



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, August 8, 2016, 5:00p.m.**

**Call to Order**

**Closed Session 5:00pm**

- 1) Section 239. (2) (b) personal matters about an identifiable individual
- 2) Section 239 (2) (f) advice that is subject to solicitor-client privilege (31 Thames St.)

**New Staff Introduction**

- 1) Introduction of New Facility Operations Manager – Kyle Stefanovic

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) Minutes of Regular Council Meeting on [July 11, 2016](#)

**Minutes of Council Committee Meetings**

- 1) Minutes of Ingersoll Police Service Board Meeting on [May 30, 2016](#)

**Correspondence – Note and File**

- 1) [Township of Zorra](#) – response to Ingersoll resolution to the County requesting to extend the commenting period for the proposed County Official Plan Amendment
- 2) [Township of South-West Oxford](#) – Resolution in support of the Town of Ingersoll's resolution to the County requesting to extend the commenting period for the proposed County Official Plan Amendment
- 3) [County of Oxford](#) – letter acknowledging the Town of Ingersoll's resolution to the County requesting to extend the commenting period for the proposed County Official Plan Amendment
- 4) [Letter written by Mayor Comiskey](#) RE: the validity of Tammy Post's fundraising efforts for the Canadian Cancer Society & CIBC Run for the Cure
- 5) [City of Quinte West](#) – Resolution re: Taxation – Impact on Campgrounds

**Accounts**

[Disbursement Sheets – July 2016](#)

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

- 1) Clerk's Report [C-032-16](#)
- 2) Economic Development Report [D-012-16](#)
- 3) Fire Services Report [F-011-16](#)
- 4) Operations Report [OP-018-16](#)
- 5) Parks & Recreation Report [R-024-16](#)
- 6) Treasury Report [T-018-16](#)
- 7) Planning Status Tables Report [P-008-16](#)

**Special Staff Reports**

- 1) Application for Encroachment [C-033-16](#)
- 2) Building Permit Fees [OP-020-16](#)
- 3) Road Closures for Special Events [OP-021-16](#)
- 4) Draft RFP Multi-use Recreation Centre Project [R-025-16](#)
- 5) Town of Ingersoll Canada Day 150<sup>th</sup> Celebrations [R-026-16](#)
- 6) Property Tax Billing and Collection Policy [T-019-16](#)
- 7) Mobile Communication Devices Policy [T-020-16](#)

**Committee of Adjustment Meeting 7:00pm**

- 1) **A-05-16 – 2187439 Ontario Inc., 31 Thames Street**
  - a. [Community and Strategic Planning Report 2016- 200](#)

**Public Meeting****Application for Zone Change**

- 1) **ZN 6-16-07, Ingersoll Support Services, 189 Oxford Street**
  - a. [Community and Strategic Planning Report 2016-188](#)

**Presentations and Delegations**

- 1) Gregory Stewart – Integrity Commissioner
- 2) Off Leash Dog Park Committee – [Update from David Cripps & Daryl Countryman](#)

**Correspondence and Resolution**

- 1) [Todd Sleeper, GM CAMI Environment Rep and Unifor Local 88](#) - request to erect ***Adopt a River*** signs
- 2) [County of Oxford Appointment](#) to the Thames-Sydenham and Region Source Protection Committee

**Consideration of By-Laws**

- 1) [By-Law 16-4896](#) – To transfer a local road, George Johnson Boulevard, to the Town of Ingersoll from the County of Oxford
- 2) [By-Law 16-4897](#) - A By-law to amend Zoning By-law Number 04-4160, as amended (189 Oxford Street)
- 3) [By-Law 16-4898](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on August 8, 2016

**Notice of Motions****Councillor Bowman introduced the following Notice of Motion at the July 11, 2016 Regular Meeting of Council:**

On June 23, 2016 members of Council and Staff attended the ETRH Corp Annual General Meeting held at the Elm Hurst Inn and Spa in Ingersoll.

At this meeting Shareholders were presented with yearend information of ETRH Corp. and subsidiary companies. We were also the witness to a changing of the guard as then CEO/President Jeff Pettit officially announced his retirement and his replacement. The new CEO/President of ETRH Corp is Chris White. We wish Chris all the best in his new role and wish Jeff health and enjoyment in his retirement.

As in the past, the presentation of the Financial Statements and future company goals and direction were met with questions and concerns from a number of Shareholder communities, including Ingersoll.

In light of such questions and with the change in administrative direction, it was suggested that this may be an opportunity to re-visit and update the shareholder relationships with ETRH Corp and its Board of Directors.

It was suggested by other CAO's (others) present that a committee be formed to facilitate such a re-visit. This committee would consist of the CAO and 1 member of Council from each of the Shareholder communities. The representing member of Council would not be a present ETRH Corp Board member.

In support of this suggested re-visit of this agreement I would like to make the following Notice of Motion:

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 ETRH 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.

**Upcoming Council Meetings**

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

**Closed Session**

- 1) Minutes of Closed Session, July 11, 2016
- 2) Section 239 (2) (f) advice that is subject to solicitor-client privilege (Woodcock & Otis, 36 Park Ave., Temporary Zoning OMB appeal)
- 3) Section 239 (2) (f) advice that is subject to solicitor-client privilege (Coil Plus Site Plan)

**Adjournment**



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

**PRESENT:**

**Council Members:**

Mayor Comiskey

Deputy Mayor Fred Freeman

Councillors: Bowman, Franklin, Lesser, and Petrie,

**Staff:**

William Tigert, Chief Administrative Officer

Michael Graves, Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Kale Brown, Director of Economic Development

Bonnie Ward, Director of Parks and Recreation

Sandra Lawson, Town Engineer

Shane Martin, IT Technologist

**Media:**

John Payne, Associate Producer, Rogers TV

Keegan Bourque, Fusion Youth Centre Volunteer

Brian Donlevy, CKOT

**Call to Order**

Mayor Comiskey opens this meeting of Council at 5:35 p.m.

**Closed Session**

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

**C16-07-182 THAT** Council do now go into Committee of the Whole at 5:40 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matter:

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

**CARRIED**

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

**C16-07-183 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 6:02 p.m.

**CARRIED**

### Disclosures of Pecuniary Interest

None declared

Michael updated Council that s. 10.1.7 in our procedure by-law says:

Delegations who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, apply in writing to the Clerk by 12:00 p.m. the date of the meeting, to be heard on a particular matter, if the matter is scheduled agenda business or if the matter is as defined under urgent business;

Darren Pinter, Amy Simpson and John Dolcetti have asked to be added as delegations to speak to report A-020-16 Coilplus Site Plan Amendment

### Minutes of Council Meeting

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

**C16-07-184 THAT** the minutes of the Regular Council meeting held on June 13, 2016 and of the Special Council meeting held on June 22, 2016 be adopted.

**CARRIED**

### Minutes of Council Committee Meetings

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

**C16-07-185 THAT** the following Council Committee minutes be received as information:

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

**CARRIED**

**Correspondence – Note & File**

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

**C16-07-186 THAT** the Note and File Correspondence items 1 and 2 be received as information.

**CARRIED**

**Accounts - Resolution**

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

**C16-07-187 THAT** the Disbursement Sheets for the month of June 2016, be received as information.

**CARRIED**

**Monthly Staff Reports**

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

**C16-07-188 THAT** Council do now go into Committee of the Whole.

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

**CARRIED**

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

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

**C16-07-189 THAT** the monthly staff reports be received as information.

**CARRIED**

**Special Staff Reports**

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

**C16-07-190 THAT** the Council for the Town of Ingersoll receives report A-019-16 as information.

**CARRIED**

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

**C16-07-191** That Council defer the issue until next month and that staff be directed to bring back a legal opinion to see if our position is defensible at the OMB.

**CARRIED**

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

**C16-07-192** THAT Council of the Town of Ingersoll grants \$499.00 to Victoria Rode, \$499.00 to Kieran Wilson and \$499.00 to Brayden Wilson to support their athletic pursuits of competing at the World Martial Arts Championships.

**CARRIED**

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

**C16-07-193** THAT Council of the Town of Ingersoll receives report C-031-016 as information;

**AND THAT** a by-law be brought forward for Council consideration to accept George Johnson Blvd as a Town of Ingersoll road allowance.

**CARRIED**

**Moved by Councillor Lesser, seconded by Councillor Franklin**

**C16-07-194** THAT the Council for the Town of Ingersoll receives Report D-011-16 as information;

**AND FURTHER THAT** Council approves the Economic Development Department to proceed with project plan for the 401 location sign at the south portion of the property at 200 Clarke Road.

**AND FURTHER THAT** Council approves the Economic Development Department to proceed with Banner Promotions on the design, construction and installation of the 401 location sign.

**AND FURTHER THAT** Council approves the Economic Development Department to continue to seek the best possible price in accordance with our purchasing and procurement policy for the sub contracted elements of the 401 location sign.

**CARRIED**

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

**C16-07-195** THAT staff report OP-017-16 be received as information;

**AND THAT** Council accepts the petition for drainage works for the lands abutting Clark Road being Lot 21, Concession 2, Ingersoll and the engineer (Spriet and Associates) as

appointed under Section 78 of the Drainage Act be notified of the request and prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Town of Ingersoll requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

**CARRIED**

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

**C16-07-196 THAT** Council of the Corporation of the Town of Ingersoll receives this report as information;

**AND FURTHER THAT** Council provides input and comments to staff with regard to the draft "Request for Proposal" for the Multi-Use Recreation Centre Project.

**CARRIED**

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

**C16-07-197 THAT** Council approve the awarding of the contract to Bill Thomas in the amount of \$4,000 plus HST to remove the trees from the woodlot owned by the Town of Ingersoll in the Sifton subdivision and that the expense be applied to the Capital account for the purchase of the Woodlot.

**CARRIED**

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

**C16-07-198 THAT** Council receive for information the Operating Budget Variance Report for 6 months, ended June 30, 2016.

**CARRIED**

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

**C16-07-199 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C16-07-200 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 Councillor Petrie; seconded by Councillor Lesser**

**C16-07-201** THAT the Council for the Town of Ingersoll adjourns the July 11, 2016 Regular Meeting of Council at 7:08 p.m. to go into a Committee of Adjustment meeting to consider 2 Minor Variance applications submitted by:

- 1) Reeves Realty Corp., Lot 18 & 19 Kendell Lane, File A-03-16; and
- 2) Rick & Kathleen VanLeeuwen, 237 Victoria St., File A-04-16

**CARRIED**

**Committee of Adjustment 7:00pm**

Chair Ted Comiskey opens the Committee of Adjustment meeting at 7:08 p.m. and welcomes all in attendance.

No Conflicts of Interest were declared by the Committee Members

Consideration of Minor Variance Applications:

**1) A-03-16, Reeves Realty Corp., Lot 18 & 19 Kendell Lane**

**County Planner, Andrea Hachler** does a review of the Community and Strategic Planning report No. 2016-176

**Len Reeves, Applicant** is in attendance and states that he is happy with the planning report.

No comments from the public.

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

**C16-07-202** That the Town of Ingersoll Committee of Adjustment approves Application File A-03-16, submitted by Reeves Realty Corporation for lands described as Lots 18 & 19, Plan 41M-294 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of Section 7.3.16.2.1.3 – Semi-detached Dwelling, Lot Depth, Minimum: to reduce the minimum lot depth from 20.5 m (67.2 ft) to 20 m (65.6 ft).

**CARRIED**

**2) A-04-16, Rick & Kathleen VanLeeuwen, 237 Victoria St.**

**County Planner, Andrea Hachler** does a review of the Community and Strategic Planning report No. 2016-175.

**Rick VanLeeuwen**, Applicant is in attendance and states that he is happy with the planning report.

No comments from the public.

**Councillor Petrie** – has any of this been constructed already? The applicant responds: No.

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

**C16-07-203** That the Town of Ingersoll Committee of Adjustment approves Application File A-04-16, submitted by Rick & Kathleen VanLeeuwen for lands described as Lot 5, Plan 279 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of Section 5.1; Table 5.1.1.4 – Regulations for Accessory Uses – Lot Coverage, Maximum: to increase the maximum lot coverage for an accessory structure from 10% of the lot area, or 100 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) to 130.06 m<sup>2</sup> (1,400 ft<sup>2</sup>) to facilitate the construction of a detached garage with a covered patio on the subject lands; subject to the following condition:

i. The owner remove the existing detached garage on the subject lands to the satisfaction of the Town of Ingersoll.

**CARRIED**

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

**C16-07-204 THAT** the Committee adjourns the July 11, 2016 Committee of Adjustment Meeting for the Town of Ingersoll at 7:17 p.m.

**AND THAT** the regular meeting of Council be called back to order.

**CARRIED**

## Public Meeting

Mayor Comiskey opens the Public Meeting at 7:17 p.m.

1) **OP 16-02-6 & ZN 6-16-06, Town of Ingersoll, 140 Clark Rd.**

**County Planner, Andrea Hachler** does a review of the Community and Strategic Planning report No. 2016-169. Andrea notes that the agenda points out the Official Plan and Rezoning applies to 140 Clark Road but actually applies to all lands in the town that are designated industrial.

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

No comments from the public.

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

**C16-07-205 THAT** the Council of the Town of Ingersoll advise the County that the Town supports the application to amend the Oxford County Official Plan (File No. OP 16-02-6) to add a municipal recreation and multi-use facility to the list of permitted uses in the Industrial designation, as submitted by the Town of Ingersoll for all lands designated Industrial in the Town of Ingersoll; and,

**THAT** the Council of the Town of Ingersoll approves in principle the application of the Town of Ingersoll for lands zoned 'MR' located in the Town of Ingersoll to rezone the lands from 'Restricted Industrial Zone (MR)' to amended 'Restricted Industrial Zone (MR)' to include a municipal recreation and multi-use facility as a permitted use.

**CARRIED**

The Public Meeting was closed at 7:22 p.m.

### Presentations & Delegations

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

**C16-07-206 THAT** the Council for the Town of Ingersoll receives the delegations from Darren Pinter, Amy Simpson and John Dolcetti regarding Coil Plus as information.

**CARRIED**

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

**C16-07-207 THAT** the Council for the Town of Ingersoll receives the presentation from the Ingersoll Builders Group as information.

**CARRIED**

### Correspondence and Resolutions

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

**C16-07-208 THAT** the Council for the town of Ingersoll receives the request from the BIA for changes to parking enforcement in the BIA area and defers decisions and directs staff in conjunction with the Transportation Management Committee to bring back a report to Council for further consideration.

**CARRIED**

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

**C16-07-209 WHEREAS** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country;

**WHEREAS** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected;

**WHEREAS** the deliver cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country;

**WHEREAS** a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post;

**WHEREAS** it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help our older Canadians to remain in their homes for as long as possible;

**THEREFORE BE IT RESOLVED THAT** the Town of Ingersoll provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.

**CARRIED**

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

**C16-07-210 THAT** Council of the Town of Ingersoll approves the request from the Ingersoll Pipe Band to march on the proposed Town owned streets and the use of Memorial Park from 1:00 – 4:00pm on August 14, 2016 subject to providing proof of liability insurance naming the Town as a third party.

**CARRIED**

### Consideration By-Laws

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

**C16-07-211 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 16-4886 - A by-law to appoint an integrity commissioner
- 2) By-Law 16-4887 - A by-law to prescribe the form and manner and times for the provision of notice
- 3) By-Law 16-4888 - A by-law to establish a formal complaint process

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

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**

**C16-07-212 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C16-07-213 THAT** By-laws 16-4886, through to 16-4895 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### **Notice of Motion**

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

**C16-07-214 THAT** next year will be the anniversary of Canada 150 Years;

**AND THAT** Ingersoll does not have a municipal flag;

**AND THAT** a flag representing our great community would be able to fly with respect beside our nations and provincial flag at Town Hall July 1<sup>st</sup> to December 31, 2017;

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

**CARRIED**

Councillor Bowman introduced the following Notice of Motion:

On June 23, 2016 members of Council and Staff attended the ETRH Corp Annual General Meeting held at the Elm Hurst Inn and Spa in Ingersoll.

At this meeting Shareholders were presented with yearend information of ETRH Corp. and subsidiary companies. We were also the witness to a changing of the guard as then CEO/President Jeff Pettit officially announced his retirement and his replacement. The new CEO/President of ETRH Corp is Chris White. We wish Chris all the best in his new role and wish Jeff health and enjoyment in his retirement.

As in the past, the presentation of the Financial Statements and future company goals and direction were met with questions and concerns from a number of Shareholder communities, including Ingersoll.

In light of such questions and with the change in administrative direction, it was suggested that this may be an opportunity to re-visit and update the shareholder relationships with ETRH Corp and its Board of Directors.

It was suggested by other CAO's (others) present that a committee be formed to facilitate such a re-visit. This committee would consist of the CAO and 1 member of Council from each of the Shareholder communities. The representing member of Council would not be a present ETRH Corp Board member.

In support of this suggested re-visit of this agreement I would like to make the following Notice of Motion:

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 ETRH 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.

### **Upcoming Council Meetings**

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

Monday, August 8, 2016, 6:00 p.m.

Town Centre, Council Chambers

**Closed Meeting**

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

**C16-07-215 THAT** Council do now go into Committee of the Whole at 8:45 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

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

**CARRIED**

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

**C16-07-216 THAT** Council do now rise out of Committee of the Whole from a Closed Session meeting at 9:10 p.m.

**CARRIED**

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

**C16-07-217 THAT** the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for June 13, 2016 as printed.

**CARRIED**

**Adjournment**

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

**C16-07-218 THAT** the Council for the Town of Ingersoll adjourns the July 11, 2016 Regular Meeting of Council at 9:11 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



## INGERSOLL POLICE SERVICES BOARD

110 Mutual Street, Ingersoll, Ontario N5C 1Z7  
Administration 485-6554 Fax 485-6949

### MINUTES OF GENERAL BOARD MEETING

OF

May 30, 2016

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday May 30, 2016 at 5:00 pm in the Board room at 110 Mutual Street.

#### Present:

Rick Eus, Chair  
Mhairi Kersel, Vice Chair  
Fred Freeman, Member, regrets  
Reagan Franklin, Member  
Chris Ireland, Member  
Sherri Wiebe, Secretary

#### Also Present:

Staff Sergeant Anthony Hymers, Oxford OPP (Acting Inspector)

**Meeting called to order at 5:00 pm, welcome everyone.**

**0 Delegation declared**

**-0 conflicts declared**

Motion: Moved by RF, seconded by CI to accept agenda with amendments. **CARRIED**

Motion: Moved by CI, seconded by RF to approve the agenda. **CARRIED.**

*"Dedicated to Excellence"*



MOTION: Moved by RF, seconded by MK to accept and approve the past minutes of April 25, 2016.  
**CARRIED**

MOTION: Moved by CI, seconded by MK, that the Detachment Commanders reports be accepted:

- O.P.P. Contract Policing hours =April 374 calls for service, 89.3% clearance
- Crime Statistics reports= hours foot patrol April 90 hrs, school patrolled hours 110.5 hrs
- Drug Enforcement (missing report)
- Tickets written=April =32= 11 speeding, 7 plate and permits and 1 handheld device.
- Crime Stoppers April =20 calls (5 Woodstock, 6 OPP, 9 other)
- Community service report
- Billed Calls for service=25% up for domestic violence and charges, 1 drug possession
- Auxiliary hours April =105.5 hours= 57.5 community policing, 29 patrol and 19 training hours, (all hours)
- Oxford County public complaints
- **CARRIED.**

MOTION: Moved by RF, seconded by MK the police board accepts and pays the expenses for the secretary and board members in the amount of \$1257.35 as presented. **CARRIED.**

MOTION: Moved by RF, seconded by CI the police board accepts the general correspondence information. **CARRIED**

MOTION: Moved by RF, seconded by CI to accept the verbal report from Rick regarding the OAPSB spring conference. **CARRIED**

Miscellaneous discussions and follow up items: Under new business, Chris Ireland resigns from the police board as he has started to move to Midland and really enjoyed his short time as a board member. Rick talked about the conference and networking with boards section 10 and different roles and responsibilities. Discussion of smaller boards merging into more larger County police boards. Mental Health talks and Pinball Clemens main speaker. He felt it was a really good conference. Reagan cannot attend next meeting on June 27 and Sherri will contact Fred to ensure that he can attend to have quorum. Next meeting July 25 after Junes meeting and the consensus to have August off as the board.

Motion to adjourn meeting and moved by MK at 6:10pm.

