating, at its discretion, procedural aspects of consultation to the Recipient pursuant to this Schedule;
- (d) Directing the Recipient to take such actions, including without limitation suspension as well as termination of the Project, as the Province may require;
- (e) Satisfying itself, where it is necessary to do so, that the consultation process in relation to the Project has been adequate and the Recipient is in compliance with this Schedule; and
- (f) Satisfying itself, where any Aboriginal or treaty rights and asserted rights of Aboriginal Groups require accommodation, that Aboriginal Groups are appropriately accommodated in relation to the Project.

G3.1 Recipient’s Responsibilities. The Recipient is responsible for:

- (a) Giving notice to the Aboriginal Groups regarding the Project as directed by the Province, if such notice has not already been given by the Recipient or the Province;
- (b) Immediately notifying the Province of contact by any Aboriginal Groups regarding the Project and advising of the details of the same;
- (c) Informing the Aboriginal Groups about the Project and providing to the Aboriginal Groups a full description of the Project unless such description has been previously provided to them;
- (d) Following up with the Aboriginal Groups in an appropriate manner to ensure that Aboriginal Groups are aware of the opportunity to express comments and concerns about the Project, including any concerns regarding adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to the Aboriginal Groups, and immediately advising the Province of the details of the same;
- (e) Informing the Aboriginal Groups of the regulatory and approval processes that apply to the Project of which the Recipient is aware after reasonable inquiry;
- (f) Maintaining the Aboriginal Groups on the Recipient’s mailing lists of interested parties for environmental assessment and other purposes and providing to the Aboriginal Groups all notices and communications that the Recipient provides to interested parties and any notice of completion;

- (g) Making all reasonable efforts to build a positive relationship with the Aboriginal Groups in relation to the Project;
- (h) Providing the Aboriginal Groups with reasonable opportunities to meet with appropriate representatives of the Recipient and meeting with the Aboriginal Groups to discuss the Project, if requested;
- (i) If appropriate, providing reasonable financial assistance to Aboriginal Groups to permit effective participation in consultation processes for the Project, but only after consulting with the Province;
- (j) Considering comments provided by the Aboriginal Groups regarding the potential impacts of the Project on Aboriginal or treaty rights or asserted rights, including adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to an Aboriginal Group, or on other interests, or any other concerns or issues regarding the Project;
- (k) Answering any reasonable questions to the extent of the Recipient's ability and receiving comments from the Aboriginal Groups, notifying the Province of the nature of the questions or comments received and maintaining a chart showing the issues raised by the Aboriginal Groups and any responses the Recipient has provided;
- (l) Where an Aboriginal Group asks questions regarding the Project directly of the Province, providing the Province with the information reasonably necessary to answer the inquiry, upon the Province's request;
- (m) Subject to section G3.1(o) of this Schedule "G" of the Agreement, where appropriate, discussing with the Aboriginal Groups potential accommodation, including mitigation of potential impacts on Aboriginal or treaty rights, asserted rights or associated interests regarding the Project and reporting to the Province any comments or questions from the Aboriginal Groups that relate to potential accommodation or mitigation of potential impacts;
- (n) Consulting regularly with the Province during all discussions with Aboriginal Groups regarding accommodation measures, if applicable, and presenting to the Province the results of such discussions prior to implementing any applicable accommodation measures;
- (o) Complying with the Province's direction to take any actions, including without limitation, suspension or termination of the Project, as the Province may require; and
- (p) Providing in any contracts with Third Parties for the Recipient's right and ability to respond to direction from the Province as the Province may provide.

G3.2 Acknowledgement By Recipient. The Recipient hereby acknowledges that, notwithstanding section A4.2 of Schedule "A" of this Agreement, the Province, any provincial ministry having an approval role in relation to the Project, or any responsible regulatory body, official, or provincial decision-maker, may participate in the matters and processes enumerated therein as they deem necessary.

G3.3 Recipient Shall Keep Records And Share Information. The Recipient shall carry out the following functions in relation to record keeping, information sharing and reporting to the Province:

- (a) Provide to the Province, upon request, complete and accurate copies of all documents provided to the Aboriginal Groups in relation to the Project;
- (b) Keep reasonable business records of all its activities in relation to consultation and provide the Province with complete and accurate copies of such records upon request;
- (c) Provide the Province with timely notice of any Recipient mailings to, or Recipient meetings with, the representatives of any Aboriginal Group in relation to the Project;

- (d) Immediately notify the Province of any contact by any Aboriginal Groups regarding the Project and provide copies to the Province of any documentation received from Aboriginal Groups;
- (e) Advise the Province in a timely manner of any potential adverse impact of the Project on Aboriginal or treaty rights or asserted rights of which it becomes aware;
- (f) Immediately notify the Province if any Aboriginal archaeological resources are discovered in the course of the Project;
- (g) Provide the Province with summary reports or briefings on all of its activities in relation to consultation with Aboriginal Groups, as may be requested by the Province; and
- (h) If applicable, advise the Province if the Recipient and an Aboriginal Group propose to enter into an agreement directed at mitigating or compensating for any impacts of the Project on Aboriginal or treaty rights or asserted rights.

G3.4 Recipient Shall Assist The Province. The Recipient shall, upon request lend assistance to the Province by filing records and other appropriate evidence of the activities undertaken both by the Province and by the Recipient in consulting with Aboriginal Groups in relation to the Project, attending any regulatory or other hearings, and making both written and oral submissions, as appropriate, regarding the fulfillment of Aboriginal consultation responsibilities by the Province and by the Recipient, to the relevant regulatory or judicial decision-makers.

G4.1 No Acknowledgment Of Duty To Consult Obligations. Nothing in this Schedule shall be construed as an admission, acknowledgment, agreement or concession by the Province or the Recipient, that a Section 35 Duty applies in relation to the Project, nor that any responsibility set out herein is, under the Constitution of Canada, necessarily a mandatory aspect or requirement of any Section 35 Duty, nor that a particular aspect of consultation referred to in subsection G2.1 hereof is an aspect of the Section 35 Duty that could not have lawfully been delegated to the Recipient had the Parties so agreed.

G5.1 No Substitution. This Schedule shall be construed consistently with but does not substitute for any requirements or procedures in relation to Aboriginal consultation or the Section 35 Duty that may be imposed by a ministry, board, agency or other regulatory decision-maker acting pursuant to laws and regulations. Such decision-makers may have additional obligations or requirements. Nonetheless, the intent of the Province is to promote coordination among provincial ministries, boards and agencies with roles in consulting with Aboriginal Groups so that the responsibilities outlined in this Agreement may be fulfilled efficiently and in a manner that avoids, to the extent possible, duplication of effort by Aboriginal Groups, the Recipient, the Province, and provincial ministries, boards, agencies and other regulatory decision-makers.

G6.1 Notices In Relation To Schedule. All notices to the Province pertaining to this Schedule shall be in writing and shall be given sent to the person identified under section C1.6 of Schedule "C" of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "H" FOLLOWS]

SCHEDULE “H” COMMUNICATIONS PROTOCOL

H1.1 Application Of Protocol. This Protocol applies to all communications activities related to any funding the Recipient receives under this Agreement. Communications activities may include, but are not limited to:

- (a) Project signage;
- (b) Media events and announcements, including news conferences, public announcements, official events or ceremonies, news releases;
- (c) Printed materials;
- (d) Websites;
- (e) Photo compilations;
- (f) Award programs; or
- (g) Awareness campaigns.

H2.1 Project Signage. The Province may require that a sign be installed at the site of the Project. If the Recipient installs a sign at the site of a Project, the Recipient shall, at the Province's request, provide acknowledgement of the provincial contribution to the Project. Sign design, content and installation guidelines will be provided by the Province.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to a Project, it must recognize the provincial contribution to the Project and be approved by the Province prior to installation.

The Recipient is responsible for the production and installation of Project signage, unless otherwise agreed upon in writing prior to the installation of the signage.

H3.1 Media Events. The Province or the Recipient may request a media event, announcement or recognition of key milestones related to Project.

In requesting a media event or an announcement, the Party requesting the event will provide at least twenty-one (21) Business Days' notice to the other Party of its intention to undertake such an event. The event will take place at a date and location that is mutually agreed to by the Parties. The Parties will have the opportunity to participate in such events through a designed representative. Each participant will choose its designated representative.