**Dates of upcoming meetings: June 27, July 25, August off.**

Respectfully submitted by:

Rick Eus, Chair

Sherri Wiebe, Secretary



## TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306, Ingersoll, ON, N5C 3K5  
Ph. (519) 485-2490 · 1-888-699-3868 · Fax: (519) 485-2520

RECEIVED

July 14, 2016

JUL 19 2016

Town of Ingersoll  
Attn: Ann Wright  
130 Oxford Street  
Ingersoll, ON N5C 2V5

TOWN OF INGERSOLL  
CLERK/TREASURER

Dear Mayor and Council:

Further to the correspondence received from your office regarding the resolution passed by the Town of Ingersoll Council pertaining to the County Community and Strategic Report NO. CASPO 2016-50, the Township of Zorra would like to acknowledge receipt of the correspondence. In addition, the Township of Zorra Council would like to make the Town of Ingersoll aware that we have no concerns or objections with the County amending the comment deadline from July 22, 2016 to September 30, 2016.

If you have any questions, please contact me.

Yours truly

Ashley Sage  
Clerk

16-042



TOWN OF INGERSOLL  
Town Centre

June 22, 2016

Township of Zorra  
Attn: Ashley Sage  
274620 27th Line  
R. R. # 3  
Ingersoll, Ontario N5C 3J6

Dear Mayor and Council:

The Council for the Town of Ingersoll at their regular Council meeting held on June 13, 2016 did pass the following resolution in relation to the County Community and Strategic Report NO. CASPO 2016-50:

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

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

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

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

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

Ingersoll Town Council is therefore requesting Zorra's support in our request to County Council to formally amend the comment period from July 22, 2016 to September 30, 2016.

Should you have any questions you may contact our office.

Sincerely,

Ann Wright  
Deputy Clerk

c Oxford County Council

RECEIVED

JUN 27 2016

TOWNSHIP OF ZORRA





**FROM THE OFFICE OF THE CLERK**

**Brenda J. Tabor**

County of Oxford | 21 Reeve Street, Woodstock, ON N4S 7Y3

519.539.9800, ext. 3002 | 1.800.755.0394

[www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Letter Sent Via Email

July 14, 2016

Ms. Ann Wright, Deputy Clerk  
Town of Ingersoll  
130 Oxford Street  
Ingersoll, Ontario  
N5C 2V5

Dear Ann:

Please be advised that Oxford County Council, at its meeting held on July 13, 2016, adopted the following resolution:

“That the correspondence from the Town of Ingersoll, dated June 22, 2016, regarding County policy options for extension and/or connection of services outside of settlement boundaries, requesting that the County amend the comment period from July 22, 2016 to September 30, 2016, be referred to Community and Strategic Planning.”

By copy of this letter, Gord Hough, Director of Community and Strategic Planning, has been advised of Council’s action.

Yours very truly,

A handwritten signature in black ink that reads "Brenda J. Tabor".

Brenda J. Tabor  
Clerk

Copy to: Peter Crockett, CAO  
Gord Hough, Director of Community & Strategic Planning



TOWN OF INGERSOLL  
Town Centre

To Whom it may concern

4<sup>th</sup> August 2016

**Regarding: Tammy Lynn Post**

With regard to the recent local door to door fundraising efforts by Tammy Lynn Post in aid of a Cancer charity.

I would like to take this opportunity to verify the legitimacy of the fundraising efforts of Tammy Lynn Post; who has been confirmed to be legitimately fundraising for the Canadian Cancer Society & CIBC Run for the Cure event to take place in October 2016.

This information has been fully verified by the event organisers and the OPP to be factual.

Ted Comiskey

Mayor of Ingersoll

# CITY OF QUINTE WEST

*Office of the Mayor  
Jim Harrison*



*P.O. Box 490  
Trenton, Ontario, K8V 5R6*

*TEL: (613) 392-2841  
FAX: (613) 392-5608*

July 14, 2016

The Honourable Bardish Chagger MP  
Minister  
Department of Small Business and Tourism  
CD Howe Building  
235 Queen Street  
Ottawa, ON K1A 0H5

Dear Minister Chagger:

**RE: Taxation – Impact on Campgrounds**

Please be advised that Council for the City of Quinte West, at its meeting on July 11, 2016 passed the following resolution;

**Whereas** the Canada Revenue Agency (CRA) has decided that some campgrounds are too small to qualify for the small business tax deduction;

**And Whereas** campgrounds in Ontario have begun receiving calls and letters from CRA warning them of reassessments in part because they are deemed not to qualify for the small business tax deduction since they employ fewer than five people;

**And Whereas** the camping community provides a source of employment of 15,000 jobs across Ontario and supports economic activity by contributing \$1 billion to Ontario's economy and generating \$294 million in tax revenues;


**And Whereas** Camping In Ontario, which represents 440 privately-owned campgrounds in Ontario, is working with the Canadian Federation of Independent Business to push the Department of Small Business and Tourism, Finance Canada and the Canada Revenue Agency to implement changes that ensure campgrounds are recognized as small businesses and pay the same taxes as other small businesses;

**Now Therefore Be It Resolved** that the City of Quinte West recognizes the benefit and values all campgrounds throughout Ontario and in Canada and supports Camping In Ontario's initiative that changes be implemented to ensure campgrounds are recognized as small businesses and pay the same taxes as other small businesses;

And further that a copy of this resolution be forwarded to the Minister of Small Business and Tourism, the local Member of Parliament and all Ontario municipalities for their support. **Carried**

The City appreciates your consideration in this matter.

Yours truly,



Jim Harrison,  
Mayor

cc: Neil R. Ellis, MP Bay of Quinte  
All Ontario Municipalities



Town of Ingersoll  
 Monthly Cheque Disbursements  
 July2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
AIR LIQUIDE						
	79,644	47343 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN	\$53.48	
	79,644	47343 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN	\$5.91	
	79,644	47343 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN	\$0.00	\$59.39
AL'S TIRE INGERSOLL						
	79,746	47344 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEP TRAILER TIRE REPAIR	\$26.46	
	79,746	47344 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEP TRAILER TIRE REPAIR	\$2.92	
	79,746	47344 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEP TRAILER TIRE REPAIR	\$0.00	\$29.38
BACKYARD BY DESIGN						
	79,738	47345 01-5000-6050-41720	HORTICULTURAL SUPPLIES	ANNUAL PLANTS	\$80.76	
	79,738	47345 01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL PLANTS	\$10.50	
	79,738	47345 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL PLANTS	\$0.00	\$91.26
	79,739	47345 01-5000-6050-41720	HORTICULTURAL SUPPLIES	ANNUAL PLANTS	\$2,513.50	
	79,739	47345 01-0000-0200-00325	HST RECEIVABLE100%	ANNUAL PLANTS	\$326.76	
	79,739	47345 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL PLANTS	\$0.00	\$2,840.26
BELL CANADA ***						
	79,708	47346 01-1000-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$688.00	
	79,708	47346 01-2000-4025-40220	TELEPHONE	PHONE JUNE CHRGS	\$141.54	
	79,708	47346 01-1001-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$70.85	
	79,708	47346 01-1001-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$59.55	
	79,708	47346 01-1002-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$204.44	
	79,708	47346 01-3000-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$228.86	
	79,708	47346 01-4500-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$234.45	
	79,708	47346 01-5000-6020-40220	TELEPHONE	PHONE JUNE CHRGS	\$181.60	
	79,708	47346 01-5000-6050-40220	TELEPHONE	PHONE JUNE CHRGS	\$71.98	
	79,708	47346 01-5100-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$628.83	
	79,708	47346 01-5100-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$199.74	
	79,708	47346 01-5200-6090-40220	TELEPHONE	PHONE JUNE CHRGS	\$461.82	
	79,708	47346 01-6200-4000-40220	TELEPHONE	PHONE JUNE CHRGS	\$55.70	
	79,708	47346 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHONE JUNE CHRGS	\$179.85	
	79,708	47346 01-0000-0200-00325	HST RECEIVABLE100%	PHONE JUNE CHRGS	\$208.02	
	79,708	47346 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHONE JUNE CHRGS	\$0.00	\$3,615.23
BERRN CONSULTING LTD.						
	79,657	47347 01-5100-4100-41650	SMALL TOOLS & SAFETY EQUIP	VPCC AED UNITS REPLACE	\$1,511.06	
	79,657	47347 01-0000-0200-00325	HST RECEIVABLE100%	VPCC AED UNITS REPLACE	\$196.44	
	79,657	47347 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC AED UNITS REPLACE	\$0.00	\$1,707.50
	79,740	47347 01-5000-4000-40270	NEW EQUIPMENT	SPORTS FIELD AED UNITS	\$4,981.63	
	79,740	47347 01-0000-0200-00325	HST RECEIVABLE100%	SPORTS FIELD AED UNITS	\$647.61	
	79,740	47347 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPORTS FIELD AED UNITS	\$0.00	\$5,629.24
BRAD'S LOCK & KEY ***						
	79,672	47348 01-5000-6040-41700	BLDG REPAIRS & MAINT	KEYS	\$51.34	
	79,672	47348 01-5100-4100-41700	BLDG REPAIRS AND MAINT	KEYS	\$51.34	
	79,672	47348 01-5000-6020-41700	BLDG REPAIRS & MAINT	KEYS	\$51.32	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 July2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,672	47348 01-0000-0200-00325	HST RECEIVABLE100%	KEYS	\$6.67	
	79,672	47348 01-0000-0200-00325	HST RECEIVABLE100%	KEYS	\$6.67	
	79,672	47348 01-0000-0200-00325	HST RECEIVABLE100%	KEYS	\$6.68	
	79,672	47348 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KEYS	\$0.00	\$174.02
BRAGG, JEFF						
	79,692	47349 01-2000-4015-41550	MAINTENANCE CONTRACTS	JUNE CARRS WLKWKY CLEANING	\$600.00	
	79,692	47349 01-0000-0200-00325	HST RECEIVABLE100%	JUNE CARRS WLKWKY CLEANING	\$78.00	
	79,692	47349 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE CARRS WLKWKY CLEANING	\$0.00	\$678.00
PAUL BROWN & SONS EXCAVATING L						
	79,712	47350 10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	SAFETY VILLAGE GRAVEL	\$203.50	
	79,712	47350 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAFETY VILLAGE GRAVEL	\$22.48	
	79,712	47350 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY VILLAGE GRAVEL	\$0.00	\$225.98
EMPLOYEE REIMBURSEMENT						
	79,729	47351 01-7000-4000-40620	MILEAGE	REIMBURSE	\$57.72	
	79,729	47351 01-7000-4000-40630	STAFF TRAINING	REIMBURSE	\$579.55	
	79,729	47351 01-7000-4000-40620	MILEAGE	REIMBURSE	\$580.62	
	79,729	47351 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE	\$61.49	
	79,729	47351 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE	\$64.14	
	79,729	47351 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE	\$0.00	\$1,343.52
CAMPBELL'S						
	79,715	47352 01-5000-6050-40200	OFFICE SUPPLIES	ARENA STATIONARIES	\$13.56	
	79,715	47352 01-0000-0200-00325	HST RECEIVABLE100%	ARENA STATIONARIES	\$1.76	
	79,715	47352 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA STATIONARIES	\$0.00	\$15.32
CANADIAN NATIONAL RAILWAYS						
	79,647	47353 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	JULY RAILWAY MAINT	\$776.25	
	79,647	47353 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY RAILWAY MAINT	\$0.00	\$776.25
	79,648	47353 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	JUN RAILWAY MAINT	\$776.25	
	79,648	47353 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUN RAILWAY MAINT	\$0.00	\$776.25
CANADIAN TODS LIMITED						
	79,757	47354 01-6200-4000-41000	ADVERTISING	TODS HIGHWAY SIGN FOR MUSEUM	\$600.00	
	79,757	47354 01-0000-0200-00325	HST RECEIVABLE100%	TODS HIGHWAY SIGN FOR MUSEUM	\$78.00	
	79,757	47354 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TODS HIGHWAY SIGN FOR MUSEUM	\$0.00	\$678.00
CANSEL - TORONTO*****						
	79,687	47355 01-4000-4000-40220	TELEPHONE	SURVEY EQUIP	\$264.58	
	79,687	47355 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY EQUIP	\$29.22	
	79,687	47355 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY EQUIP	\$0.00	\$293.80
CAPITAL PAVING INC.						
	79,685	47356 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	HENDERSON CRT SIDEWLK REPAIR	\$6,712.30	
	79,685	47356 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HENDERSON CRT SIDEWLK REPAIR	\$741.40	
	79,685	47356 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HENDERSON CRT SIDEWLK REPAIR	\$0.00	\$7,453.70
	79,768	47356 10-0000-3251-80100	PRIME CONTRACT	HENDERSON REHABILITATION	\$0.88	
	79,768	47356 10-0000-3250-80100	PRIME CONTRACT	HENDERSON REHABILITATION	\$130.17	
	79,768	47356 01-0000-0250-60535	GC13-386-CLOVER RDGE-PHASE 1	HENDERSON REHABILITATION	\$63.70	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 July2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,768	47356 01-0000-0250-60575	GC13-427-CLOVERIDGE-TPCOAT	HENDERSON REHABILITATION	\$13.44	
	79,768	47356 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	HENDERSON REHABILITATION	\$12.11	
	79,768	47356 01-0000-0250-60004	CTY-WATER KENSINGTON CLARENCE	HENDERSON REHABILITATION	\$0.62	
	79,768	47356 01-0000-0250-60621	GC13-473 - 2 LOTS DAVID ST WATER/SANITARY I	HENDERSON REHABILITATION	\$1.06	
	79,768	47356 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	HENDERSON REHABILITATION	\$12,611.35	
	79,768	47356 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HENDERSON REHABILITATION	\$1,417.49	
	79,768	47356 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HENDERSON REHABILITATION	\$0.00	\$14,250.82
CAREY'S PRODUCE						
	79,658	47357 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$638.00	
	79,658	47357 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$638.00
CEASER WORK COUNSEL						
	79,695	47358 01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$826.72	
	79,695	47358 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$91.31	
	79,695	47358 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$918.03
CHECKERS CLEANING SUPPLY						
	79,673	47359 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$421.32	
	79,673	47359 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$54.77	
	79,673	47359 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$476.09
	79,674	47359 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$210.66	
	79,674	47359 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$27.39	
	79,674	47359 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$238.05
	79,754	47359 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$210.66	
	79,754	47359 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$27.39	
	79,754	47359 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$238.05
CITY WIDE CLEANERS						
	79,744	47360 01-3220-4000-42900	MISCELLANEOUS EXPENSE	CROSSGUARDS JACKET CLEANING	\$56.63	
	79,744	47360 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CROSSGUARDS JACKET CLEANING	\$6.25	
	79,744	47360 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CROSSGUARDS JACKET CLEANING	\$0.00	\$62.88
	79,745	47360 01-3220-4000-42900	MISCELLANEOUS EXPENSE	CROSSGUARDS JACKET CLEANING	\$60.14	
	79,745	47360 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CROSSGUARDS JACKET CLEANING	\$6.64	
	79,745	47360 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CROSSGUARDS JACKET CLEANING	\$0.00	\$66.78
CMHA OXFORD						
	79,662	47361 01-5200-6090-40630	STAFF TRAINING	ASIST COURSE-FUSION STAFF	\$175.00	
	79,662	47361 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASIST COURSE-FUSION STAFF	\$0.00	\$175.00
COMMISSIONAIRES						
	79,742	47362 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 5/08-5/21	\$751.80	
	79,742	47362 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 5/08-5/21	\$83.04	
	79,742	47362 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 5/08-5/21	\$0.00	\$834.84
	79,749	47362 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 5/22-6/04	\$751.80	
	79,749	47362 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 5/22-6/04	\$83.04	
	79,749	47362 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 5/22-6/04	\$0.00	\$834.84
CULLIGAN						
	79,677	47363 01-0100-4000-41020	PROMOTION & MEALS	WATER COOLER SUPPLY	\$83.30	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 July2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,677	47363 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER COOLER SUPPLY	\$0.29	
	79,677	47363 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER COOLER SUPPLY	\$0.00	\$83.59
DIVERSITECH						
	79,639	47364 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	BELOW HOOK ATTACHMENT INSPECT	\$284.93	
	79,639	47364 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BELOW HOOK ATTACHMENT INSPECT	\$31.47	
	79,639	47364 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BELOW HOOK ATTACHMENT INSPECT	\$0.00	\$316.40
EMPLOYEE REIMBURSEMENT						
	79,718	47365 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC	\$23.42	
	79,718	47365 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$3.04	
	79,718	47365 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$26.46
	79,719	47365 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC	\$26.76	
	79,719	47365 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$3.48	
	79,719	47365 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$30.24
	79,720	47365 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC	\$23.42	
	79,720	47365 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$3.04	
	79,720	47365 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$26.46
	79,721	47365 01-5100-6070-40290	UNIFORMS AND CLOTHING	SHOES-VPCC STAFF	\$88.50	
	79,721	47365 01-0000-0200-00325	HST RECEIVABLE100%	SHOES-VPCC STAFF	\$11.50	
	79,721	47365 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOES-VPCC STAFF	\$0.00	\$100.00
EASY WAY CLEANING PRODUCTS LIM						
	79,691	47366 01-2000-4025-40210	JANITORIAL SUPPLIES	GARBAGE BAGS	\$16.29	
	79,691	47366 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE BAGS	\$1.80	
	79,691	47366 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE BAGS	\$0.00	\$18.09
EJ CANADA, ULC						
	79,637	47367 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	SELFLEVEL	\$407.04	
	79,637	47367 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SELFLEVEL	\$44.96	
	79,637	47367 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SELFLEVEL	\$0.00	\$452.00
EMPLOYEE REIMBURSEMENT						
	79,683	47368 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$0.98	
	79,683	47368 10-0000-3228-80010	DIRECT COSTS-LABOUR&BURDEN	MILEAGE-ENG	\$37.20	
	79,683	47368 01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	MILEAGE-ENG	\$66.13	
	79,683	47368 01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	MILEAGE-ENG	\$16.05	
	79,683	47368 10-0000-3271-80010	CONCESSION ST RECON-LABOUR & BURDEN	MILEAGE-ENG	\$23.59	
	79,683	47368 01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	MILEAGE-ENG	\$26.74	
	79,683	47368 01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	MILEAGE-ENG	\$3.89	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.10	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$4.11	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$7.31	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.77	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.60	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.96	
	79,683	47368 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.43	
	79,683	47368 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$193.86

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ERTH HOLDINGS INC.						
79,689	47369	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	PEDESTRIAN BUTTON REPAIR	\$345.98	
79,689	47369	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PEDESTRIAN BUTTON REPAIR	\$38.22	
79,689	47369	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PEDESTRIAN BUTTON REPAIR	\$0.00	\$384.20
FASTENAL CANADA ***						
79,635	47370	01-4500-4230-46392	939200 2012 BACKHOE LOADER	STABILIZER BOLTS	\$54.36	
79,635	47370	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STABILIZER BOLTS	\$6.00	
79,635	47370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STABILIZER BOLTS	\$0.00	\$60.36
79,666	47370	01-5000-6020-41700	BLDG REPAIRS & MAINT	SCREWS	\$57.53	
79,666	47370	01-0000-0200-00325	HST RECEIVABLE100%	SCREWS	\$7.48	
79,666	47370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$65.01
79,671	47370	01-5000-6020-41700	BLDG REPAIRS & MAINT	SCREWS	\$49.15	
79,671	47370	01-0000-0200-00325	HST RECEIVABLE100%	SCREWS	\$6.39	
79,671	47370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$55.54
79,717	47370	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BOLTS	\$4.80	
79,717	47370	01-0000-0200-00325	HST RECEIVABLE100%	BOLTS	\$0.62	
79,717	47370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS	\$0.00	\$5.42
79,737	47370	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CABLE TIES	\$55.71	
79,737	47370	01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$7.24	
79,737	47370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$62.95
FEDERAL EXPRESS CANADA LTD.						
79,727	47371	01-1002-4000-40240	COURIER CHARGES	HARD DRIVE CLEAR CUSTOM FEES	\$62.19	
79,727	47371	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HARD DRIVE CLEAR CUSTOM FEES	\$43.70	
79,727	47371	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARD DRIVE CLEAR CUSTOM FEES	\$0.00	\$105.89
FILION WAKELY THORUP ANGELETTI						
79,714	47372	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$1,563.29	
79,714	47372	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$172.67	
79,714	47372	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$1,735.96
FORM & BUILD SUPPLY ***						
79,636	47373	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	EXPANSION JOINTS SIDERACK	\$329.40	
79,636	47373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EXPANSION JOINTS SIDERACK	\$36.38	
79,636	47373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXPANSION JOINTS SIDERACK	\$0.00	\$365.78
GARDNER DENVER CANADA CORP.						
79,750	47374	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR FILTER	\$358.16	
79,750	47374	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$39.57	
79,750	47374	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$397.73
GRA - HAM ENERGY						
79,706	47375	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$305.26	
79,706	47375	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$39.68	
79,706	47375	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$344.94
79,716	47375	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$67.45	
79,716	47375	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$8.77	
79,716	47375	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$76.22