All joint communications material related to media events and announcements must be approved by the Province and recognize the funding provided by the Province.

Media events and announcements include but are not limited to:

- (a) News conferences;
- (b) Public announcements;
- (c) Official events or ceremonies; or
- (d) News releases.

H4.1 Awareness Of Project. The Recipient may include messaging in its own communications products and activities with regards to the Project. When undertaking such activities, the Recipient will provide the opportunity for the Province to participate and will recognize the funding provided by the Province.

H5.1 *Issues Management.* The Recipient will share information promptly with the Province should significant emerging media, Project or stakeholder issues relating to a Project arise. The Province will advise the Recipient, when appropriate, about media inquiries concerning the Project.

H6.1 *Communicating Success Stories.* The Recipient agrees to communicate with the Province for the purposes of collaborating on communications activities and products including but not limited to success stories and features relating to the Project.

The Recipient acknowledges and agrees that the Province may publicize information about the Project. The Province agrees it will use reasonable efforts to consult with the Recipient about the Province's publication about the Project prior to making it.

H7.1 *Disclaimer.* If the Recipient publishes any material of any kind relating to the Project or the Ontario Community Infrastructure Fund, the Recipient will indicate in the material that the views expressed in the material are the views of the Recipient and do not necessarily reflect the Province's views.

[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "I" FOLLOWS]

SCHEDULE "I" REPORTS

11.1 Reports. The Recipient will submit the following Reports in accordance with the reasonable directions provided by the Province by the date indicated in the chart immediately below. The Province will provide the contents of the Report at a later date.

NAME OF REPORT	DUE DATE
Annual Financial Report	See section I2.1 of this Schedule.
Project Information Report	See section I2.1 of this Schedule.
Other Reports	Within the time period set out in the written request from the Province.

12.1 Timing Of Reports. The Recipient will provide to the Province the following Reports at the times noted below:

- (a) By January 15th of each year:
 - (i) Project Information Report
 - Project Status and Financial Update for all Projects
 - For Asset Management Planning or Composite Correction Program, Implementation Staff Time Attestations (as appropriate)
 - Completed Project Being Debt Financed – Yearly Update (as appropriate)
 - (ii) Annual Financial Report from the previous year (Interest Earned must be reported for the previous calendar year)
- (b) By April 15th of each year:
 - (i) Project Information Report – Proposed Project Information for any new or revised Project (reminder – a Duty to Consult assessment must be completed by the Province for each Project forty-five (45) Business Days prior to the start of construction of that Project)
- (c) Within forty-five (45) Business Days of Project or construction completion or no later than January 15th of the year following completion of the Project
 - (i) Project Information Report – Completed Project information



**Corporation of the Town of Ingersoll
By-Law 16-4909**

A By-law to authorize a Community Grant Development Program Policy

WHEREAS it is deemed necessary and advisable to create a Community Grant Development Program Policy.

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll, enacts as follows:

1. That a Community Grant Development Program Policy is hereby approved.
2. That Schedule "A" to this by-law shall form part of the by-law.
3. And that By-Law 11-4651 be rescinded in its entirety.

READ a first and second time this 11th day of October, 2016.

READ a third time and finally passed this 11th day of October, 2016.

Ted Comiskey, Mayor

Michael Graves, Clerk

TOWN OF INGERSOLL
POLICY AND PROCEDURE

Policy: Community Development Grant Program

Approval Date: September 12, 2016

Revised Approval Date:

Purpose:

The purpose of this policy is to establish guidelines and criteria to handle in a fair, open and responsive manner, requests from non-profit community groups, organizations and eligible individuals for funding assistance from the Town of Ingersoll.

Objective:

- i) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Town and may apply to one of the following four funding categories
- ii) To financially assist municipalities who have declared a state of emergency and require matching funds.
- iii) To financially assist organizations with a non-profit charitable cause who visit the Town during a major cross-Ontario or cross-Canada fundraising effort.
- iv) To financially assist eligible high performance athletes and teams who are competing in high level sporting events.

Policy:

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the Clerk's Department and posted in the area newspapers and on the website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance are required to apply by submitting a completed application form with all required supporting documents to the Clerk on or before the last Monday in October of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk. Athletes may apply at any time of the year. Please find the appropriate application before applying.
- iii) A Funding Review Committee consisting of the Clerk, Treasurer and the Mayor will review the applications for conformance eligibility and supporting documentation.

- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk noting the reason(s) the application was rejected. Those applications deemed eligible will be included in the Preliminary Budget for Council's consideration.
- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Town.
- vii) Organizations applying for the special or seed funding may only apply once and cannot reapply for additional Town funding in subsequent budget years.
- viii) Funds may not be provided for project activities already receiving municipal funds through other programs.
- ix) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- x) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.

Fund Categories:

1. Ongoing Program Funding

This category supports programs and specific community organizations which the Town recognizes as of interest to receive ongoing funding, may include program support funding, tax rebate assistance etc.

Total Annual Amount Available: \$60,000.00 budgeted

2. Multi-Year Project Funding

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

Total Annual Amount Available: \$20,000.00 budgeted

3. Special and/or Seed Funding

This category supports on a one-time basis, funding to establish a new project or organization. Consideration will be given to special requests, projects, events, which will benefit the Town to promote a more active and healthy community life.

Total Annual Amount Available: \$10,000.00 budgeted

4. Disaster Relief Funding Assistance

Funding may be approved by Town Council and given to Disaster Relief Committees representing municipalities in Canada that have suffered severe damage due to a disaster. The following conditions would apply:

- (i) Funding assistance may be given to those areas that have been declared a Disaster Area by the Provincial or Federal Government.
- (ii) Funding awarded under this category will be a minimum of \$500.00, however, shall not exceed \$1,000 per event.
- (iii) Funding will be awarded by a resolution of Council.

Total Annual Amount Available: \$2,500.00 budgeted

5. Athletic Excellence Grant

The Town of Ingersoll recognizes the need for financial aid to support the competition needs of our locally-based high performance athletes. In response to the need, the Town has established the Athletic Excellence Grant to assist individual competitors with the travel-related expenses associated with participating in high-level sporting events.

A high-level sporting event is defined as follows:

- Provincial Championships
- National Championships
- World Championships and Major International Games

Athletic Excellence Grant Eligibility Criteria

- Applicant must be a locally based athlete residing in Ingersoll for a minimum of 12 months
- Applicant must have qualified for the sporting event by meeting established standards as set by the Provincial/National Sport Organization.
- The maximum allocation will be \$500 to any one athlete per calendar year
- Grant funds are to be used for event travel-related expenses only, including: registration fees, transportation, meals and accommodation.
- Applicant is responsible for initial payment of all event related expenses and will be reimbursed as approved through the grant application.

Athletic Excellence Grant Funding Levels:

- Provincial Championships up to \$150 per athlete
- National Championships up to \$250 per athlete
- World Championships and Major International Games held in North America up to \$400 per athlete
- World Championships and Major International Games held outside North America up to \$500 per athlete

Athletic Excellence Grant Application Process:

- Applications will be accepted all year round
- Applications will be reviewed by the Town Council
- Completed application forms should be submitted prior to the event
- If the applicant is successful in receiving grant monies, they must complete and submit the Post-Event Report, including the Grant Application and copies of related event receipts, prior to receipt of funds.
- Upon completion and submission of the Post-Event Report, a cheque requisition will be processed and funds provided to the applicant.

Total Annual Amount Available: \$1,500.00 budgeted

6. Other Charitable Funding

The Mayor may authorize a donation not to exceed \$200 per event during the budget year to an outside group or organization who visits the Town during a major cross province or cross Canada fund raising effort for a non-profit charitable cause.

Total Annual Amount Available: \$1,000.00 budgeted

Eligibility Criteria:

- i) Those applying for the Athletic Excellence Grant please see Athletic Excellence Support Grant Eligibility Criteria.
- ii) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.