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	79,734	47375 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$598.65	
	79,734	47375 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$77.82	
	79,734	47375 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$676.47
EMPLOYEE REIMBURSEMENT						
	79,678	47376 01-1000-4000-40620	MILEAGE	MILEAGE-CLERK	\$160.47	
	79,678	47376 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-CLERK	\$17.73	
	79,678	47376 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-CLERK	\$0.00	\$178.20
GUNN'S HILL ARTISAN CHEESE LTD						
	79,760	47377 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$81.32	
	79,760	47377 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$81.32
HAROLD MARCUS LIMITED						
	79,616	47378 01-0000-0250-61206	GC16-1058-THAMES RIVER SPILL	CREEK CLEANUP	\$12,741.16	
	79,616	47378 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CREEK CLEANUP	\$1,407.33	
	79,616	47378 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CREEK CLEANUP	\$0.00	\$14,148.49
EMPLOYEE REIMBURSEMENT						
	79,681	47379 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$77.81	
	79,681	47379 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$8.59	
	79,681	47379 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$86.40
EMPLOYEE REIMBURSEMENT						
	79,653	47380 01-5200-4100-40620	MILEAGE	MILEAGE-FUSION	\$40.14	
	79,653	47380 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$5.22	
	79,653	47380 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$45.36
REDBARN BERRIES, C/O HILCORN, SUE						
	79,659	47381 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$784.00	
	79,659	47381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$784.00
HURON TRACTOR LTD						
	79,704	47382 01-5000-6050-41530	EQUIP REPAIRS & MAINT	HYDRAULIC LINE,TRACTOR	\$255.62	
	79,704	47382 01-0000-0200-00325	HST RECEIVABLE100%	HYDRAULIC LINE,TRACTOR	\$33.23	
	79,704	47382 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HYDRAULIC LINE,TRACTOR	\$0.00	\$288.85
INGERSOLL RENT-ALL ***						
	79,643	47383 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	LAWN SEED	\$114.48	
	79,643	47383 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LAWN SEED	\$12.64	
	79,643	47383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAWN SEED	\$0.00	\$127.12
	79,667	47383 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRIMMER PARTS	\$36.95	
	79,667	47383 01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER PARTS	\$4.80	
	79,667	47383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMMER PARTS	\$0.00	\$41.75
INGERSOLL RURAL CEMETERY BOARD						
	79,728	47384 01-1500-4000-98200	TRANSFERS TO CEMETERY BOARD	RURAL CEMETERY 2ND PMT	\$25,000.00	
	79,728	47384 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RURAL CEMETERY 2ND PMT	\$0.00	\$25,000.00
INSIGHT CANADA						
	79,731	47385 10-0000-3050-80000	MATERIALS-IT COMPUTER UPGRADES	HP PROACTIVE CARE-NEW SERVER	\$8,113.76	
	79,731	47385 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HP PROACTIVE CARE-NEW SERVER	\$896.20	
	79,731	47385 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HP PROACTIVE CARE-NEW SERVER	\$0.00	\$9,009.96

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A. M. JENSEN LIMITED						
	79,759	47386 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$162.55	
	79,759	47386 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$162.55
EMPLOYEE REIMBURSEMENT						
	79,741	47387 01-3000-4000-40630	STAFF TRAINING	REIMBURSE-FIRE DEPT	\$252.55	
	79,741	47387 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-FIRE DEPT	\$0.00	\$252.55
KOFFEE KORNER INGERSOLL						
	79,676	47388 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$94.50	
	79,676	47388 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$94.50
KUIPERS CONSTRUCTION						
	79,748	47389 10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	FIRE DEP TRAINING SUPPLIES	\$1,365.55	
	79,748	47389 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEP TRAINING SUPPLIES	\$150.83	
	79,748	47389 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEP TRAINING SUPPLIES	\$0.00	\$1,516.38
EMPLOYEE REIMBURSEMENT						
	79,680	47390 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$104.07	
	79,680	47390 01-0000-0250-61075	GC15-927-GEORGE-WTRMN	MILEAGE-ENG	\$17.02	
	79,680	47390 01-4000-5020-40620	MILEAGE	MILEAGE-ENG	\$2.43	
	79,680	47390 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$11.49	
	79,680	47390 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.88	
	79,680	47390 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$0.27	
	79,680	47390 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$137.16
LAW ENGINEERING (LONDON) INC						
	79,684	47391 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE TESTING-HENDERSON CRT	\$514.14	
	79,684	47391 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE TESTING-HENDERSON CRT	\$56.79	
	79,684	47391 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE TESTING-HENDERSON CRT	\$0.00	\$570.93
LAWRENCE-PAINE & ASSOCIATES						
	79,670	47392 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC BLDG MAINT	\$656.05	
	79,670	47392 01-0000-0200-00325	HST RECEIVABLE100%	VPCC BLDG MAINT	\$85.29	
	79,670	47392 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BLDG MAINT	\$0.00	\$741.34
EMPLOYEE REIMBURSEMENT						
	79,679	47393 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$230.50	
	79,679	47393 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$25.46	
	79,679	47393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$255.96
LEVACS						
	79,675	47394 01-1000-4000-41160	HONOURS & AWARDS	BIRTHDAY+ANNIVERSARY PLAQUES	\$147.55	
	79,675	47394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIRTHDAY+ANNIVERSARY PLAQUES	\$16.30	
	79,675	47394 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY+ANNIVERSARY PLAQUES	\$0.00	\$163.85
LIFESAVING SOCIETY						
	79,702	47395 01-5100-6060-41450	LEADERSHIP	LIFESAVING INSTRUCTOR	\$81.00	
	79,702	47395 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIFESAVING INSTRUCTOR	\$0.00	\$81.00
TIM LOVETT INSTALLATIONS INC.						
	79,656	47396 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LAMP REPLACE	\$60.00	
	79,656	47396 01-0000-0200-00325	HST RECEIVABLE100%	VPCC LAMP REPLACE	\$7.80	

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	79,656	47396 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LAMP REPLACE	\$0.00	\$67.80
	79,761	47396 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM BLDG REPAIR	\$131.45	
	79,761	47396 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM BLDG REPAIR	\$17.09	
	79,761	47396 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM BLDG REPAIR	\$0.00	\$148.54
MAR-CO						
	79,705	47397 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	BALL FENCE POLY CAP	\$1,334.80	
	79,705	47397 01-0000-0200-00325	HST RECEIVABLE100%	BALL FENCE POLY CAP	\$173.52	
	79,705	47397 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BALL FENCE POLY CAP	\$0.00	\$1,508.32
EMPLOYEE REIMBURSEMENT						
	79,654	47398 01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$56.79	
	79,654	47398 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$6.28	
	79,654	47398 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$63.07
	79,655	47398 01-1002-4000-40620	MILEAGE	MILEAGE-IT	\$43.96	
	79,655	47398 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT	\$4.86	
	79,655	47398 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT	\$0.00	\$48.82
EMPLOYEE REIMBURSEMENT						
	79,725	47399 01-5100-6060-40620	MILEAGE	MILEAGE-VPCC	\$13.86	
	79,725	47399 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$1.80	
	79,725	47399 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$15.66
	79,726	47399 01-5100-6060-40620	MILEAGE	MILEAGE-VPCC	\$10.51	
	79,726	47399 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC	\$1.37	
	79,726	47399 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC	\$0.00	\$11.88
TOWN RESIDENT						
	79,699	47400 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-01	\$1,000.00	
	79,699	47400 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-01	\$0.00	\$1,000.00
MCKIM HARDWARE						
	79,769	47401 01-6200-4000-40270	NEW EQUIPMENT	MUSEUM REPAIR SCREWS	\$6.04	
	79,769	47401 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM REPAIR SCREWS	\$0.79	
	79,769	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM REPAIR SCREWS	\$0.00	\$6.83
	79,770	47401 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$19.29	
	79,770	47401 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$2.13	
	79,770	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$21.42
	79,771	47401 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$6.60	
	79,771	47401 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$0.73	
	79,771	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$7.33
	79,772	47401 01-3000-4100-40210	JANITORIAL SUPPLIES	RUST POLISH	\$5.68	
	79,772	47401 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RUST POLISH	\$0.63	
	79,772	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RUST POLISH	\$0.00	\$6.31
	79,773	47401 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SHOVEL	\$26.78	
	79,773	47401 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHOVEL	\$2.96	
	79,773	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVEL	\$0.00	\$29.74
	79,774	47401 01-6200-4000-41400	DISPLAYS	MUSEUM DISPLAY SUPPLIES	\$4.14	
	79,774	47401 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM DISPLAY SUPPLIES	\$8.84	



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79,774	47401	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DISPLAY SUPPLIES	\$0.54	
79,774	47401	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM DISPLAY SUPPLIES	\$1.15	
79,774	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM DISPLAY SUPPLIES	\$0.00	\$14.67
79,775	47401	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PAINT + STRAPS	\$12.49	
79,775	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT + STRAPS	\$1.38	
79,775	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT + STRAPS	\$0.00	\$13.87
79,776	47401	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PAINT	\$72.64	
79,776	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	\$8.02	
79,776	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$80.66
79,777	47401	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SHOVEL	\$9.50	
79,777	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SHOVEL	\$1.05	
79,777	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVEL	\$0.00	\$10.55
79,778	47401	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	METAL POSTS PAINT/SUPPLIES	\$40.25	
79,778	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	METAL POSTS PAINT/SUPPLIES	\$4.44	
79,778	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	METAL POSTS PAINT/SUPPLIES	\$0.00	\$44.69
79,779	47401	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	WHEELBARROW	\$152.61	
79,779	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WHEELBARROW	\$16.86	
79,779	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WHEELBARROW	\$0.00	\$169.47
79,780	47401	01-4500-4200-80000	MATERIALS-PAINT PARKING STALLS	PAINT	\$22.47	
79,780	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	\$2.48	
79,780	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$24.95
79,781	47401	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PUBLIC WORKS SUPPLIES	\$4.07	
79,781	47401	01-4500-4200-80000	MATERIALS-PAINT PARKING STALLS	PUBLIC WORKS SUPPLIES	\$79.53	
79,781	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC WORKS SUPPLIES	\$0.45	
79,781	47401	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUBLIC WORKS SUPPLIES	\$8.78	
79,781	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUBLIC WORKS SUPPLIES	\$0.00	\$92.83
79,782	47401	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT SUPPLIES	\$13.59	
79,782	47401	01-0000-0200-00325	HST RECEIVABLE100%	PAINT SUPPLIES	\$1.77	
79,782	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SUPPLIES	\$0.00	\$15.36
79,783	47401	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TIRE TUBE	\$8.24	
79,783	47401	01-0000-0200-00325	HST RECEIVABLE100%	TIRE TUBE	\$1.07	
79,783	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE TUBE	\$0.00	\$9.31
79,784	47401	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TOILET PARTS	\$14.02	
79,784	47401	01-0000-0200-00325	HST RECEIVABLE100%	TOILET PARTS	\$1.82	
79,784	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET PARTS	\$0.00	\$15.84
79,785	47401	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CHICKEN WIRE	\$19.10	
79,785	47401	01-0000-0200-00325	HST RECEIVABLE100%	CHICKEN WIRE	\$2.48	
79,785	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHICKEN WIRE	\$0.00	\$21.58
79,786	47401	01-5000-6050-41720	HORTICULTURAL SUPPLIES	POLE SAW BLADE	\$14.58	
79,786	47401	01-0000-0200-00325	HST RECEIVABLE100%	POLE SAW BLADE	\$1.90	
79,786	47401	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POLE SAW BLADE	\$0.00	\$16.48
79,787	47401	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	WATER FALL PUMP	\$550.00	
79,787	47401	01-0000-0200-00325	HST RECEIVABLE100%	WATER FALL PUMP	\$71.50	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,787	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FALL PUMP	\$0.00	\$621.50
	79,788	47401 01-5000-6050-41700	BLDG REPAIRS AND MAINT	PLUMBING PARTS	\$6.76	
	79,788	47401 01-0000-0200-00325	HST RECEIVABLE100%	PLUMBING PARTS	\$0.88	
	79,788	47401 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLUMBING PARTS	\$0.00	\$7.64
MILLCREEK PRINTING INC						
	79,686	47402 01-4500-4000-42900	MISCELLANEOUS EXPENSE	BUSINESS CARDS	\$39.44	
	79,686	47402 01-3400-4000-42900	MISCELLANEOUS EXPENSE	BUSINESS CARDS	\$21.79	
	79,686	47402 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUSINESS CARDS	\$4.36	
	79,686	47402 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUSINESS CARDS	\$2.40	
	79,686	47402 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUSINESS CARDS	\$0.00	\$67.99
MINISTER OF FINANCE - EHT ***						
	79,701	47403 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	JUNE EHT	\$11,296.56	
	79,701	47403 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE EHT	\$0.00	\$11,296.56
MINISTRY OF FINANCE - M.T.O. *						
	79,709	47404 01-1000-4240-01627	VIOLATIONS - M.O.T.	MAY COURT COST	\$24.75	
	79,709	47404 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAY COURT COST	\$0.00	\$24.75
MISTER SAFETY SHOES (FORMERLY						
	79,707	47405 01-5000-6050-40290	UNIFORMS & CLOTHING	BOOTS-ARENA	\$40.00	
	79,707	47405 01-0000-0200-00325	HST RECEIVABLE100%	BOOTS-ARENA	\$5.20	
	79,707	47405 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOOTS-ARENA	\$0.00	\$45.20
MUNICIPAL WORLD INC.						
	79,755	47406 01-5000-4000-41000	ADVERTISING	FACILITY OPERATION MGER AD	\$375.00	
	79,755	47406 01-0000-0200-00325	HST RECEIVABLE100%	FACILITY OPERATION MGER AD	\$48.75	
	79,755	47406 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FACILITY OPERATION MGER AD	\$0.00	\$423.75
NABCO CANADA INC.						
	79,690	47407 01-2000-4025-41700	BLDG REPAIRS & MAINT	FRONT EXT. SLIDE DOOR REPAIR	\$71.57	
	79,690	47407 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FRONT EXT. SLIDE DOOR REPAIR	\$7.90	
	79,690	47407 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FRONT EXT. SLIDE DOOR REPAIR	\$0.00	\$79.47
EMPLOYEE REIMBURSEMENT						
	79,722	47408 01-5100-6070-40290	UNIFORMS AND CLOTHING	SHOES-VPCC STAFF	\$79.99	
	79,722	47408 01-0000-0200-00325	HST RECEIVABLE100%	SHOES-VPCC STAFF	\$10.40	
	79,722	47408 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOES-VPCC STAFF	\$0.00	\$90.39
	79,723	47408 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC STAFF	\$15.29	
	79,723	47408 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$1.99	
	79,723	47408 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$17.28
	79,724	47408 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC STAFF	\$52.09	
	79,724	47408 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$6.77	
	79,724	47408 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$58.86
NEWELL, RYAN						
	79,663	47409 01-5200-6170-40420	PROGRAM SUPPLIES	OXFORD SCHOOL OF DANCE VIDEO	\$1,000.00	
	79,663	47409 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OXFORD SCHOOL OF DANCE VIDEO	\$0.00	\$1,000.00
OMEGA CONTRACTORS						
	79,767	10-0000-3271-80100	PRIME CONTRACT	TUNIS,CONCESSION,ETNA ST	\$782,871.06	

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	79,767	47410 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS,CONCESSION,ETNA ST	\$0.00	\$782,871.06
ONTARIO SOUTHLAND RAILWAY INC.						
	79,638	47411 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	FLASH LIT MAINT CHRGS	\$2,970.90	
	79,638	47411 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASH LIT MAINT CHRGS	\$0.00	\$2,970.90
OXFORD COUNTY ***						
	79,766	47412 01-5000-6050-41550	MAINTENANCE CONTRACTS	JUNE LANDFILL FEES	\$20.00	
	79,766	47412 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE LANDFILL FEES	\$0.00	\$20.00
OXFORD FEED SUPPLY LTD						
	79,661	47413 01-5100-4100-41710	CHEMICALS	VPCC CHLORINE	\$39.50	
	79,661	47413 01-0000-0200-00325	HST RECEIVABLE100%	VPCC CHLORINE	\$2.54	
	79,661	47413 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CHLORINE	\$0.00	\$42.04
OXFORD SAND & GRAVEL LTD						
	79,633	47414 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	ASPHALT	\$263.76	
	79,633	47414 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$29.14	
	79,633	47414 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$292.90
	79,634	47414 01-0000-0250-61090	GC15-942-450 THOMAS-WTR HYDRANT	ASPHALT-450 THOMAS ST #61090	\$505.90	
	79,634	47414 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT-450 THOMAS ST #61090	\$55.88	
	79,634	47414 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT-450 THOMAS ST #61090	\$0.00	\$561.78
	79,646	47414 01-0000-0250-61090	GC15-942-450 THOMAS-WTR HYDRANT	ASPHALT	\$1,341.05	
	79,646	47414 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$148.13	
	79,646	47414 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$1,489.18
POLAR PIN						
	79,747	47415 01-3000-4000-40290	UNIFORMS & CLOTHING	UNIFORM BADGE	\$168.41	
	79,747	47415 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	UNIFORM BADGE	\$18.61	
	79,747	47415 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNIFORM BADGE	\$0.00	\$187.02
PUBLIC SECTOR DIGEST INC.						
	79,732	47416 01-1300-4000-40630	STAFF TRAINING	CITYWIDE USER CONFERENCE	\$401.95	
	79,732	47416 01-4000-4000-40630	STAFF TRAINING	CITYWIDE USER CONFERENCE	\$803.90	
	79,732	47416 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CITYWIDE USER CONFERENCE	\$44.40	
	79,732	47416 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CITYWIDE USER CONFERENCE	\$88.80	
	79,732	47416 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CITYWIDE USER CONFERENCE	\$0.00	\$1,339.05
	79,733	47416 10-0000-3083-80100	PRIME CONTRACT	CITYWIDE TA SOFTWARE LICENSE	\$3,816.00	
	79,733	47416 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CITYWIDE TA SOFTWARE LICENSE	\$421.50	
	79,733	47416 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CITYWIDE TA SOFTWARE LICENSE	\$0.00	\$4,237.50
REGIS AUTO PARTS						
	79,664	47417 01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR PARTS	\$76.57	
	79,664	47417 01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR PARTS	\$9.95	
	79,664	47417 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR PARTS	\$0.00	\$86.52
	79,665	47417 01-5000-6050-41530	EQUIP REPAIRS & MAINT	COMPRESSOR PARTS	\$6.21	
	79,665	47417 01-0000-0200-00325	HST RECEIVABLE100%	COMPRESSOR PARTS	\$0.81	
	79,665	47417 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMPRESSOR PARTS	\$0.00	\$7.02
RELIANCE HOME COMFORT						
	79,752	47418 01-3200-4100-40340	WATER AND SEWAGE	FIRE DEP WATER HEATER RENTAL	\$49.98	

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	79,752	47418 01-0000-0200-00325	HST RECEIVABLE100%	FIRE DEP WATER HEATER RENTAL	\$6.50	
	79,752	47418 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEP WATER HEATER RENTAL	\$0.00	\$56.48
RILEY MANUFACTURING						
	79,730	47419 01-5000-6020-41700	BLDG REPAIRS & MAINT	PUCK BOARD	\$335.00	
	79,730	47419 01-0000-0200-00325	HST RECEIVABLE100%	PUCK BOARD	\$43.55	
	79,730	47419 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUCK BOARD	\$0.00	\$378.55
ROGERS (WIRELESS)						
	79,642	47420 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ON CALL PHONE	\$39.79	
	79,642	47420 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ON CALL PHONE	\$4.39	
	79,642	47420 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ON CALL PHONE	\$0.00	\$44.18
	79,688	47420 01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$52.91	
	79,688	47420 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$5.85	
	79,688	47420 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$58.76
ROOKE, PAUL ***						
	79,649	47421 01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	JUN TOWN CENTRE GRASS CUTTING	\$60.00	
	79,649	47421 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUN TOWN CENTRE GRASS CUTTING	\$0.00	\$60.00
RUMBLE, DON						
	79,764	47422 01-6200-4100-41740	LAND MAINTENANCE & IMPROVEMENTS	MUSEUM RAIL FENCE REPAIR	\$35.00	
	79,764	47422 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM RAIL FENCE REPAIR	\$0.00	\$35.00
EMPLOYEE REIMBURSEMENT						
	79,682	47423 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$95.80	
	79,682	47423 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$10.58	
	79,682	47423 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$106.38
SCOR FOOD HUB						
	79,660	47424 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$436.80	
	79,660	47424 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$436.80
SHAW DIRECT						
	79,743	47425 01-3000-4000-40300	UTILITIES	SATELLITE	\$110.92	
	79,743	47425 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE	\$12.25	
	79,743	47425 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE	\$0.00	\$123.17
SIGNS ONTARIO LTD						
	79,700	47426 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-9	\$1,000.00	
	79,700	47426 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-9	\$0.00	\$1,000.00
SIMPLISTIC LINES INC.						
	79,669	47427 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	PAINT	\$1,738.50	
	79,669	47427 01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$226.01	
	79,669	47427 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$1,964.51
SOAK IT UP INC						
	79,693	47428 01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
	79,693	47428 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
	79,693	47428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21
	79,694	47428 01-2000-4015-41540	RENTAL	CARRS MAT RENTAL	\$11.00	
	79,694	47428 01-0000-0200-00325	HST RECEIVABLE100%	CARRS MAT RENTAL	\$1.43	

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	79,694	47428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS MAT RENTAL	\$0.00	\$12.43
	79,758	47428 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM CARPET CLEANING	\$18.00	
	79,758	47428 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CARPET CLEANING	\$2.34	
	79,758	47428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CARPET CLEANING	\$0.00	\$20.34
	79,762	47428 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM CARPET CLEANING	\$18.00	
	79,762	47428 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CARPET CLEANING	\$2.34	
	79,762	47428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CARPET CLEANING	\$0.00	\$20.34
	79,763	47428 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM CARPET CLEANING	\$18.00	
	79,763	47428 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM CARPET CLEANING	\$2.34	
	79,763	47428 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM CARPET CLEANING	\$0.00	\$20.34
SPECTRUM COMMUNICATIONS LTD.						
	79,711	47429 01-3000-4000-41520	COMMUNICATION	FIRE DEP RADIO REPAIR	\$80.14	
	79,711	47429 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEP RADIO REPAIR	\$8.85	
	79,711	47429 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEP RADIO REPAIR	\$0.00	\$88.99
	79,713	47429 01-3000-4000-41520	COMMUNICATION	COMMUNICATION	\$50.88	
	79,713	47429 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMMUNICATION	\$5.62	
	79,713	47429 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMMUNICATION	\$0.00	\$56.50
STAPLES ADVANTAGE						
	79,765	47430 01-1000-4000-40200	OFFICE SUPPLIES	STATIONARIES	\$320.73	
	79,765	47430 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STATIONARIES	\$35.42	
	79,765	47430 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$356.15
ST.MARYS CEMENT INC.						
	79,640	47431 01-0000-0250-61129	UG15-981-1 KENDALL-GAS SERV	CONCRETE	\$233.64	
	79,640	47431 01-0000-0250-61207	C16-1059-165 WHITING-BRKN WTRMN	CONCRETE	\$103.38	
	79,640	47431 01-0000-0250-60735	ET14-587-111 HEMLOCK-VAULT	CONCRETE	\$127.81	
	79,640	47431 01-0000-0250-61008	UG15-860-3 ROYLAND-GAS MAIN	CONCRETE	\$127.81	
	79,640	47431 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$87.12	
	79,640	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$25.81	
	79,640	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$11.42	
	79,640	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.12	
	79,640	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.12	
	79,640	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$9.61	
	79,640	47431 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$754.84
	79,641	47431 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$781.72	
	79,641	47431 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$86.35	
	79,641	47431 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$868.07
STONETOWN SUPPLY SERVICES(ING)						
	79,632	47432 01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$96.84	
	79,632	47432 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$10.70	
	79,632	47432 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$107.54
	79,668	47432 01-5000-6050-40210	JANITORIAL SUPPLIES	BOWL CLEANER	\$39.05	
	79,668	47432 01-0000-0200-00325	HST RECEIVABLE100%	BOWL CLEANER	\$5.08	
	79,668	47432 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOWL CLEANER	\$0.00	\$44.13

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,751	47432 01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$85.17	
	79,751	47432 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$9.41	
	79,751	47432 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$94.58
SUN LIFE OF CANADA						
	79,703	47433 01-0000-2100-00716	HEALTH CARE PAYABLE	JULY PREMIUM	\$41,685.90	
	79,703	47433 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$41,685.90
THAMESFORD PIZZA						
	79,650	47434 01-5000-4000-42900	MISCELLANEOUS EXPENSE	BIKE TO SCHOOL WEEK WINNER	\$38.60	
	79,650	47434 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIKE TO SCHOOL WEEK WINNER	\$3.82	
	79,650	47434 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE TO SCHOOL WEEK WINNER	\$0.00	\$42.42
	79,651	47434 01-5000-4000-42900	MISCELLANEOUS EXPENSE	BIKE TO SCHOOL WEEK WINNER	\$67.00	
	79,651	47434 01-0000-0200-00325	HST RECEIVABLE100%	BIKE TO SCHOOL WEEK WINNER	\$8.19	
	79,651	47434 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE TO SCHOOL WEEK WINNER	\$0.00	\$75.19
	79,652	47434 01-5000-4000-42900	MISCELLANEOUS EXPENSE	BIKE TO SCHOOL PIZZA PARTY	\$31.00	
	79,652	47434 01-0000-0200-00325	HST RECEIVABLE100%	BIKE TO SCHOOL PIZZA PARTY	\$3.51	
	79,652	47434 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE TO SCHOOL PIZZA PARTY	\$0.00	\$34.51
TOROMONT INDUSTRIES LTD						
	79,645	47435 01-4500-4230-46392	939200 2012 BACKHOE LOADER	TRUCK #12 REPAIR	\$399.34	
	79,645	47435 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #12 REPAIR	\$44.11	
	79,645	47435 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #12 REPAIR	\$0.00	\$443.45
TREMBLETT'S YOUR INDEPENDENT G						
	79,789	47436 01-5100-6060-40420	PROGRAM SUPPLIES	AQUATIC BIRTHDAY PARTY SUPPLIE	\$44.94	
	79,789	47436 01-0000-0200-00325	HST RECEIVABLE100%	AQUATIC BIRTHDAY PARTY SUPPLIE	\$5.84	
	79,789	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUATIC BIRTHDAY PARTY SUPPLIE	\$0.00	\$50.78
	79,790	47436 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$17.29	
	79,790	47436 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$65.18	
	79,790	47436 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.02	
	79,790	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$82.49
	79,791	47436 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$21.23	
	79,791	47436 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$29.27	
	79,791	47436 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	79,791	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$50.51
	79,792	47436 01-5200-6090-40500	SPECIAL EVENTS	UNITED WAY DAY OF CARING	\$24.11	
	79,792	47436 01-0000-0200-00325	HST RECEIVABLE100%	UNITED WAY DAY OF CARING	\$0.01	
	79,792	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNITED WAY DAY OF CARING	\$0.00	\$24.12
	79,793	47436 01-5200-6090-40500	SPECIAL EVENTS	UNITED WAY DAY OF CARING	\$5.49	
	79,793	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNITED WAY DAY OF CARING	\$0.00	\$5.49
	79,794	47436 01-5200-6090-40500	SPECIAL EVENTS	UNITED WAY DAY OF CARING	\$17.22	
	79,794	47436 01-0000-0200-00325	HST RECEIVABLE100%	UNITED WAY DAY OF CARING	\$0.01	
	79,794	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UNITED WAY DAY OF CARING	\$0.00	\$17.23
	79,795	47436 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$34.59	
	79,795	47436 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$40.88	
	79,795	47436 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.97	

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	79,795	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$76.44
	79,796	47436 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$12.87	
	79,796	47436 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$25.67	
	79,796	47436 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.47	
	79,796	47436 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$39.01
EMPLOYEE REIMBURSEMENT						
	79,697	47437 01-5000-4000-40620	MILEAGE	MILEAGE-ARENA	\$59.73	
	79,697	47437 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-ARENA	\$7.77	
	79,697	47437 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ARENA	\$0.00	\$67.50
PETTY CASH - VPCC						
	79,696	47438 01-5100-6090-40420	PROGRAM SUPPLIES	PETTY CASH-VPCC	\$78.84	
	79,696	47438 01-5000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-VPCC	\$11.02	
	79,696	47438 01-5100-6090-40630	STAFF TRAINING	PETTY CASH-VPCC	\$10.62	
	79,696	47438 01-5000-6100-40420	PROGRAM SUPPLIES	PETTY CASH-VPCC	\$30.00	
	79,696	47438 01-5000-4000-40750	CASH SHORT & OVER	PETTY CASH-VPCC	\$4.85	
	79,696	47438 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-VPCC	\$9.31	
	79,696	47438 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-VPCC	\$1.43	
	79,696	47438 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-VPCC	\$1.38	
	79,696	47438 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-VPCC	\$0.00	\$147.45
EMPLOYEE REIMBURSEMENT						
	79,753	47439 01-1000-4000-40620	MILEAGE	REIMBURSE-CLERK	\$192.08	
	79,753	47439 01-1000-4000-41020	PROMOTION & MEALS	REIMBURSE-CLERK	\$30.27	
	79,753	47439 01-1000-4000-40610	MEETINGS AND CONFERENCES	REIMBURSE-CLERK	\$481.67	
	79,753	47439 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-CLERK	\$21.22	
	79,753	47439 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-CLERK	\$2.68	
	79,753	47439 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-CLERK	\$53.20	
	79,753	47439 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-CLERK	\$0.00	\$781.12
XEROX CANADA LTD.						
	79,698	47440 01-3000-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$241.17	
	79,698	47440 01-4000-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$69.94	
	79,698	47440 01-3400-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$91.64	
	79,698	47440 01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$79.59	
	79,698	47440 01-6200-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
	79,698	47440 01-5000-6020-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
	79,698	47440 01-5200-6170-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
	79,698	47440 01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$66.00	
	79,698	47440 01-4500-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$67.16	
	79,698	47440 01-5200-6090-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$450.00	
	79,698	47440 01-5100-4000-40250	PHOTOCOPIER	PHOTOCOPIER LEASE	\$411.00	
	79,698	47440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$26.64	
	79,698	47440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$7.72	
	79,698	47440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$10.13	
	79,698	47440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$8.79	

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	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$8.58	
	79,698	47440 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PHOTOCOPIER LEASE	\$7.42	
	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$58.50	
	79,698	47440 01-0000-0200-00325	HST RECEIVABLE100%	PHOTOCOPIER LEASE	\$53.43	
	79,698	47440 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PHOTOCOPIER LEASE	\$0.00	\$1,881.45
TOWN RESIDENT						
	79,756	47441 01-0000-0090-99910	TAXES - CLEARING	REFUND PMT AFTER TAX SALE REG	\$1,500.00	
	79,756	47441 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND PMT AFTER TAX SALE REG	\$0.00	\$1,500.00
NEOPOST - DPOC						
	79,797	47442 01-1000-4000-40230	POSTAGE	POSTAGE METER REFILL	\$4,502.66	
	79,797	47442 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE METER REFILL	\$497.34	
	79,797	47442 01-0000-0100-00100	BANK	POSTAGE METER REFILL	\$0.00	\$5,000.00
VIGNEAULT, LOUYSE						
	79,884	47443 01-5100-6070-40630	STAFF TRAINING	YOGA MAT I CERT TRAINING	\$500.00	
	79,884	47443 01-0000-0200-00325	HST RECEIVABLE100%	YOGA MAT I CERT TRAINING	\$65.00	
	79,884	47443 01-0000-0100-00100	BANK	YOGA MAT I CERT TRAINING	\$0.00	\$565.00
ACAPULCO ***						
	79,871	47444 01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$1,310.47	
	79,871	47444 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$170.36	
	79,871	47444 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$1,480.83
AFFORDABLE PORTABLES						
	79,977	47445 01-5000-6030-41540	RENTAL	JUNE PORTA POTTY RENTAL	\$140.00	
	79,977	47445 01-0000-0200-00325	HST RECEIVABLE100%	JUNE PORTA POTTY RENTAL	\$18.20	
	79,977	47445 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE PORTA POTTY RENTAL	\$0.00	\$158.20
AIR LIQUIDE						
	79,941	47446 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	NITROGEN	\$53.48	
	79,941	47446 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NITROGEN	\$5.91	
	79,941	47446 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NITROGEN	\$0.00	\$59.39
AKIRA STUDIO LTD						
	79,841	47447 01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	BUILDERS GROUP WEBSITE MAINT	\$610.56	
	79,841	47447 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUILDERS GROUP WEBSITE MAINT	\$67.44	
	79,841	47447 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDERS GROUP WEBSITE MAINT	\$0.00	\$678.00
	79,893	47447 01-5200-6090-41000	ADVERTISING	FUSION WEBSITE SUPPORT	\$95.00	
	79,893	47447 01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEBSITE SUPPORT	\$12.35	
	79,893	47447 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEBSITE SUPPORT	\$0.00	\$107.35
	79,944	47447 01-1002-4000-41550	MAINTENANCE CONTRACTS	QUARTERLY WEBSITE MAINT	\$305.28	
	79,944	47447 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUARTERLY WEBSITE MAINT	\$33.72	
	79,944	47447 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUARTERLY WEBSITE MAINT	\$0.00	\$339.00
AL'S TIRE INGERSOLL						
	79,972	47448 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR TIRE	\$529.38	



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	79,972	47448 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR TIRE	\$68.82	
	79,972	47448 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR TIRE	\$0.00	\$598.20
BACKYARD BY DESIGN						
	79,979	47449 01-5000-6050-41720	HORTICULTURAL SUPPLIES	POTTING SOIL	\$55.18	
	79,979	47449 01-0000-0200-00325	HST RECEIVABLE100%	POTTING SOIL	\$7.17	
	79,979	47449 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POTTING SOIL	\$0.00	\$62.35
WEDDING LICENSE REIMBURSE						
	79,843	47450 40-8000-6900-40810	STUDIES & SURVEYS	WEDDING LICENSE REIMBURSE	\$100.00	
	79,843	47450 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEDDING LICENSE REIMBURSE	\$0.00	\$100.00
PETTY CASH - FIRE DEP						
	79,849	47451 01-3000-4000-41020	PROMOTION & MEALS	PETTY CASH-FIRE DEP	\$48.22	
	79,849	47451 01-3000-4000-40290	UNIFORMS & CLOTHING	PETTY CASH-FIRE DEP	\$20.00	
	79,849	47451 01-3000-4000-40630	STAFF TRAINING	PETTY CASH-FIRE DEP	\$1.53	
	79,849	47451 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEP	\$5.33	
	79,849	47451 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-FIRE DEP	\$0.17	
	79,849	47451 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-FIRE DEP	\$0.00	\$75.25
BENEDICT RAITHBY						
	79,931	47452 10-0000-3259-80000	MATERIALS-BRIDGE HENDERSON @ CATHERINE	CATHERINE ST REPLACE MARKBARS	\$2,228.55	
	79,931	47452 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATHERINE ST REPLACE MARKBARS	\$246.15	
	79,931	47452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATHERINE ST REPLACE MARKBARS	\$0.00	\$2,474.70
	79,932	47452 10-0000-3266-80000	MATERIALS-CLARK RD W RECONSTRUCTION	CLARK RD W REPLACE MARKBARS	\$641.09	
	79,932	47452 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLARK RD W REPLACE MARKBARS	\$70.81	
	79,932	47452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLARK RD W REPLACE MARKBARS	\$0.00	\$711.90
	79,933	47452 10-0000-3270-80000	MATERIALS-PARK AVENUE-PARK AVENUE STORM SEW	MUTUAL ST REPLACE MARKBAR	\$641.09	
	79,933	47452 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUTUAL ST REPLACE MARKBAR	\$70.81	
	79,933	47452 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUTUAL ST REPLACE MARKBAR	\$0.00	\$711.90
BRAGG, JEFF						
	79,921	47453 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN OFFICE+LIBRARY CLEANING	\$86.50	
	79,921	47453 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN OFFICE+LIBRARY CLEANING	\$9.55	
	79,921	47453 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN OFFICE+LIBRARY CLEANING	\$0.00	\$96.05
CAMI AUTOMOTIVE						
	79,839	47454 01-5000-6040-41540	RENTALS	2016 RENTAL SUZUKI HOUSE	\$12,919.05	
	79,839	47454 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2016 RENTAL SUZUKI HOUSE	\$0.00	\$12,919.05
CAMPBELL'S						
	79,925	47455 01-3400-4000-40200	OFFICE SUPPLIES	BUILDING SUPPLIES	\$70.64	
	79,925	47455 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUILDING SUPPLIES	\$7.80	
	79,925	47455 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDING SUPPLIES	\$0.00	\$78.44
CANADIAN TIRE ASSOCIATE STORE						
	79,822	47456 01-5200-6090-40550	FUND RAISING	RUN INGERSOLL DUCK TAPE	\$11.97	
	79,822	47456 01-0000-0200-00325	HST RECEIVABLE100%	RUN INGERSOLL DUCK TAPE	\$1.56	
	79,822	47456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RUN INGERSOLL DUCK TAPE	\$0.00	\$13.53
	79,823	47456 01-5100-4100-41700	BLDG REPAIRS AND MAINT	BATTERIES	\$12.79	
	79,823	47456 01-0000-0200-00325	HST RECEIVABLE100%	BATTERIES	\$1.66	

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79,823	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$14.45
79,824	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT	\$79.98	
79,824	47456	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$10.40	
79,824	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$90.38
79,825	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	DRILL BITS	\$6.49	
79,825	47456	01-0000-0200-00325	HST RECEIVABLE100%	DRILL BITS	\$0.84	
79,825	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL BITS	\$0.00	\$7.33
79,826	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT	\$79.98	
79,826	47456	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$10.40	
79,826	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$90.38
79,827	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	TOILET PARTS	\$16.99	
79,827	47456	01-0000-0200-00325	HST RECEIVABLE100%	TOILET PARTS	\$2.21	
79,827	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOILET PARTS	\$0.00	\$19.20
79,828	47456	01-5100-4100-41700	BLDG REPAIRS AND MAINT	HOSE CONNECTIONS	\$18.48	
79,828	47456	01-0000-0200-00325	HST RECEIVABLE100%	HOSE CONNECTIONS	\$2.40	
79,828	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE CONNECTIONS	\$0.00	\$20.88
79,829	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	PAINT	\$59.98	
79,829	47456	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$7.80	
79,829	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$67.78
79,830	47456	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINT	\$5.79	
79,830	47456	01-0000-0200-00325	HST RECEIVABLE100%	PAINT	\$0.75	
79,830	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$6.54
79,831	47456	01-5100-4100-41700	BLDG REPAIRS AND MAINT	CLOCK	\$6.99	
79,831	47456	01-0000-0200-00325	HST RECEIVABLE100%	CLOCK	\$0.91	
79,831	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOCK	\$0.00	\$7.90
79,832	47456	01-5000-6050-41720	HORTICULTURAL SUPPLIES	LOPPERS	\$63.98	
79,832	47456	01-0000-0200-00325	HST RECEIVABLE100%	LOPPERS	\$8.32	
79,832	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOPPERS	\$0.00	\$72.30
79,833	47456	01-5000-6020-41700	BLDG REPAIRS & MAINT	DRILL BITS	\$5.79	
79,833	47456	01-0000-0200-00325	HST RECEIVABLE100%	DRILL BITS	\$0.75	
79,833	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL BITS	\$0.00	\$6.54
79,834	47456	01-5000-6050-41700	BLDG REPAIRS AND MAINT	KNIFE SET	\$22.99	
79,834	47456	01-0000-0200-00325	HST RECEIVABLE100%	KNIFE SET	\$2.99	
79,834	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KNIFE SET	\$0.00	\$25.98
79,835	47456	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CLEANERS,LIGHTER	\$32.97	
79,835	47456	01-0000-0200-00325	HST RECEIVABLE100%	CLEANERS,LIGHTER	\$4.29	
79,835	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANERS,LIGHTER	\$0.00	\$37.26
79,836	47456	01-5200-4100-40270	NEW EQUIPMENT	FUSION NEW EQUIPMENT	\$166.97	
79,836	47456	01-0000-0200-00325	HST RECEIVABLE100%	FUSION NEW EQUIPMENT	\$21.71	
79,836	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NEW EQUIPMENT	\$0.00	\$188.68
79,837	47456	01-5100-4100-41700	BLDG REPAIRS AND MAINT	ANT KILLER	\$18.48	
79,837	47456	01-0000-0200-00325	HST RECEIVABLE100%	ANT KILLER	\$2.40	
79,837	47456	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANT KILLER	\$0.00	\$20.88

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,838	47456 01-0900-4000-41030	STAFF CHRISTMAS PARTY	STAFF APPRECIATION BBQ	\$24.39	
	79,838	47456 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF APPRECIATION BBQ	\$2.70	
	79,838	47456 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF APPRECIATION BBQ	\$0.00	\$27.09
CANSEL - TORONTO*****						
	79,930	47457 01-4000-4000-40220	TELEPHONE	CANSEL SERVICE	\$264.58	
	79,930	47457 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CANSEL SERVICE	\$29.22	
	79,930	47457 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANSEL SERVICE	\$0.00	\$293.80
CEASER WORK COUNSEL						
	79,855	47458 01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$4,038.52	
	79,855	47458 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$446.08	
	79,855	47458 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$4,484.60
CHUBB SECURITY SYSTEMS						
	79,924	47459 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL ALARM SRV AUG-OCT	\$117.41	
	79,924	47459 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL ALARM SRV AUG-OCT	\$12.97	
	79,924	47459 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL ALARM SRV AUG-OCT	\$0.00	\$130.38
COMMISSIONAIRES						
	79,845	47460 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 6/05-6/18	\$751.80	
	79,845	47460 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 6/05-6/18	\$83.04	
	79,845	47460 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 6/05-6/18	\$0.00	\$834.84
EMPLOYEE REIMBURSEMENT						
	78,357	47461 01-5200-6090-40420	PROGRAM SUPPLIES	ART ROOM SUPPLIES	\$94.43	
	78,357	47461 01-0000-0200-00325	HST RECEIVABLE100%	ART ROOM SUPPLIES	\$12.28	
	78,357	47461 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ART ROOM SUPPLIES	\$0.00	\$106.71
	78,707	47461 01-5200-6090-40420	PROGRAM SUPPLIES	SUPPLIES FOR ART ROOM	\$56.92	
	78,707	47461 01-0000-0200-00325	HST RECEIVABLE100%	SUPPLIES FOR ART ROOM	\$7.40	
	78,707	47461 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES FOR ART ROOM	\$0.00	\$64.32
TOWN RESIDENT						
	79,964	47462 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-109	\$1,000.00	
	79,964	47462 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-109	\$0.00	\$1,000.00
ERIE THAMES POWERLINES CORP						
	79,926	47463 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	SALE OF 3PH POLES-UNDERWOOD RD	\$3.05	
	79,926	47463 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SALE OF 3PH POLES-UNDERWOOD RD	\$0.34	
	79,926	47463 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SALE OF 3PH POLES-UNDERWOOD RD	\$0.00	\$3.39
ERTH HOLDINGS INC.						
	79,927	47464 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	JUNE ST LIT MAINT	\$641.60	
	79,927	47464 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE ST LIT MAINT	\$70.87	
	79,927	47464 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE ST LIT MAINT	\$0.00	\$712.47
FASTENAL CANADA ***						
	79,915	47465 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	WOOD SCREWS	\$39.99	
	79,915	47465 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD SCREWS	\$4.42	
	79,915	47465 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD SCREWS	\$0.00	\$44.41
G & L PRINTING SERVICES						
	79,860	47466 01-5200-6090-40550	FUND RAISING	INGERSOLL RUN PARTICIPATE DOC	\$668.22	

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	79,860	47466 01-0000-0200-00325	HST RECEIVABLE100%	INGERSOLL RUN PARTICIPATE DOC	\$86.87	
	79,860	47466 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INGERSOLL RUN PARTICIPATE DOC	\$0.00	\$755.09
	79,861	47466 01-5000-4000-42900	MISCELLANEOUS EXPENSE	BIKE MONTH HELMET REFLECTORS	\$880.45	
	79,861	47466 01-0000-0200-00325	HST RECEIVABLE100%	BIKE MONTH HELMET REFLECTORS	\$114.46	
	79,861	47466 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE MONTH HELMET REFLECTORS	\$0.00	\$994.91
TOWN RESIDENT						
	79,873	47467 10-0000-3264-80000	MATERIALS - BRICKWOOD/MAPLE LN RECONSTRUCTI	PAVING COST REIMBURSE	\$655.33	
	79,873	47467 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAVING COST REIMBURSE	\$72.39	
	79,873	47467 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAVING COST REIMBURSE	\$0.00	\$727.72
GATTO HOMES						
	79,850	47468 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-29	\$1,000.00	
	79,850	47468 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-29	\$0.00	\$1,000.00
	79,961	47468 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-164	\$1,000.00	
	79,961	47468 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-164	\$0.00	\$1,000.00
	79,962	47468 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-127	\$1,000.00	
	79,962	47468 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-127	\$0.00	\$1,000.00
GRA - HAM ENERGY						
	79,846	47469 01-3000-4000-41470	VEHICLE FUEL	VEHICLE FUEL	\$39.26	
	79,846	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VEHICLE FUEL	\$4.34	
	79,846	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VEHICLE FUEL	\$0.00	\$43.60
	79,869	47469 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$392.30	
	79,869	47469 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$51.00	
	79,869	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$443.30
	79,900	47469 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$555.92	
	79,900	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$61.41	
	79,900	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$617.33
	79,901	47469 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	CLEAR DIESEL	\$334.34	
	79,901	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$36.93	
	79,901	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$371.27
	79,902	47469 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	COLORLED DIESEL	\$479.59	
	79,902	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$52.98	
	79,902	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$532.57
	79,903	47469 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$197.52	
	79,903	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$21.81	
	79,903	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$219.33
	79,904	47469 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$562.62	
	79,904	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$62.15	
	79,904	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$624.77
	79,905	47469 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$849.53	
	79,905	47469 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$93.84	
	79,905	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$943.37
	79,981	47469 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$399.95	
	79,981	47469 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$51.99	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,981	47469 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$451.94
GROOVE IDENTIFICATION SOLUTION						
	79,878	47470 01-3000-4000-42900	MISCELLANEOUS EXPENSE	CARD IDENTIFICATION INK	\$122.06	
	79,878	47470 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CARD IDENTIFICATION INK	\$13.48	
	79,878	47470 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARD IDENTIFICATION INK	\$0.00	\$135.54
GUNNELL, TAYLOR						
	79,842	47471 40-8000-6900-40810	STUDIES & SURVEYS	WEDDING LICENSE REIMBURSE	\$100.00	
	79,842	47471 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEDDING LICENSE REIMBURSE	\$0.00	\$100.00
EMPLOYEE REIMBURSEMENT						
	79,936	47472 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$270.86	
	79,936	47472 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$29.92	
	79,936	47472 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$300.78
HANSFORD, BRUCE						
	79,866	47473 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	TREE REMOVAL	\$500.00	
	79,866	47473 01-0000-0200-00325	HST RECEIVABLE100%	TREE REMOVAL	\$65.00	
	79,866	47473 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL	\$0.00	\$565.00
TOWN RESIDENT						
	79,885	47474 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-107	\$1,000.00	
	79,885	47474 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-107	\$0.00	\$1,000.00
HILLSIDE KENNELS						
	79,881	47475 01-3600-4000-41560	CONTRACTS	JUNE ANIMAL CONTROL	\$712.32	
	79,881	47475 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE ANIMAL CONTROL	\$78.68	
	79,881	47475 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE ANIMAL CONTROL	\$0.00	\$791.00
HOT,COLD & FREEZING						
	79,917	47476 01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY ADD A DAMPER	\$294.70	
	79,917	47476 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY ADD A DAMPER	\$38.31	
	79,917	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY ADD A DAMPER	\$0.00	\$333.01
	79,918	47476 01-2000-4025-41700	BLDG REPAIRS & MAINT	TOWN HALL DISCONNECT VALVES	\$122.11	
	79,918	47476 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL DISCONNECT VALVES	\$13.49	
	79,918	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL DISCONNECT VALVES	\$0.00	\$135.60
	79,919	47476 01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY AC REPAIR	\$298.54	
	79,919	47476 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY AC REPAIR	\$38.81	
	79,919	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY AC REPAIR	\$0.00	\$337.35
	79,920	47476 01-2000-4015-41700	BLDG REPARIS & MAINTENANCE	CARRS WLKWY A/C REPAIR	\$130.00	
	79,920	47476 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY A/C REPAIR	\$16.90	
	79,920	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY A/C REPAIR	\$0.00	\$146.90
	79,939	47476 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW A/C REPAIR	\$190.41	
	79,939	47476 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW A/C REPAIR	\$21.04	
	79,939	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW A/C REPAIR	\$0.00	\$211.45
	79,983	47476 01-5100-4100-41530	EQUIP REPAIRS & MAINT	REPLACE COMPRESSOR	\$457.52	
	79,983	47476 01-0000-0200-00325	HST RECEIVABLE100%	REPLACE COMPRESSOR	\$59.48	
	79,983	47476 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE COMPRESSOR	\$0.00	\$517.00
HR DOWNLOADS INC						

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,971	47477 01-0900-4000-40880	CONSULTING FEES	HRDOWNLOAD MEMBERSHIP	\$4,755.96	
	79,971	47477 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HRDOWNLOAD MEMBERSHIP	\$525.32	
	79,971	47477 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HRDOWNLOAD MEMBERSHIP	\$0.00	\$5,281.28
HURON TRACTOR LTD						
	79,973	47478 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR PARTS	\$14.36	
	79,973	47478 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR PARTS	\$1.87	
	79,973	47478 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR PARTS	\$0.00	\$16.23
	79,980	47478 01-5000-6050-41530	EQUIP REPAIRS & MAINT	SPINDLE FOR RIDER	\$288.08	
	79,980	47478 01-0000-0200-00325	HST RECEIVABLE100%	SPINDLE FOR RIDER	\$37.45	
	79,980	47478 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPINDLE FOR RIDER	\$0.00	\$325.53
INGERSOLL HOME CENTRE LTD						
	79,798	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	GRINDING WHEELS	\$14.92	
	79,798	47479 01-0000-0200-00325	HST RECEIVABLE100%	GRINDING WHEELS	\$1.94	
	79,798	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRINDING WHEELS	\$0.00	\$16.86
	79,799	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CLEANING CLOTH,SNAP RINGS	\$30.71	
	79,799	47479 01-0000-0200-00325	HST RECEIVABLE100%	CLEANING CLOTH,SNAP RINGS	\$3.99	
	79,799	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANING CLOTH,SNAP RINGS	\$0.00	\$34.70
	79,800	47479 01-5000-6020-41700	BLDG REPAIRS & MAINT	PLYWOOD	\$103.46	
	79,800	47479 01-0000-0200-00325	HST RECEIVABLE100%	PLYWOOD	\$13.45	
	79,800	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLYWOOD	\$0.00	\$116.91
	79,801	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER,CEMENT	\$44.26	
	79,801	47479 01-0000-0200-00325	HST RECEIVABLE100%	LUMBER,CEMENT	\$5.75	
	79,801	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER,CEMENT	\$0.00	\$50.01
	79,802	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CEMENT	\$69.00	
	79,802	47479 01-0000-0200-00325	HST RECEIVABLE100%	CEMENT	\$8.97	
	79,802	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEMENT	\$0.00	\$77.97
	79,803	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER,DRILL BITS	\$30.64	
	79,803	47479 01-0000-0200-00325	HST RECEIVABLE100%	LUMBER,DRILL BITS	\$3.98	
	79,803	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER,DRILL BITS	\$0.00	\$34.62
	79,804	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	CEMENT	\$6.90	
	79,804	47479 01-0000-0200-00325	HST RECEIVABLE100%	CEMENT	\$0.90	
	79,804	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEMENT	\$0.00	\$7.80
	79,805	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER	\$97.11	
	79,805	47479 01-0000-0200-00325	HST RECEIVABLE100%	LUMBER	\$12.62	
	79,805	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER	\$0.00	\$109.73
	79,806	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER	\$97.11	
	79,806	47479 01-0000-0200-00325	HST RECEIVABLE100%	LUMBER	\$12.62	
	79,806	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER	\$0.00	\$109.73
	79,807	47479 01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER,ANCHORS	\$12.04	
	79,807	47479 01-0000-0200-00325	HST RECEIVABLE100%	LUMBER,ANCHORS	\$1.57	
	79,807	47479 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER,ANCHORS	\$0.00	\$13.61
	79,808	47479 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	CEMENT	\$13.80	
	79,808	47479 01-0000-0200-00325	HST RECEIVABLE100%	CEMENT	\$1.79	

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
79,808	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEMENT	\$0.00	\$15.59
79,809	47479	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BROOMS	\$69.98	
79,809	47479	01-0000-0200-00325	HST RECEIVABLE100%	BROOMS	\$9.10	
79,809	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BROOMS	\$0.00	\$79.08
79,810	47479	01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	WOOD	\$9.84	
79,810	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$1.09	
79,810	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$10.93
79,811	47479	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	PAINT MIXER	\$18.31	
79,811	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT MIXER	\$2.02	
79,811	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT MIXER	\$0.00	\$20.33
79,812	47479	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	ROLLER REFILS	\$10.15	
79,812	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROLLER REFILS	\$1.12	
79,812	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLLER REFILS	\$0.00	\$11.27
79,813	47479	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	WOOD	\$87.31	
79,813	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$9.64	
79,813	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$96.95
79,814	47479	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	RUST PAINT VARSOL	\$208.99	
79,814	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RUST PAINT VARSOL	\$23.09	
79,814	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RUST PAINT VARSOL	\$0.00	\$232.08
79,815	47479	10-0000-3161-80000	FIRE SAFETY VILLAGE-MATERIALS	CONCRETE MIX	\$77.91	
79,815	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE MIX	\$8.60	
79,815	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE MIX	\$0.00	\$86.51
79,816	47479	10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	PAINT	\$128.19	
79,816	47479	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	\$14.16	
79,816	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$142.35
79,817	47479	01-5200-6090-41705	SKATE PARK REPAIRS AND MAINT	GRAFFITI REMOVER	\$28.48	
79,817	47479	01-0000-0200-00325	HST RECEIVABLE100%	GRAFFITI REMOVER	\$3.70	
79,817	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRAFFITI REMOVER	\$0.00	\$32.18
79,818	47479	01-5200-4100-41700	BLDG REPAIRS AND MAINT	SPRAY FOAM	\$5.29	
79,818	47479	01-0000-0200-00325	HST RECEIVABLE100%	SPRAY FOAM	\$0.69	
79,818	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAY FOAM	\$0.00	\$5.98
79,819	47479	01-5200-4100-41700	BLDG REPAIRS AND MAINT	SPEAKER WIRE	\$29.99	
79,819	47479	01-0000-0200-00325	HST RECEIVABLE100%	SPEAKER WIRE	\$3.90	
79,819	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPEAKER WIRE	\$0.00	\$33.89
79,820	47479	01-5200-4100-41700	BLDG REPAIRS AND MAINT	PAINT SUPPLIES	\$15.94	
79,820	47479	01-0000-0200-00325	HST RECEIVABLE100%	PAINT SUPPLIES	\$2.07	
79,820	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT SUPPLIES	\$0.00	\$18.01
79,821	47479	01-5200-4100-41700	BLDG REPAIRS AND MAINT	STAIN	\$17.99	
79,821	47479	01-0000-0200-00325	HST RECEIVABLE100%	STAIN	\$2.34	
79,821	47479	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAIN	\$0.00	\$20.33
INGERSOLL RENT-ALL ***						
79,896	47480	01-4500-4000-40270	NEW EQUIPMENT	WEED EATER	\$596.78	
79,896	47480	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEED EATER	\$65.92	

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79,896	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEED EATER	\$0.00	\$662.70
79,909	47480	01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	WEED EATER HEAD	\$48.01	
79,909	47480	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEED EATER HEAD	\$5.30	
79,909	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEED EATER HEAD	\$0.00	\$53.31
79,910	47480	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SMALL TOOLS	\$41.20	
79,910	47480	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SMALL TOOLS	\$4.55	
79,910	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SMALL TOOLS	\$0.00	\$45.75
79,911	47480	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SEMI-FLEX DISC	\$33.48	
79,911	47480	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEMI-FLEX DISC	\$3.70	
79,911	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEMI-FLEX DISC	\$0.00	\$37.18
79,912	47480	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	CHAIN SAW HELMET	\$88.48	
79,912	47480	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAIN SAW HELMET	\$9.77	
79,912	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAIN SAW HELMET	\$0.00	\$98.25
79,978	47480	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRIMMER LINE	\$91.29	
79,978	47480	01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER LINE	\$11.87	
79,978	47480	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMMER LINE	\$0.00	\$103.16
INGERSOLL VACUUM						
79,982	47481	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VACUUM REPAIR	\$36.50	
79,982	47481	01-0000-0200-00325	HST RECEIVABLE100%	VACUUM REPAIR	\$4.75	
79,982	47481	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VACUUM REPAIR	\$0.00	\$41.25
TOWN RESIDENT						
79,886	47482	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-71	\$1,000.00	
79,886	47482	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-71	\$0.00	\$1,000.00
KIWANIS OF INGERSOLL						
79,879	47483	01-0100-4000-41020	PROMOTION & MEALS	RURAL URBAN NITE SPONSOR	\$50.00	
79,879	47483	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RURAL URBAN NITE SPONSOR	\$0.00	\$50.00
TOWN RESIDENT						
79,963	47484	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2016-51	\$1,000.00	
79,963	47484	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2016-51	\$0.00	\$1,000.00
KOFFEE KORNER INGERSOLL						
79,854	47485	01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$31.50	
79,854	47485	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$31.50
EMPLOYEE REIMBURSEMENT						
79,889	47486	01-5200-6090-40620	MILEAGE	MILEAGE-FUSION	\$64.99	
79,889	47486	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$8.45	
79,889	47486	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$73.44
LEVACS						
79,882	47487	01-1000-4000-41160	HONOURS & AWARDS	RETIREMENT PLAQUIE+GIFT	\$96.16	
79,882	47487	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETIREMENT PLAQUIE+GIFT	\$10.63	
79,882	47487	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETIREMENT PLAQUIE+GIFT	\$0.00	\$106.79
LIFESAVING SOCIETY						
79,945	47488	01-5100-6060-41450	LEADERSHIP	SAFEGUARD	\$39.99	
79,945	47488	01-0000-0200-00325	HST RECEIVABLE100%	SAFEGUARD	\$3.36	



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	79,945	47488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFEGUARD	\$0.00	\$43.35
	79,946	47488 01-5100-6060-41450	LEADERSHIP	BRONZE AWARDS	\$93.45	
	79,946	47488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE AWARDS	\$0.00	\$93.45
	79,947	47488 01-5100-6060-41450	LEADERSHIP	NATIONAL LIFEGUARD - POOL	\$554.40	
	79,947	47488 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NATIONAL LIFEGUARD - POOL	\$0.00	\$554.40
LONDON CIVIC EMPLOY,LOCAL 107						
	79,989	47489 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	JULY PREMIUM	\$1,404.54	
	79,989	47489 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$1,404.54
LONG & McQUADE						
	79,891	47490 01-5200-6090-40500	SPECIAL EVENTS	END OF YEAR DANCE	\$58.72	
	79,891	47490 01-0000-0200-00325	HST RECEIVABLE100%	END OF YEAR DANCE	\$7.63	
	79,891	47490 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	END OF YEAR DANCE	\$0.00	\$66.35
MCKIM HARDWARE						
	79,948	47491 01-5000-6020-41700	BLDG REPAIRS & MAINT	DRILL BITS	\$11.89	
	79,948	47491 01-0000-0200-00325	HST RECEIVABLE100%	DRILL BITS	\$1.55	
	79,948	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRILL BITS	\$0.00	\$13.44
	79,949	47491 01-5000-6050-41700	BLDG REPAIRS AND MAINT	FAUCET FOR CENT. WASHROOM	\$15.03	
	79,949	47491 01-0000-0200-00325	HST RECEIVABLE100%	FAUCET FOR CENT. WASHROOM	\$1.95	
	79,949	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAUCET FOR CENT. WASHROOM	\$0.00	\$16.98
	79,950	47491 01-5000-6050-41720	HORTICULTURAL SUPPLIES	LANDSCAPE BARRIER	\$16.99	
	79,950	47491 01-0000-0200-00325	HST RECEIVABLE100%	LANDSCAPE BARRIER	\$2.21	
	79,950	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDSCAPE BARRIER	\$0.00	\$19.20
	79,951	47491 01-4000-4000-41650	SMALL TOOLS & SAFETY EQUIP	MEASURING TAPE	\$11.23	
	79,951	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEASURING TAPE	\$1.25	
	79,951	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEASURING TAPE	\$0.00	\$12.48
	79,952	47491 10-0000-3159-80000	MATERIALS-FIRE BURN BUILDING	PAINT ROLLERS	\$10.35	
	79,952	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT ROLLERS	\$1.14	
	79,952	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT ROLLERS	\$0.00	\$11.49
	79,953	47491 01-3000-4000-41700	BLDG REPAIRS & MAINTENANCE	SOFTNER SALT	\$24.39	
	79,953	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOFTNER SALT	\$2.70	
	79,953	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTNER SALT	\$0.00	\$27.09
	79,954	47491 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	PAGER BATTERIES	\$9.50	
	79,954	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAGER BATTERIES	\$1.05	
	79,954	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAGER BATTERIES	\$0.00	\$10.55
	79,955	47491 01-2000-4025-40270	NEW EQUIPMENT	KETTLE	\$17.29	
	79,955	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	KETTLE	\$1.91	
	79,955	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	KETTLE	\$0.00	\$19.20
	79,956	47491 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	WASHBAY HOSE	\$41.51	
	79,956	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WASHBAY HOSE	\$4.58	
	79,956	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASHBAY HOSE	\$0.00	\$46.09
	79,957	47491 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SCREWS	\$25.93	
	79,957	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SCREWS	\$2.86	
	79,957	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$28.79

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	79,958	47491 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PLUMBING SUPPLIES	\$42.61	
	79,958	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLUMBING SUPPLIES	\$4.70	
	79,958	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLUMBING SUPPLIES	\$0.00	\$47.31
	79,959	47491 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	HANGERS	\$20.83	
	79,959	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HANGERS	\$2.30	
	79,959	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HANGERS	\$0.00	\$23.13
	79,960	47491 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PAINT BRUSH	\$1.73	
	79,960	47491 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT BRUSH	\$0.19	
	79,960	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT BRUSH	\$0.00	\$1.92
	79,998	47491 01-5000-6050-41700	BLDG REPAIRS AND MAINT	FAUCET CONNECTOR	\$3.99	
	79,998	47491 01-0000-0200-00325	HST RECEIVABLE100%	FAUCET CONNECTOR	\$0.52	
	79,998	47491 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAUCET CONNECTOR	\$0.00	\$4.51
P. PILKEY MILLWRIGHTING SERVIC						
	79,840	47492 40-8000-6900-40810	STUDIES & SURVEYS	BIKE RACKS	\$2,587.40	
	79,840	47492 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIKE RACKS	\$285.79	
	79,840	47492 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIKE RACKS	\$0.00	\$2,873.19
MINISTRY OF FINANCE (OPP)***						
	79,937	47493 01-3200-4000-40450	OPP CONTRACTED SERVICES	JULY OPP SERVICES	\$211,869.00	
	79,937	47493 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY OPP SERVICES	\$0.00	\$211,869.00
MISTER SAFETY SHOES (FORMERLY						
	79,890	47494 01-5200-6090-40290	UNIFORMS AND CLOTHING	SAFETY SHOES-FUSION	\$79.95	
	79,890	47494 01-0000-0200-00325	HST RECEIVABLE100%	SAFETY SHOES-FUSION	\$10.39	
	79,890	47494 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAFETY SHOES-FUSION	\$0.00	\$90.34
NANCEKIVELL, CAROL						
	79,874	47495 01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE HALL UNIFORM REPAIR	\$40.00	
	79,874	47495 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL UNIFORM REPAIR	\$0.00	\$40.00
NEOPOST CANADA LTD ***						
	79,852	47496 01-1000-4000-40230	POSTAGE	POSTAGE RENTAL 8/01-10/31/2016	\$830.36	
	79,852	47496 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RENTAL 8/01-10/31/2016	\$91.72	
	79,852	47496 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE RENTAL 8/01-10/31/2016	\$0.00	\$922.08
OLDE TYME TAXI						
	79,853	47497 01-1001-4000-41560	CONTRACTS	JUNE PARA TAXI	\$3,160.36	
	79,853	47497 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE PARA TAXI	\$349.08	
	79,853	47497 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE PARA TAXI	\$0.00	\$3,509.44
ONTARIO ONE CALL LTD.						
	79,934	47498 01-4000-5020-41500	CONTRACTED SERVICES	JUNE LOCATES	\$176.86	
	79,934	47498 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE LOCATES	\$19.53	
	79,934	47498 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE LOCATES	\$0.00	\$196.39
OXFORD COUNTY ***						
	79,883	47499 01-0000-2020-00635	DUE TO COUNTY - DEVEL. CHGS.	2ND QTR COUNTY DEVEL FEES	\$277,538.00	
	79,883	47499 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2ND QTR COUNTY DEVEL FEES	\$0.00	\$277,538.00
	79,929	47499 01-4500-5000-40270	NEW EQUIPMENT	GREE CONES	\$400.00	
	79,929	47499 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GREE CONES	\$0.00	\$400.00

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OXFORD FEED SUPPLY LTD						
	79,990	47500 01-5000-6020-41700	BLDG REPAIRS & MAINT	SOFTNER SALT	\$43.44	
	79,990	47500 01-0000-0200-00325	HST RECEIVABLE100%	SOFTNER SALT	\$5.65	
	79,990	47500 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOFTNER SALT	\$0.00	\$49.09
PARKSMART INC.						
	79,844	47501 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	JUNE TRAFFIC ENFORCE	\$469.38	
	79,844	47501 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE TRAFFIC ENFORCE	\$51.84	
	79,844	47501 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE TRAFFIC ENFORCE	\$0.00	\$521.22
PHOENIX MEASUREMENT SOLUTIONS						
	79,928	47502 01-4000-4000-40205	SURVEY SUPPLIES	TRIMAX QUICK CLAMP TRIPOD	\$488.45	
	79,928	47502 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRIMAX QUICK CLAMP TRIPOD	\$53.95	
	79,928	47502 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMAX QUICK CLAMP TRIPOD	\$0.00	\$542.40
P M HYDRAULICS ***						
	79,916	47503 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	PLOW CYLINDER REPAIR	\$185.83	
	79,916	47503 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLOW CYLINDER REPAIR	\$20.53	
	79,916	47503 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLOW CYLINDER REPAIR	\$0.00	\$206.36
PRACTICA LTD						
	79,975	47504 01-5000-6050-40210	JANITORIAL SUPPLIES	PICKUP BAGS	\$218.43	
	79,975	47504 01-0000-0200-00325	HST RECEIVABLE100%	PICKUP BAGS	\$28.40	
	79,975	47504 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICKUP BAGS	\$0.00	\$246.83
PROGRESSIVE WASTE SOLUTIONS						
	79,877	47505 01-3000-4100-41550	MAINTENANCE CONTRACTS	FIRE HALL GARBAGE PICKUP	\$171.47	
	79,877	47505 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL GARBAGE PICKUP	\$18.94	
	79,877	47505 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL GARBAGE PICKUP	\$0.00	\$190.41
	79,985	47505 01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$226.80	
	79,985	47505 01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.18	
	79,985	47505 01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.18	
	79,985	47505 01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.16	
	79,985	47505 01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICE	\$258.18	
	79,985	47505 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$29.48	
	79,985	47505 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
	79,985	47505 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
	79,985	47505 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
	79,985	47505 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICE	\$33.56	
	79,985	47505 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICE	\$0.00	\$1,423.22
PUROLATOR COURIER LTD						
	79,862	47506 01-5100-4000-40240	COURIER CHARGES	AED UNIT EQUIPMENT REPAIR	\$111.33	
	79,862	47506 01-0000-0200-00325	HST RECEIVABLE100%	AED UNIT EQUIPMENT REPAIR	\$14.47	
	79,862	47506 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AED UNIT EQUIPMENT REPAIR	\$0.00	\$125.80
	79,935	47506 01-4000-4000-40240	COURIER CHARGES	SEND CULVERT VIDEO	\$23.64	
	79,935	47506 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEND CULVERT VIDEO	\$2.61	
	79,935	47506 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEND CULVERT VIDEO	\$0.00	\$26.25
RAINFOREST LIGHTHOUSE						

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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,976	47507 01-5000-6030-41530	EQUIP REPAIRS & MAINT	IRRIGATION REPAIRS	\$310.00	
	79,976	47507 01-0000-0200-00325	HST RECEIVABLE100%	IRRIGATION REPAIRS	\$40.30	
	79,976	47507 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IRRIGATION REPAIRS	\$0.00	\$350.30
REALTAX INC						
	79,856	47508 01-0000-0090-99910	TAXES - CLEARING	TAX REGISTRATION	\$371.42	
	79,856	47508 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAX REGISTRATION	\$41.03	
	79,856	47508 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAX REGISTRATION	\$0.00	\$412.45
REGIS AUTO PARTS						
	79,942	47509 01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	OIL FILTERS	\$79.99	
	79,942	47509 01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	OIL FILTERS	\$80.00	
	79,942	47509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTERS	\$8.84	
	79,942	47509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTERS	\$8.84	
	79,942	47509 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTERS	\$0.00	\$177.67
	79,943	47509 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	OIL FILTER	\$7.68	
	79,943	47509 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$0.85	
	79,943	47509 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$8.53
TOWN RESIDENT						
	79,880	47510 01-5100-6060-01637	YOUTH PROGRAM REVENUES	VPCC CLASS REG REFUND	\$60.00	
	79,880	47510 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CLASS REG REFUND	\$0.00	\$60.00
RELIANCE HOME COMFORT						
	79,997	47511 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENT	\$384.93	
	79,997	47511 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENT	\$50.05	
	79,997	47511 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENT	\$0.00	\$434.98
RILEY MANUFACTURING						
	79,984	47512 01-5000-6020-41700	BLDG REPAIRS & MAINT	YELLOW KICKPLATE	\$60.00	
	79,984	47512 01-0000-0200-00325	HST RECEIVABLE100%	YELLOW KICKPLATE	\$7.80	
	79,984	47512 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	YELLOW KICKPLATE	\$0.00	\$67.80
ROCK SOLID DESIGNS						
	79,868	47513 01-5000-6030-41740	LAND MAINT & IMPROVEMENTS	PARKING LOT GRADING	\$112.50	
	79,868	47513 01-0000-0200-00325	HST RECEIVABLE100%	PARKING LOT GRADING	\$14.63	
	79,868	47513 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING LOT GRADING	\$0.00	\$127.13
TOWN ATHLETE						
	79,857	47514 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ATHLETE	\$499.00	
	79,857	47514 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ATHLETE	\$0.00	\$499.00
EMPLOYEE REIMBURSEMENT						
	79,875	47515 01-3000-4100-40290	UNIFORMS AND CLOTHING	WORK BOOTS-FIRE HALL	\$141.90	
	79,875	47515 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WORK BOOTS-FIRE HALL	\$15.68	
	79,875	47515 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WORK BOOTS-FIRE HALL	\$0.00	\$157.58
RPC						
	79,847	47516 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	AIR ANALYSIS	\$275.48	
	79,847	47516 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR ANALYSIS	\$35.02	
	79,847	47516 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR ANALYSIS	\$0.00	\$310.50
SEARLES MOTOR PRODUCTS LIMITED						

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	79,865	47517 01-5000-6050-40410	LICENCES, TAGS, ETC	PICKUP TRUCK LICENSE	\$211.00	
	79,865	47517 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PICKUP TRUCK LICENSE	\$0.00	\$211.00
SHAW DIRECT						
	79,848	47518 01-3000-4000-40300	UTILITIES	SATELLITE	\$110.92	
	79,848	47518 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SATELLITE	\$12.25	
	79,848	47518 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SATELLITE	\$0.00	\$123.17
SHOPPERS DRUG MART						
	79,894	47519 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$8.97	
	79,894	47519 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$7.89	
	79,894	47519 01-0900-4000-41030	STAFF CHRISTMAS PARTY	FUSION PROGRAM SUPPLIES	\$10.57	
	79,894	47519 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.65	
	79,894	47519 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$28.08
EMPLOYEE REIMBURSEMENT						
	79,888	47520 01-5200-6090-40620	MILEAGE	MILEAGE-FUSION	\$30.58	
	79,888	47520 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION	\$3.98	
	79,888	47520 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION	\$0.00	\$34.56
SOAK IT UP INC						
	79,922	47521 01-2000-4015-41540	RENTAL	CARRS MAT RENTAL	\$11.00	
	79,922	47521 01-0000-0200-00325	HST RECEIVABLE100%	CARRS MAT RENTAL	\$1.43	
	79,922	47521 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS MAT RENTAL	\$0.00	\$12.43
	79,923	47521 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	79,923	47521 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
	79,923	47521 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
SOUTHWESTERN CHAPTER O.B.O.A.						
	79,872	47522 01-3400-4000-40630	STAFF TRAINING	BLDG INSPECT TRUSS SEMINAR	\$60.00	
	79,872	47522 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG INSPECT TRUSS SEMINAR	\$0.00	\$60.00
STAPLES ADVANTAGE						
	79,863	47523 01-5100-4000-40200	OFFICE SUPPLIES	STATIONARIES	\$83.60	
	79,863	47523 01-0000-0200-00325	HST RECEIVABLE100%	STATIONARIES	\$10.87	
	79,863	47523 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$94.47
	79,864	47523 01-5100-4000-40200	OFFICE SUPPLIES	STATIONARIES	\$58.32	
	79,864	47523 01-0000-0200-00325	HST RECEIVABLE100%	STATIONARIES	\$7.58	
	79,864	47523 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$65.90
STAUB EQUIPMENT INC.						
	79,940	47524 01-4500-4230-46403	940300 ASPHALT ROLLER/HD TAMP	DRUM ROLLER AIR FILTER	\$218.88	
	79,940	47524 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DRUM ROLLER AIR FILTER	\$24.18	
	79,940	47524 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRUM ROLLER AIR FILTER	\$0.00	\$243.06
ST.MARYS CEMENT INC.						
	79,906	47525 01-0000-0250-61182	B16-1034-CEDAR RIDGE-BELL CABLE	CONCRETE	\$106.24	
	79,906	47525 01-0000-0250-61208	C16-1060-16 MCMILLAN-WTRMN	CONCRETE	\$285.33	
	79,906	47525 01-0000-0250-61213	C16-1065-5 BRICKWOOD-BRKN WTRMN	CONCRETE	\$228.36	
	79,906	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$11.73	
	79,906	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$31.52	

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	79,906	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$25.22	
	79,906	47525 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$688.40
	79,907	47525 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$595.30	
	79,907	47525 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$432.48	
	79,907	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$65.75	
	79,907	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$47.77	
	79,907	47525 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,141.30
	79,908	47525 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$951.66	
	79,908	47525 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$105.12	
	79,908	47525 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,056.78
STONETOWN SUPPLY SERVICES(ING)						
	79,851	47526 01-5000-6050-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$74.93	
	79,851	47526 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$9.74	
	79,851	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$84.67
	79,892	47526 01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$94.17	
	79,892	47526 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$12.24	
	79,892	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$106.41
	79,897	47526 01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	SUPPLIES	\$170.60	
	79,897	47526 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	SUPPLIES	\$57.60	
	79,897	47526 01-4500-4230-46431	VEHICLE MAINTENANCE	SUPPLIES	\$29.52	
	79,897	47526 01-4500-4100-40210	JANITORIAL SUPPLIES	SUPPLIES	\$56.22	
	79,897	47526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$18.84	
	79,897	47526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$6.36	
	79,897	47526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$3.27	
	79,897	47526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPLIES	\$6.21	
	79,897	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPLIES	\$0.00	\$348.62
	79,898	47526 01-4500-4230-46431	VEHICLE MAINTENANCE	CAR WASH	\$60.54	
	79,898	47526 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CAR WASH	\$6.68	
	79,898	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAR WASH	\$0.00	\$67.22
	79,974	47526 01-5000-6050-40210	JANITORIAL SUPPLIES	HAND SOAP	\$42.88	
	79,974	47526 01-0000-0200-00325	HST RECEIVABLE100%	HAND SOAP	\$5.57	
	79,974	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAND SOAP	\$0.00	\$48.45
	79,986	47526 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$121.96	
	79,986	47526 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$15.85	
	79,986	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$137.81
	79,987	47526 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$86.12	
	79,987	47526 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$11.20	
	79,987	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$97.32
	79,988	47526 01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$192.72	
	79,988	47526 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$25.05	
	79,988	47526 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$217.77
DOUG TARRY LTD						
	79,965	47527 01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-196	\$1,000.00	

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79,965	47527	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-196	\$0.00	\$1,000.00
79,966	47527	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-166	\$1,000.00	
79,966	47527	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-166	\$0.00	\$1,000.00
79,967	47527	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-120	\$1,000.00	
79,967	47527	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-120	\$0.00	\$1,000.00
79,968	47527	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2014-5	\$1,000.00	
79,968	47527	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2014-5	\$0.00	\$1,000.00
79,969	47527	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2015-10	\$1,000.00	
79,969	47527	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2015-10	\$0.00	\$1,000.00
TETRA-CHEM INDUSTRIES LTD.						
79,899	47528	01-4500-4100-40210	JANITORIAL SUPPLIES	HAND CLEANER	\$159.56	
79,899	47528	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HAND CLEANER	\$17.62	
79,899	47528	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAND CLEANER	\$0.00	\$177.18
TILLSONBURG FIRE & RESCUE SERV						
79,876	47529	01-3000-4000-41520	COMMUNICATION	2ND QTR DISPATCH FEE	\$9,000.00	
79,876	47529	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2ND QTR DISPATCH FEE	\$0.00	\$9,000.00
TURF NET SPORTS SUPPLIES						
79,870	47530	01-5000-6050-40270	NEW EQUIPMENT	TENNIS NETS	\$578.00	
79,870	47530	01-0000-0200-00325	HST RECEIVABLE100%	TENNIS NETS	\$75.14	
79,870	47530	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TENNIS NETS	\$0.00	\$653.14
TYCO INTEGRATED FIRE & SECURIT						
79,914	47531	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE ALARM BATTERY CHANGE	\$41.35	
79,914	47531	01-0000-0200-00325	HST RECEIVABLE100%	FIRE ALARM BATTERY CHANGE	\$5.38	
79,914	47531	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE ALARM BATTERY CHANGE	\$0.00	\$46.73
79,991	47531	01-2000-4015-41700	BLDG REPAIRS & MAINTENANCE	REPLACE FIRE PANEL BATTERIES	\$284.30	
79,991	47531	01-0000-0200-00325	HST RECEIVABLE100%	REPLACE FIRE PANEL BATTERIES	\$36.96	
79,991	47531	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPLACE FIRE PANEL BATTERIES	\$0.00	\$321.26
79,992	47531	01-5000-6050-41550	MAINTENANCE CONTRACTS	ALARM MONITORING AUG-JAN 2017	\$269.17	
79,992	47531	01-0000-0400-00280	PREPAID EXPENSES	ALARM MONITORING AUG-JAN 2017	\$53.83	
79,992	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$34.99	
79,992	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$7.00	
79,992	47531	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALARM MONITORING AUG-JAN 2017	\$0.00	\$364.99
79,993	47531	01-5100-4100-41550	MAINTENANCE CONTRACTS	ALARM MONITORING AUG-JAN 2017	\$269.17	
79,993	47531	01-0000-0400-00280	PREPAID EXPENSES	ALARM MONITORING AUG-JAN 2017	\$53.83	
79,993	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$34.99	
79,993	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$7.00	
79,993	47531	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALARM MONITORING AUG-JAN 2017	\$0.00	\$364.99
79,994	47531	01-5000-6040-41550	MAINTENANCE CONTRACTS	ALARM MONITORING AUG-JAN 2017	\$269.17	
79,994	47531	01-0000-0400-00280	PREPAID EXPENSES	ALARM MONITORING AUG-JAN 2017	\$53.83	
79,994	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$34.99	
79,994	47531	01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$7.00	
79,994	47531	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALARM MONITORING AUG-JAN 2017	\$0.00	\$364.99
79,995	47531	01-5000-6020-41550	MAINTENANCE CONTRACTS	ALARM MONITORING AUG-JAN 2017	\$269.17	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 July2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,995	47531 01-0000-0400-00280	PREPAID EXPENSES	ALARM MONITORING AUG-JAN 2017	\$53.83	
	79,995	47531 01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$34.99	
	79,995	47531 01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$7.00	
	79,995	47531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALARM MONITORING AUG-JAN 2017	\$0.00	\$364.99
	79,996	47531 01-5200-4100-41550	MAINTENANCE CONTRACTS	ALARM MONITORING AUG-JAN 2017	\$269.17	
	79,996	47531 01-0000-0400-00280	PREPAID EXPENSES	ALARM MONITORING AUG-JAN 2017	\$53.83	
	79,996	47531 01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$34.99	
	79,996	47531 01-0000-0200-00325	HST RECEIVABLE100%	ALARM MONITORING AUG-JAN 2017	\$7.00	
	79,996	47531 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ALARM MONITORING AUG-JAN 2017	\$0.00	\$364.99
VAN EGDOM, MAURICE						
	79,970	47532 40-0000-0200-00265	BIA - ACCOUNTS RECEIVABLE-FACADE LOANS	BIA FACADE LOAN	\$3,000.00	
	79,970	47532 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA FACADE LOAN	\$0.00	\$3,000.00
WALMSLEY BROS LTD						
	79,895	47533 01-0000-0250-61168	C16-1020-37 ALMA-WTRMN	ASPHALT	\$594.89	
	79,895	47533 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	ASPHALT	\$184.90	
	79,895	47533 01-0000-0250-61155	C16-1007-119 CHARLES W-BRKN WTRMN	ASPHALT	\$160.78	
	79,895	47533 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$152.74	
	79,895	47533 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$466.26	
	79,895	47533 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$65.71	
	79,895	47533 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$20.42	
	79,895	47533 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$17.76	
	79,895	47533 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$16.87	
	79,895	47533 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$51.51	
	79,895	47533 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$1,731.84
WASTE MANAGEMENT						
	79,938	47534 01-4500-4100-41550	MAINTENANCE CONTRACTS	JUNE GARBAGE SERVICE	\$500.49	
	79,938	47534 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE GARBAGE SERVICE	\$55.28	
	79,938	47534 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE GARBAGE SERVICE	\$0.00	\$555.77
TOWN ATHLETE						
	79,858	47535 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ATHLETE	\$499.00	
	79,858	47535 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ATHLETE	\$0.00	\$499.00
TOWN ATHLETE						
	79,859	47536 01-1000-4000-41130	GRANTS TO VOLUNTEER ORGANIZATIONS	GRANT TO ATHLETE	\$499.00	
	79,859	47536 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRANT TO ATHLETE	\$0.00	\$499.00
PETTY CASH - FUSION						
	79,887	47537 01-5100-6090-40420	PROGRAM SUPPLIES	PETTY CASH-FUSION	\$42.75	
	79,887	47537 01-5000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH-FUSION	\$6.40	
	79,887	47537 01-5200-6090-40420	PROGRAM SUPPLIES	PETTY CASH-FUSION	\$65.75	
	79,887	47537 01-5200-6090-40460	NUTRITION PURCHASES	PETTY CASH-FUSION	\$18.67	
	79,887	47537 01-5200-6090-40500	SPECIAL EVENTS	PETTY CASH-FUSION	\$34.19	
	79,887	47537 01-5200-6090-40460	NUTRITION PURCHASES	PETTY CASH-FUSION	\$1.19	
	79,887	47537 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$5.30	
	79,887	47537 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$8.55	



Town of Ingersoll  
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	79,887	47537 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$1.78	
	79,887	47537 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$3.86	
	79,887	47537 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$0.16	
	79,887	47537 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-FUSION	\$0.00	\$188.60
WOODSTOCK, CITY OF ***						
	79,913	47538 01-4500-4100-41520	COMMUNICATION	DISPATCH SERVICES JUL-SEP 2016	\$558.00	
	79,913	47538 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISPATCH SERVICES JUL-SEP 2016	\$0.00	\$558.00
MILLER, TOBY						
	80,011	47539 01-6200-4000-41530	EQUIP REPAIRS & MAINTENANCE	FLAT RACK REBUILT	\$460.00	
	80,011	47539 01-0000-0200-00325	HST RECEIVABLE100%	FLAT RACK REBUILT	\$59.80	
	80,011	47539 01-0000-0100-00100	BANK	FLAT RACK REBUILT	\$0.00	\$519.80
THOMAS TREE REMOVAL						
	80,010	47540 10-0000-3658-80000	MATERIALS	WOODLOT TREE REMOVAL	\$4,000.00	
	80,010	47540 01-0000-0200-00325	HST RECEIVABLE100%	WOODLOT TREE REMOVAL	\$520.00	
	80,010	47540 01-0000-0100-00100	BANK	WOODLOT TREE REMOVAL	\$0.00	\$4,520.00
UNION GAS						
	79,999 EFT	01-5000-6020-40350	NATURAL GAS	GAS MAY-JUN	\$110.91	
	79,999 EFT	01-3200-4100-40350	NATURAL GAS	GAS MAY-JUN	\$21.00	
	79,999 EFT	01-3000-4000-40350	NATURAL GAS	GAS MAY-JUN	\$21.38	
	79,999 EFT	01-5000-6050-40350	NATURAL GAS	GAS MAY-JUN	\$31.01	
	79,999 EFT	01-4500-4100-40350	NATURAL GAS	GAS MAY-JUN	\$74.95	
	79,999 EFT	01-5000-6040-40350	NATURAL GAS	GAS MAY-JUN	\$115.14	
	79,999 EFT	01-5000-6040-40350	NATURAL GAS	GAS MAY-JUN	\$62.41	
	79,999 EFT	01-5100-4100-40350	NATURAL GAS	GAS MAY-JUN	\$2,475.22	
	79,999 EFT	01-5200-4100-40350	NATURAL GAS	GAS MAY-JUN	\$46.34	
	79,999 EFT	01-6200-4100-40350	NATURAL GAS	GAS MAY-JUN	\$21.00	
	79,999 EFT	01-6200-4100-40350	NATURAL GAS	GAS MAY-JUN	\$21.00	
	79,999 EFT	01-2000-4010-40350	NATURAL GAS	GAS MAY-JUN	\$21.52	
	79,999 EFT	01-2000-4025-40350	NATURAL GAS	GAS MAY-JUN	\$530.19	
	79,999 EFT	01-2000-4015-40350	NATURAL GAS	GAS MAY-JUN	\$21.00	
	79,999 EFT	01-2000-4015-40350	NATURAL GAS	GAS MAY-JUN	\$21.00	
	79,999 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS MAY-JUN	\$385.76	
	79,999 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS MAY-JUN	\$69.20	
	79,999 EFT	01-0000-0100-00100	BANK	GAS MAY-JUN	\$0.00	\$4,049.03
ROYAL BANK VISA						
	80,000 EFT	01-7000-4000-40620	MILEAGE	VISA JUN 2016-ECON DEVEL	\$9.01	
	80,000 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA JUN 2016-ECON DEVEL	\$62.91	
	80,000 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA JUN 2016-ECON DEVEL	\$6.37	
	80,000 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-ECON DEVEL	\$0.99	
	80,000 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-ECON DEVEL	\$6.13	
	80,000 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-ECON DEVEL	\$0.70	
	80,000 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-ECON DEVEL	\$0.00	\$86.11
ROYAL BANK VISA						

Town of Ingersoll  
 Monthly Cheque Disbursements  
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 76,887.03

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	80,001 EFT	01-3000-4000-40610	MEETINGS & CONFERENCES	VISA JUN 2016-FIRE DEP	\$146.34	
	80,001 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-FIRE DEP	\$0.00	\$146.34
ROYAL BANK VISA						
	80,002 EFT	01-3400-4000-40240	COURIER CHARGES	VISA JUN 2016-BLDG INSPECT	\$50.88	
	80,002 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA JUN 2016-BLDG INSPECT	\$152.64	
	80,002 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-BLDG INSPECT	\$5.62	
	80,002 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-BLDG INSPECT	\$16.86	
	80,002 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-BLDG INSPECT	\$0.00	\$226.00
ROYAL BANK VISA						
	80,003 EFT	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA JUN 2016-PUBLIC WORKS	\$45.88	
	80,003 EFT	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	VISA JUN 2016-PUBLIC WORKS	\$222.73	
	80,003 EFT	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	VISA JUN 2016-PUBLIC WORKS	\$61.04	
	80,003 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-PUBLIC WORKS	\$5.07	
	80,003 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-PUBLIC WORKS	\$24.60	
	80,003 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-PUBLIC WORKS	\$6.74	
	80,003 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-PUBLIC WORKS	\$0.00	\$366.06
ROYAL BANK VISA						
	80,004 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA JUN 2016-FUSION	\$7.99	
	80,004 EFT	01-5200-4100-40210	JANITORIAL SUPPLIES	VISA JUN 2016-FUSION	\$66.82	
	80,004 EFT	01-5200-6090-40550	FUND RAISING	VISA JUN 2016-FUSION	\$353.85	
	80,004 EFT	01-5100-6070-41000	ADVERTISING	VISA JUN 2016-FUSION	\$54.16	
	80,004 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA JUN 2016-FUSION	\$124.45	
	80,004 EFT	01-5200-6090-40270	NEW EQUIPMENT	VISA JUN 2016-FUSION	\$56.96	
	80,004 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-FUSION	\$8.69	
	80,004 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-FUSION	\$45.50	
	80,004 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-FUSION	\$7.04	
	80,004 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-FUSION	\$16.18	
	80,004 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-FUSION	\$7.40	
	80,004 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-FUSION	\$0.00	\$749.04
ROYAL BANK VISA						
	80,005 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA JUN 2016-MUSEUM	\$42.26	
	80,005 EFT	01-6200-4100-41740	LAND MAINTENANCE & IMPROVEMENTS	VISA JUN 2016-MUSEUM	\$83.88	
	80,005 EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA JUN 2016-MUSEUM	\$18.98	
	80,005 EFT	01-6200-4000-41000	ADVERTISING	VISA JUN 2016-MUSEUM	\$395.72	
	80,005 EFT	01-6200-6810-41000	ADVERTISING	VISA JUN 2016-MUSEUM	\$158.28	
	80,005 EFT	01-6200-4000-40440	GIFT SHOP SUPPLIES	VISA JUN 2016-MUSEUM	\$5.18	
	80,005 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-MUSEUM	\$10.90	
	80,005 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-MUSEUM	\$54.02	
	80,005 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-MUSEUM	\$18.00	
	80,005 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-MUSEUM	\$0.67	
	80,005 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-MUSEUM	\$0.00	\$787.89
ROYAL BANK VISA						
	80,006 EFT	01-5000-6050-42900	MISCELLANEOUS EXPENSES	VISA JUN 2016-VPCC	\$48.12	

Town of Ingersoll  
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<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	80,006 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA JUN 2016-VPCC	\$79.43	
	80,006 EFT	01-5100-6090-40420	PROGRAM SUPPLIES	VISA JUN 2016-VPCC	\$96.80	
	80,006 EFT	01-5100-6090-40320	FIRST AID SAFETY SUPPLIES	VISA JUN 2016-VPCC	\$217.20	
	80,006 EFT	01-0000-2375-00741	DOG PARK COMMITTEE DEPOSIT	VISA JUN 2016-VPCC	\$199.75	
	80,006 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA JUN 2016-VPCC	\$106.57	
	80,006 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-VPCC	\$5.09	
	80,006 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-VPCC	\$4.78	
	80,006 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-VPCC	\$5.74	
	80,006 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUN 2016-VPCC	\$28.24	
	80,006 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-VPCC	\$0.00	\$791.72
ROYAL BANK VISA						
	80,007 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA JUN 2016-IT	\$727.09	
	80,007 EFT	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA JUN 2016-IT	\$671.87	
	80,007 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUN 2016-IT	\$331.33	
	80,007 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-IT	\$36.60	
	80,007 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-IT	\$0.00	\$1,766.89
ROYAL BANK VISA						
	80,008 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA JUN 2016-CAO	\$1,094.74	
	80,008 EFT	01-0100-4000-41100	RECEPTIONS & PUBLIC MEETINGS	VISA JUN 2016-CAO	\$137.02	
	80,008 EFT	01-0100-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$440.00	
	80,008 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$110.00	
	80,008 EFT	01-1000-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$110.00	
	80,008 EFT	01-1300-4000-40610	MEETINGS & CONFERENCES	VISA JUN 2016-CAO	\$110.00	
	80,008 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$110.00	
	80,008 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$15.18	
	80,008 EFT	01-0100-4000-41020	PROMOTION & MEALS	VISA JUN 2016-CAO	\$30.37	
	80,008 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-CAO	\$117.46	
	80,008 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-CAO	\$13.48	
	80,008 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-CAO	\$1.38	
	80,008 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUN 2016-CAO	\$2.77	
	80,008 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-CAO	\$0.00	\$2,292.40
ROYAL BANK VISA						
	80,009 EFT	01-1000-4000-40400	MARRIAGE LICENSES	VISA JUN 2016-CLERK	\$4,800.00	
	80,009 EFT	01-0000-0100-00100	BANK	VISA JUN 2016-CLERK	\$0.00	\$4,800.00
				DISTRIBUTION TOTALS:	\$1,584,608.27	\$1,584,608.27



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-032-16

**COUNCIL MEETING DATE:** August 8, 2016

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

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**1. Closed Session Reporting**

Nothing to report at this time.

**2. Upcoming Legislation**

Nothing to report at this time.

**3. Museum**

**SUMMARY:** The museum has completed one week of day camp. Each day is fully booked with upwards of 25 children per day. Driftwood theatre has come and gone, and the Cheese poet play has been performed at Fanshawe Pioneer Village. We have enjoyed visitation from several different groups while future group tours have been booked as well. Promotion and publicity of the museum continues through various means and other projects and underway.

**Buildings & Grounds:** The Parks Department has looked after cutting the forest growth of burdocks in the backyard behind the shop, school house and Sherbrook Barn. In preparation for the HVAC project, a heating & cooling engineer was in to inspect the existing systems. The millstones have been repaired by Jackson Memorials.

**Tours:** The aforementioned group of Korean cheesemakers came for a visit in late June. The WDDS Youth Camp from Woodstock came on July 8<sup>th</sup>. A second group of visitors from Toronto will be here on the weekend of July 8 to 10. The curator attended and participated in the performance of The Cheese Poet at Fanshawe Pioneer Village which provided us with an opportunity to speak about the museum and promote it to a different audience.

## **ATTACHMENTS**

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Office

## Schedule "A" Clerk's Department Monthly Statistics

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
<b>MARRIAGE LICENCES</b>	<b>32</b>	<b>45</b>	<b>71%</b>	<b>131</b>	<b>145</b>	<b>90%</b>
In Town Marriage Licences	8	8	100%	34	32	106%
Out-of-Town Marriage Licences	24	37	65%	97	113	86%
<b>CIVIL WEDDINGS</b>	<b>0</b>	<b>4</b>	<b>0%</b>	<b>15</b>	<b>29</b>	<b>52%</b>
Ceremonies Held	0	4	0%	9	16	56%
Ceremonies Booked	0	0	0%	6	13	46%
<b>Burial Permits</b>	<b>11</b>	<b>29</b>	<b>38%</b>	<b>97</b>	<b>158</b>	<b>61%</b>
In Town Burial Permits	6	4	150%	30	29	103%
Out-of-Town Burial Permits	5	25	20%	67	129	52%
<b>Commissioners of Oaths</b>	<b>13</b>	<b>8</b>	<b>163%</b>	<b>101</b>	<b>116</b>	<b>87%</b>
<b>Paratransit Tickets</b>	<b>196</b>	<b>250</b>	<b>78%</b>	<b>2171</b>	<b>2204</b>	<b>99%</b>
<b>Parking Passes</b>	<b>1</b>	<b>1</b>	<b>100%</b>	<b>15</b>	<b>18</b>	<b>83%</b>
Day Parking Passes	1	1	100%	4	11.0	36%
Evening Parking Passes	0	0	0%	8	8	100%
24-Hour Parking Passes	0	0	0%	3	0	0%
<b>Plaques Ordered</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>4</b>	<b>5</b>	<b>80%</b>
Commemorative Plaques	0	0	0%	4	5	80%
Certificates Ordered	0	0	0%	0	0	0%
<b>Transient Traders Licenses</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>1</b>	<b>1</b>	<b>100%</b>
<b>Lottery Licenses</b>	<b>2</b>	<b>0</b>	<b>0%</b>	<b>6</b>	<b>8</b>	<b>75%</b>
<b>Lunch Wagon Permits</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>2</b>	<b>0</b>	<b>0%</b>



**DEPARTMENT:** Economic Development

**REPORT NO:** D-012-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Economic Development Monthly Staff Report

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**Department Activities:**

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

- 1. SOMA** – The second half of the trade show and event schedule kicked off at the end of July with the Management Briefing Seminar in Traverse City Michigan starting on the holiday weekend. MBS continues to be an excellent venue to meet with key decision makers in the automotive sector. Meeting leads for the IMTS show in Chicago in September have already begun scheduling times and members of SOMA continue to book travel arrangements and make additional meeting contacts ahead of the Japan/China mission in October. There are a number of changes underway in the Canadian Foreign Service in Japan, including the recent announcement that Ian Burney will replace the Mackenzie Clugston as Canadian Ambassador to Japan.
- 2. Harvest Festival** - The BIA continues to prepare for the Harvest Festival activities which will include sidewalk sales, touch a truck, town crier competition and a Downtown Harvest Market. Any person or group wishing to participate or volunteer for the events can contact Chelsea Jibb in the Economic Development Department.
- 3. Oxford Connection** – The upcoming familiarization (FAM) tour in September has had an incredible response so far leaving only a few places left on this year's tour. We are hoping to showcase on the tour some of the extensive investment received to support the newest member of the Ingersoll auto parts community, Martinrea International.

4. **Ingersoll District Chamber of Commerce** – The Chamber of Commerce is hosting the annual Food and Wine tasting event at the Elm Hurst Inn and Spa on August 18<sup>th</sup>. Anyone interested in tickets can contact Ann Campbell in the Chamber office or any of the Chamber Directors including the Director of Economic Development.
5. **401 Signage** – Late in July the crop was removed on the site of the proposed 401 Signage project. The Director continues to work with various parties to get underway on the site preparation and installation work by mid-August.
6. **Western Ontario Wardens Caucus** – For information, on July 26<sup>th</sup> “the Governments of Canada and Ontario announced they are investing in the Southwestern Integrated Fibre Technology (SWIFT) project with contributions of \$90 million each towards the total project cost of approximately \$281 million. This investment will support the expansion of access to broadband by delivering fibre optic coverage to over 350 communities with a total population of 3.5 million across Western Ontario, as well as Caledon and Niagara. SWIFT was created by the Western Ontario Wardens' Caucus, which represents 15 counties in southwestern Ontario, with more than three million residents.” More details to follow as the project looks for further funding of the remaining \$100 million.

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





**DEPARTMENT:** Ingersoll Fire & Emergency Services

**REPORT NO:** F-011-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Month End Report

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### **FIRE CALLS**

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

- 1 – Institutional
- 5 – Residential
- 3 – Industrial
- 2 – Vehicles / M.V.C.
- 1 – Rubbish/Dumpster
- 1 – Medical
- 3 – Carbon Monoxide
- 1 – Public Assist

There was a \$1,500 loss during the month of July.

### **TRAINING**

A Fire fighter's survival skills are among the most valuable that they have and must be practiced in order to remain sharp. Training this month included the use of different techniques to free themselves from wires and other debris that might fall on them while working on the interior of a building. Using their techniques fire fighters removed wires from their SCBA and created a defensible space to get past the entrapment.

Jeff Gorley from Dependable trucks attended our regular training night to conduct flow tests and provide nozzle training to allow our firefighters to familiarize themselves with some new equipment.

Fire Fighters also performed Aerial Operations that challenged them to starting with pumping operations from pre-connects and then putting ladders up into position without interrupting hose operations.

## **TRAFFIC ACTIVITY**

Traffic Infractions for the month are as follows:

- 12 – Fully paid totaling \$125.00
- 1 – Late Fee totaling \$10.00
- 1 – Partially paid totaling \$15.00
- 3 – Service Fees totaling \$52.00

## **FIRE PREVENTION INSPECTIONS**

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

- 4 – Residential
- 2 – Mercantile

## **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:

- 5 – Regulating & Restricting Dogs #09-3989
- 1 – Traffic By-Law #06-4327

There were 6 by-law investigations during the month of July that were resolved.

## **OTHER ACTIVITIES**

Prepared by: John Holmes, Fire Chief/CEMC  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-018-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** July Operations Report

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

Tunis and the surrounding streets are now fully under construction with all the underground work in Tunis from Concession to Centre Street and all houses connected to the new watermain. Concession Street has all underground complete with all houses connected to the new watermain. All the underground is in place for both Martha and Centre Street. All the new sanitary is in place on Etna Street. The majority of material in the trenches has been excellent material and been able to be reused for cost savings on the project. Because of the hot weather the construction site has been very dusty and I want to thank the residents for their patience during these times.

The excavation, grading, and installation of a catch basin has been completed by Rock Solid Designs for the new Arena snow storage lot. This new lot will allow the zamboni to dump ice behind the Arena, instead of crossing St. Andrews Street.

Engineering Services responded to 92 requests for locates or re-locates during July. This included emergency locates.

Respectfully Submitted  
Sandra Lawson, P.Eng.  
Town Engineer

## A. Chief Building Official and Facilities Manager

### Facilities Management

No update at this time.

### **By-Law Enforcement – JULY 2016**

Total Complaints for 2016	50
Total # of letters sent	23
Total # closed to date, completed	23
Waiting for Compliance/Under Investigation	16
To be investigated	11

### **Complaint Summary**

Total Complaints to Date (2016)	
Property Standards/Lot Maintenance	34
Building without permit	5
Zoning	9
Parking	0
Fencing	4
Swimming Pool	0
July 2016 Complaints	
Total # of Complaints	5
Fencing	
Property Standards	3
Weeds	2
Structures	1
Zoning	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 July 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**

**July 2016 Permits** – 17 building permits for construction valued at \$2,222,226.00 were issued for the month of July.

- a. Total permits fees collected **\$23,512.84**
- b. Single and Multi-Unit for July - 5 single family dwellings & 0 Multi-Units (0 units) & 0 Semi-Detached Dwelling ( 0 units)
- c. **Total Single & Multi units permits over year to date (2016);**
  - **33 Single Family Dwelling permits**
  - **2 Semi-detached Dwelling permits- 4 units**
  - **2 Multi-Unit permits - 8 Units**
- d. Total July Sewer Permits - 2
- e. July Permit Comparison Summary and Permit Reports as follows:

**Permit Comparison Summary from 7/1/2016 to 7/29/2016**

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	6	\$614.40	\$0.00	\$0.00	\$0.00	\$19,400	5	\$1,097.20	\$0.00	\$0.00	\$0.00	\$33,953
Commercial	1	\$643.00	\$0.00	\$0.00	\$0.00	\$65,000	2	\$900.00	\$0.00	\$0.00	\$0.00	\$24,500
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$2,100.00	\$0.00	\$0.00	\$0.00	\$8,000
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$7,229.72	\$0.00	\$0.00	\$0.00	\$1,000,000
Residential	5	\$7,773.36	\$17,435.00	\$0.00	\$72,780.00	\$801,486	8	\$12,185.92	\$17,735.00	\$0.00	\$74,250.00	\$1,155,773

	Previous Year	Current Year
<b>Total Permits Issued</b>	12	17
<b>Total Dwelling Units Created</b>	3	5
<b>Total Permit Value</b>	\$885,886.00	\$2,222,226.00
<b>Total Permit Fees</b>	\$9,030.76	\$23,512.84

**TOWN OF INGERSOLL Permit Summary From 7/1/2016 to 7/29/2016**

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$33,953	5	\$33,853	4	\$0	0	\$100	1	\$0	0	\$0	0
Residential	\$1,155,773	8	\$1,137,273	5	\$8,500	2	\$10,000	1	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$24,500	2	\$0	0	\$0	0	\$0	0	\$24,500	2	\$0	0
Industrial	\$1,000,000	1	\$0	0	\$1,000,000	1	\$0	0	\$0	0	\$0	0
Institutional	\$8,000	1	\$8,000	1	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTALS</b>	<b>\$2,222,226</b>	<b>17</b>	<b>\$1,179,126</b>	<b>10</b>	<b>\$1,008,500</b>	<b>3</b>	<b>\$10,100</b>	<b>2</b>	<b>\$24,500</b>	<b>2</b>	<b>\$0</b>	<b>0</b>

Respectfully Submitted, Shannon Vanderydt, Chief Building Official

**B. Public Works Manager**

**MAINTENANCE**

Basin Cleaning

- Catch basin cleaning is ongoing. Staff have been making running repairs to the basin cleaner so they are able to keep up with production.

Sidewalk Repairs

- Staff concentrated on sidewalk and curb repairs for the month of July.
- 50 meters of new sidewalk was installed on the east side of Daniel Street between Cherry Street and Charles Street East.
- More concrete repairs will be made in the fall before leaf drop.

### Asphalt preservation

- Once again the Works Department participated in the Counties asphalt crack sealing tender. Approximately 3000-4000 metres of cracks will be routed and sealed by Roadmaster Road Construction from Weston Ontario.
- Crews will concentrate on asphalt road repairs and catch basin repairs in August and September.

### Road Side Mowing

- Road sides grass mowing was cut with the tractor again in July. Students trimmed around bridges and culverts as required.

Respectfully Submitted, Doug Wituik, Public Works Manager

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks & Recreation

**REPORT NO:** R-024-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** 2016 August Monthly Report

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

**Oxford Trails Council Meeting**

Monday, September 12<sup>th</sup>, 2016 – 12 noon  
Oxford County Building

**Ingersoll Recreational Trails Meeting**

Tuesday, September 6, 2016 – 6:30 pm – Town Hall

**Ingersoll Safe Cycling Committee Meeting**

Wednesday, September 14, 2016 – 6:30 pm – Town Hall

**Multi Use Recreation Centre Ad Hoc Committee Meeting**

Wednesday, September 28, 2016 – 6:30 pm  
Town Hall – JC Herbert Room

**Dog Park Committee Meeting**

Council Presentation – Monday, September 12, 2016

**Canada Day 150 Celebration Planning Meeting**

Thursday, September 22, 2016 – 11:30 am - Fusion

2. 2016 August Additional Work Projects:

- Multi Use Recreation Centre Ad Hoc Committee – Posting of draft Request For Proposals for the hiring of a Consultant;
- Canada 150<sup>th</sup> Celebration – Coordination of activities & special events;



- 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;
- 2016 Fall Edition of the Ingersoll Connection.

### 3. VPCC/Arena/Parks Highlights

- Parks Manager is preparing the tender for the Upgrades & Renovations to one (1) Baseball Diamond in Garnet Elliott Park;
- Facility Operation Manager and VPCC Maintenance staff are preparing for the annual Pool Maintenance Shutdown scheduled for August 31 to September 5<sup>th</sup>, 2016;
- Facility Operation Manager and Arena staff are preparing for the Ice Plant start up and ice installation the week of August 22<sup>nd</sup>, 2016 to be ready for full operation Tuesday, September 6<sup>th</sup>, 2016.

### 4. Fusion Highlights

- As of July 24<sup>th</sup> there have been 774 youth visits to the Centre and 262 visits to the Skate Park;
- The Fusion Specialty Senior Camps launched on July 4<sup>th</sup> and to date there have been 84 youth participate in the themed camps i.e. Music, Technology, Sports & Art Camp;
- Twenty four youth participated in the Technology Camp and built a computer in the RebuildIT Room for their personal use;
- Andrea Brown, Manager of Fusion will be presenting at the Association of Municipalities of Ontario in August;
- Fusion has been once again been approved for a \$30,000 RBC grant.

### 5. With the pending retirement of Dan St Amand on October 31<sup>st</sup>, 2016 staff started the search for a new Facility Operations Manager.

It is my pleasure to introduce you to the successful candidate Kyle Stefanovic.

Kyle recently moved to Ingersoll with his wife and new born daughter in the spring of this year from the Town of Wynyard, Sk where he held the position of Director of Leisure Services.

Kyle comes to Ingersoll with extensive facility knowledge, staff management experience and exceptional customer service skills.

Prepared by: Bonnie Ward, Director of Parks & Recreation

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-018-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Treasury Department Monthly Report

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Mayor Comiskey and Members of Council:

**Department Activities and Information for the month of July 2016:**

**Treasury**

1. Completed the consolidated 2015 financial statements. The audited statements and auditors report will be presented at September Council meeting.
2. Completed 2 new policies including Property Tax Billing and Collections and Mobile Devices policies.
3. In the process of completing a Reserve and Reserve Funds policy before the end of this year.
4. In the process of completing an Investment Policy for the Town and Cash Flow analysis and projections.
5. Commenced 2017 budget preparation. Operating and capital budget worksheets have been distributed to all departments. First drafts are due to the Finance by September 15<sup>th</sup>.
6. 2015 final tax bills were generated and distributed.
7. Finance and Property Tax Statistics:

**357                      2016 Property Tax Title Changes YTD**

- |   |   |
|---|---|
| 4 | Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2017) |
| 3 | Extension Agreements  |
| 0 | Properties to be sold by tax sale in 2016   |

\$13,715	Taxes on Supplemental / Omitted Assessments YTD
\$731,980	Property Taxes O/S July 31, 2016
\$21,720	Revenue – Treasurer Certificates, Title Changes, Other
\$40,276	Interest Earned
\$132,874	Interest on Overdue Taxes

### **Information Technology**

1. Moved Engineering, Building and Public Works Files over to the File Server. This included files that directly affect the programs AutoCad, Asset Management, and Route Patrol. There were very few issues with this file move.
2. Setup new servers with Windows Server2012 Datacenter R2. Setting up virtual Servers for all Database programs including CLASS, Great Plains, TOMRMS, and other various smaller applications. This enhances our disaster recovery program using failover technologies.
3. Met with County IT for the turnover of COIN back to the responsibility of the County. The ownership of some equipment and routing of circuits needed to be clarified. There will be further discussions on two of the circuits, the Victoria Park and Fusion Links.

#### 4. IT Department Statistics:

Closed Tickets – 103

Opened Tickets – 77

Still outstanding – 7

### **Websites Stats**

Users – 6,229

Page Views – 18,753

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 (Regstrn. 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						
ZN6-15-06	Wierenga/Black	213 Cherry Street	R1	R2	Feb. 5/16	June 13/16				Severance was approved on April 7/16
ZN 6-16-03	Sifton	35 Chatfield Street	R3	R1	April 14/16				In circulation	
ZN 6-16-04	Sifton	1 Chamberlain Avenue	R3	R2-special	April 29/16				In circulation	
ZN 6-16-05	Town of Ingersoll	140 Clark Road East	Development (D)	OS & MG-special	April 29/16	June 13/16	June 13/16	Deferred		
OP 16-02-6 & ZN 6-16-06	Town of Ingersoll	All industrial lands	MR	amended MR	May 4/16	July 11/16				
ZN 6-16-07	Ingersoll Support Services	189 Oxford Street	EC-3	EC	June 13/16	August 8/16				
ZN 6-16-08	Reeves Land Corporation	62 Clark Road W.	Development (D)	R1	June 16/16				In circulation	

**Town of Ingersoll - Minor Variance Status Table**

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

Town of Ingersoll Site Plan Control Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Revised Drawing Received	Decision	Agree. Register on Title	Building Permit Issued	STATUS
SPA-004/14	Universal Vedic Ashram Inc.	37 William St	Convert former Princess Elizabeth Elem. School into Long Term Care Facility (19 beds) & Place of Worship w/ Assembly Hall	June 30/14	July 29/14	Pending	Pending			2nd submission comments received; meeting scheduled with staff and applicant
SP 6-14-05	Coilplus Canada Inc.	18 Underwood Road	Proposed 1,858 sq m (20,000 sq ft) warehouse addition	August 19/14	Sept 4/14					Waiting for 2nd submission
SP 6-15-04	Ontario Refrigeration Services Inc.	450 Thomas St	Amend site plan (c. 2008) to enable expanded warehouse operation & recognize 1 new building, 1 bldg expansion & other works not previously approved	Dec 11/15	Dec 17/15					1st submission has been circulated
SP 6-15-05	2123432 Ontario Inc (Louie's)	440 Bell St	Construct a 2 storey addition (1,039 ft <sup>2</sup> )	Dec 16/15	Dec 17/15					Final approval
SP 6-16-02	McLaughlin Brothers	50 Chisholm Drive	Proposed warehouse addition	March 30/16	April 14/16					Final approval
SP 6-16-03	Sifton	Block 62, Plan 41M-309	Proposed 14 townhouse units	April 14/16	April 28/16					3rd submission in circulation
SP 6-16-05	Sifton	Block 63, Plan 41M-309	Proposed 14 townhouse units	April 29/16	May 9/16					3rd submission in circulation
SP 6-14-02-1	B & E Clayton	90 Clark Road W.	Amended site plan	May 19/16	May 31/16					3rd submission in circulation



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-033-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Application for an Encroachment

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## **OBJECTIVE**

To present Council with the information in order to make a decision regarding a request for an encroachment

## **BACKGROUND**

We have received the attached request for an encroachment for 337 Thames Street South. It appears that the garage encroaches on Town property (Noxon Street).

In this case the encroachment is very minor (being 0.42 meters and 0.33 meters).

It appears that this garage has been in existence and encroached for many years (at least 15).

## **ANALYSIS**

We certainly wouldn't allow this to be built now but given that it has been in place for many years the best solution is to provide an encroachment to acknowledge it and document it.

## **INTERDEPARTMENTAL IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

N/A



## **RECOMMENDATION**

**THAT** the Council for the Town of Ingersoll receives report C-033-16 as information;

**AND FURTHER THAT** Council approves the request for an encroachment agreement for 337 Thames Street South.

## **ATTACHMENTS**

- 1) Request for encroachment from Ian Blain
- 2) Survey
- 3) Draft By-law and Agreement

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**IAN R. BLAIN**  
**Barrister & Solicitor**  
 36 King Street East, Ingersoll, Ontario N5C 1G4  
 Tel: (519)483-0300, Fax: (519)483-6388

Ian R. Blain  
 Craig Potter  
 Kenneth E. Ross, (retired)

June 10, 2016

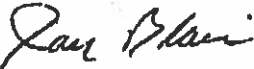
BY FAX:  
 Daniel Stephen Joseph Bangarth  
 Barrister & Solicitor  
 478 Waterloo Street  
 London, Ontario  
 N6B 2P6

Dear Sir:

Re: Mayberry purchase from Panasciko  
 337 Thames Street South, Ingersoll  
 Closing Date: June 17, 2016  
 My File No.: 16-124

I am enclosing a survey of the property recently prepared by Benedict Raithby Inc. Both the garage and driveway encroach on the Town of Ingersoll road allowances. On or before closing, we will require an encroachment agreement satisfactory to the purchaser, and, signed by the Town of Ingersoll and the owner, under which the Town of Ingersoll agrees to allow the encroachments to continue.

Yours very truly,



Ian R. Blain

IB:ko

**DANIEL S. J. BANGARTH, B.A. LL.B.**  
**Barrister, Solicitor, Notary Public**

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562 Waterloo Street  
London, Ontario N6B 2P9  
E-Mail: dbangarth@hotmail.com

Telephone (519) 472-2340  
Fax (519) 857-8173

June 10, 2016

City of Ingersoll  
Michael Graves  
Clerk  
130 Oxford St  
2<sup>nd</sup> Floor  
Ingersoll, ON N5C 2V5

Dear Sirs:

Re: Panaseiko sale to Mayberry  
337 Thames Street South, Ingersoll  
My File No.: 14297

---

Please find enclosed a copy of the survey as well as a letter to our office from the Purchaser's lawyer requesting an encroachment agreement. Please review and advise when we may receive such an agreement.

Yours very truly,



Daniel Bangarth

DB:lm

**SURVEYOR'S REAL PROPERTY REPORT**

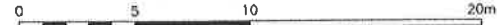
Schedule A - Plan  
OF ALL OF

**LOTS 9 AND 10 (EAST SIDE OF THAMES STREET)**

**BLOCK 66  
REGISTERED PLAN 279**

IN THE  
**TOWN OF INGERSOLL  
COUNTY OF OXFORD**

SCALE: 1 : 250 METRIC



**BENEDICT • RATHBY** INC.

THIS PLAN MUST BE READ IN CONJUNCTION WITH AN ATTACHED LETTER.

THIS REPORT WAS PREPARED FOR *JAN BLAIN*  
THIS PLAN HAS NOT BEEN PREPARED FOR REGISTRATION PURPOSES AND IS NOT VALID IF THE SIGNATURE IS NOT ORIGINALLY EMBOSSED WITH THE SURVEYOR'S SEAL.

THIS REPORT CAN BE UPDATED BY THIS OFFICE, HOWEVER ADDITIONAL PRINTS OF THIS ORIGINAL REPORT CANNOT BE ISSUED SUBSEQUENT TO THE DATE OF CERTIFICATION.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE BTH DAY OF JUNE, 2016.

DATE

JUNE 9<sup>TH</sup> / 16

DAVID J. RATHBY  
ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO  
LAND SURVEYORS  
PROJECT SUBMISSION FORM  
1973818



THIS PROJECT IS NOT VALID  
UNLESS IT IS AN EMBOSSED  
ORIGINAL COPY  
ISSUED BY THE SURVEYOR

In accordance with Regulation 1025, Section 29(3).

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THAT PART OF THE EASTERLY LIMIT OF THAMES STREET AS SHOWN ON DEPOSITED PLAN 41R-6748, AS HAVING A BEARING OF N30°29'20"W.

- \* DENOTES FOUND SURVEY MONUMENT
- ⊕ DENOTES PLANTED SURVEY MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- RIB DENOTES ROUND IRON BAR
- WIT. DENOTES WITNESS
- P1 DENOTES DEPOSITED PLAN 41R-2711
- P2 DENOTES DEPOSITED PLAN 41R-6748



**BENEDICT RATHBY** Inc.  
Surveying • Engineering

871 DUNDAS STREET  
WOODSTOCK, ONTARIO, N4S 1G8  
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WWW.BENEDICTRATHBY.COM INFO@BENEDICTRATHBY.COM

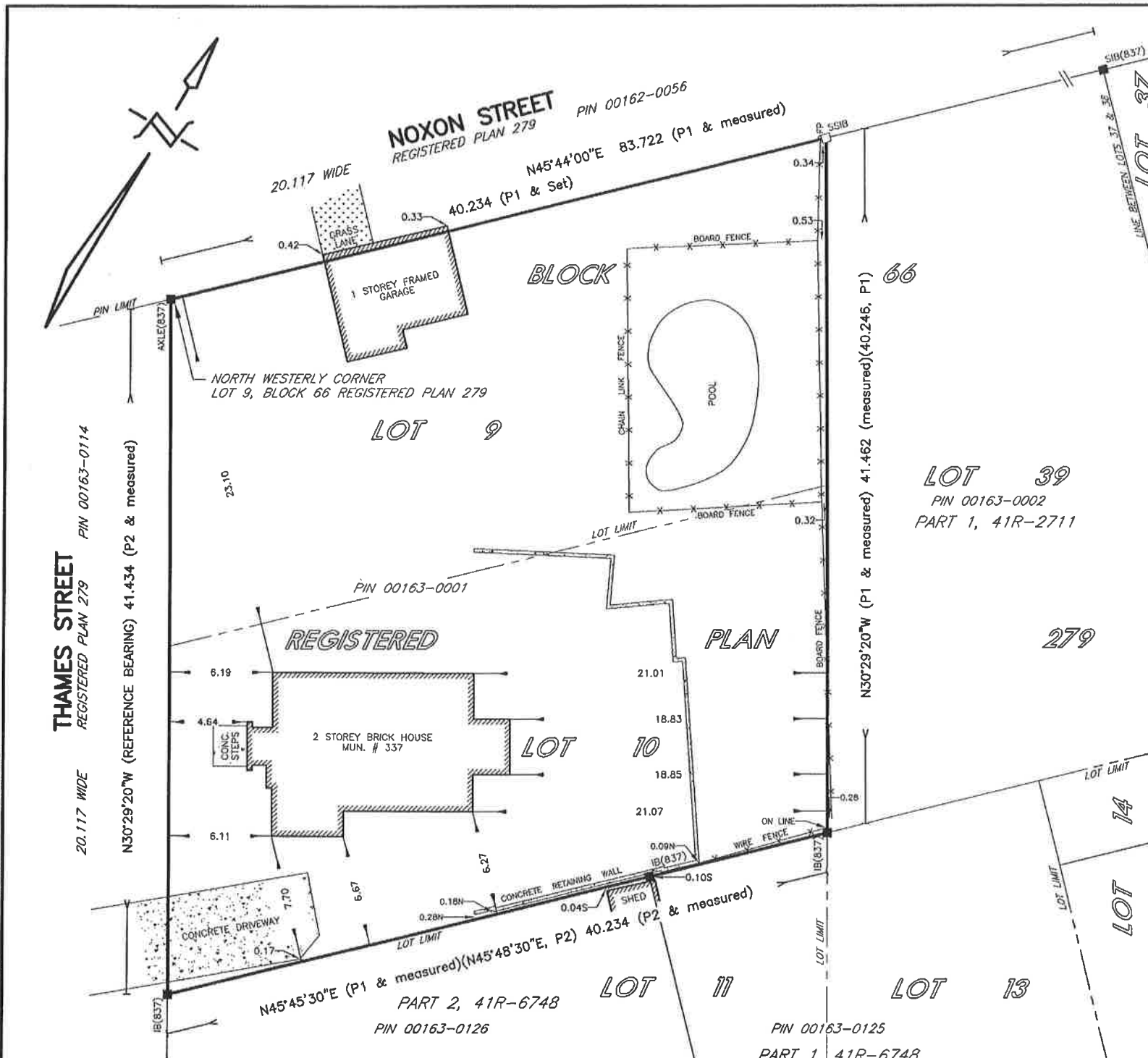
DATE: 2016 JUNE 09 DRAWN BY: T.A.S. CHECKED BY: D.J.R.

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FILE No. : **S-16-12973**

\\BBS\SURVEYING\Drawings\S-12973\12973-06-08-16.dwg, 6/9/2016 4:11:47 PM

**METRIC** DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048



**THAMES STREET**  
REGISTERED PLAN 279  
PIN 00163-0114  
20.117 WIDE  
N30°29'20"W (REFERENCE BEARING) 41.434 (P2 & measured)

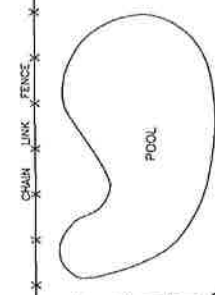
23.10  
N30°29