- iii) All organizations applying for funding must meet two of the following requirements; 1) the office is located in the Town; 2) their activities or services benefit the Town; or, 3) the majority of participants are residents of the Town of Ingersoll.
- iv) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- v) Applications for funding will only be considered when submitted by the President, Chair or Executive Director of the organization.
- vi) Organizations applying must provide the following four documents: (1) the names of the Executive Members of the organization applying; (2) a copy of the previous year's audited statement; (3) an approved draft budget for the current year; and, (4) a recently approved resolution from the organization regarding the request for funding.
- vii) Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an on-going basis to achieve self-sufficiency. The Town funding assistance should not be the sole funding source.
- viii) Organizations receiving funding assistance should be incorporated as non-profit under Ontario's Not-for-Profit Corporations Act, 2010, however, groups that are not incorporated but have an executive, membership, and a proven reputation are eligible to make application for funding assistance.
- ix) Preference will be given to those applicants who demonstrate diverse sources of funding.

Funding Application Procedure:

- i) Application forms are available on-line at www.ingersoll.ca or at the Town Hall Office, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5.
- ii) Completed application forms with required support documents must be submitted to the Clerk's Department and received on or before the last Monday in October of the year preceding the request for funding in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the Clerk's Department staff. If incomplete the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to the last Monday in October of the year preceding the request for funding.

- iv) Following the deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) All eligible organizations' applications will be presented to Council and considered during the annual budget process.
- vii) The following are the three categories of funding and the amount to which are allocated to be funded in totality in the upcoming year's budget;
 - (i) Ongoing Program Funding \$60,000.00
 - (ii) Multi-year Project Funding \$20,000.00
 - (iii) Special and or Seed Funding \$10,000.00
 - (iv) Disaster Relief Funding \$2,500.00
 - (v) Athletic Excellence Grant \$1500.00
 - (vi) Other Charitable Funding \$1,000.00
- viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk of Council's decision.
- ix) Following final approval of the budget, a cheque for the approved budget amount will be sent by the Treasury Dept.
- x) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show the funding was used.

APPENDICIES - TO POLICY

Community Development Grant Application

Athletic Excellence Grant Application

Athletic Excellence Final Report



Community Development Grant Program

Grant Application

ORGANIZATION INFORMATION

Organization Name	
Address (Town, Province, Postal Code)	
Primary Contact	Phone
	Email
Alternate Contact	Phone
	Email

PURPOSE OF APPLICATION

Please indicate the purpose of this application:	
___ Ongoing Program Funding	Requested Amount \$ _____
___ Multi-Year Project Funding	Requested Amount \$ _____
___ Special of Seed Funding	Requested Amount \$ _____
Note: For Special Seed Funding a letter outlining the organization or project, its purpose, goals and financial request is all that is required. Completion of the full application is not required.	

INFORMATION CHECK LIST

The following documentation must be provided to be eligible:
The names of the Executive Members of your organization
A financial Report of your last year's operation including investments
An approved proposed budget for the year of the funding request
A recently approved resolution from the applicant organization regarding request for funding
**Additional information may be requested

PREVIOUS FUNDING

Have you made a request to the town for a grant in the past?		
___ No	Yes (if yes, complete the following):	
	<u>Year Requested</u>	<u>Amount Received</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Has your organization requested or received funding in the last 12 months from any Provincial or Federal Agency?		
___ No	___ Yes (if yes, provide details)	

Please outline briefly why you feel Public funds should be given to your organization.

*** If you need more room than provided please indicate that you have attached additional sheets to this application.*

List any expected donations, gifts etc. that you expect to receive in the funding year.
For what purpose will the grant funds be used?
Briefly outline the activities provided by your organization.
Any other comments

STATEMENT

We the undersigned declare the information provided in this application is accurate and true to the best of your knowledge:

Name (please print)

Signature

Name (please print)

Signature

Date (YY/MM/DD)

Please complete the application form and submit to the Clerk's Department on or before the last Monday in October of the year preceding the funding requested.

Town of Ingersoll
Attention: Clerk
130 Oxford St., 2nd Flr.
Ingersoll, ON N5C 2V5
Email: clerks@ingersoll.ca
Tel: 519-485-0120

TOWN USE ONLY

Date Received: _____ Date Reviewed: _____ Meets Eligibility: Yes No

Date Approved by Council: _____ Amount Approved: \$ _____



Athletic Excellence Grant

Grant Application

ORGANIZATION INFORMATION

Sport Organization Name	
Address (Town, Province, Postal Code)	
President	Phone
Alternate Contact	Phone
Is this application for a team or individual athlete? <i>Complete the appropriate section below.</i>	
<input type="checkbox"/> Team <input type="checkbox"/> Athlete	

EVENT INFORMATION

Name of Event
Date of Event
Location of Event
Funding Amount Requested
Please indicate how your team or athlete has qualified for the competition

TEAM INFORMATION

Team Name		
Age Division	# of team members	
Coach Name		
Team Contact Person		
Team Contact Address (Town, Province, Postal Code)		
Phone - Home	Work	Cell
Email		

ATHLETE INFORMATION

Athlete Name		
Parent's Name (if athlete is under 18)		
Sport		
Athlete Address (Town, Province, Postal Code)		
Phone - Home	Work	Cell
Email		
Coach Name		

Please indicate highest level of achievement in your sport, years participated and results (include all performances - if applicable - from the following: World Championships, Commonwealth Games, Pan-Am Games, World Cup Circuit, Canada Games, National Championships, Western Canadian Championships, Provincial Championships):

ALLOCATION OF FUNDS

If approved, what will the funds be used for? Please itemize your expenditures and list who is paying for these expenses:	
List of Travel Expenditures:	Who is covering these costs?

Any other comments

STATEMENT

I declare the information in this application is accurate:

Athlete/Team's Rep Name (please print)

Signature

Parent's Name (if athlete is under 18)(please print)

Signature

Coach's Name (please print)

Signature

Date (YY/MM/DD)

Please complete the application form and submit
to: **Clerk's Department**
Attention: Clerk
130 Oxford St., 2nd Flr.
Ingersoll, ON N5C 2V5
Email: clerks@ingersoll.ca

TOWN USE ONLY

Date Received: _____ Date Reviewed: _____ Meets Eligibility: Yes No

Date Approved by Council: _____ Amount Approved: \$ _____



Athletic Excellence Grant Final Report

Please complete this form following completion of the approved event. Attach supporting receipts, pictures, media releases and/or articles.

Athlete Name		Team Name	
Mailing Address (to send funds)		Name of Event you competed in	
Town and Province	Postal Code	Location of Event (City and Country)	
		Start and end dates of Event	

Please indicate how you and/or your team performed in the competition. Attach a second page if more space is required.

Please submit Athletic Excellence Grant Final Report and supporting receipts to:

Town of Ingersoll
 Attention: Clerk
 130 Oxford Street
 Ingersoll, ON N5C 2V5
 Email: clerks@ingersoll.ca

<p><u>For Office Use Only</u></p> <p>Amount Approved: _____</p> <p>Initials: _____</p>
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**Corporation of the Town of Ingersoll
By-Law 16-4910**

Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll

WHEREAS Council adopted By-Law 06-4327 on the 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 changes be made to Schedule "A" No Parking at Any Time**

REMOVE:	Highway	Side(s)	From	To
	Clark Rd. East	South	East Town limit	Culloden Road
	Clark Road East	North	East Town limit	Culloden Road
ADD:	Highway	Side(s)	From	To
	Clark Road	South	East Town limit	Ingersoll Street
	Clark Road	North	East Town limit	Ingersoll Street

2) **THAT the following be added to Schedule "I" – Through Highways:**

Highway	From	To
Chamberlain Ave.	West side of Harris Street	East side of Hollingshead Road
Walker Road	South Town Boundary	Dead end

3) **THAT the following be added to Schedule "O" – To Designate Stop Signs at Intersections:**

Intersection	Facing Traffic
Brookfield Avenue	Eastbound at Chatfield Street
Brookfield Avenue	Westbound at Hollingshead Road
Chamberlain Avenue	Westbound at Hollingshead Road
Chatfield Street	Southbound at Chamberlain Avenue
Fuller Drive	Eastbound at Walker Road

READ a first and second time in Open Council this 11th day of October, 2016.

READ a third time in Open Council and passed this 11th day of October, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4906**

**A bylaw to adopt and confirm all actions and proceedings of the Council of the
Town of Ingersoll at the Council meeting held on
September 15, and October 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 meetings held on September 15, and October 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 October, 2016.

READ a third time in Open Council and passed this 11th day of October, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk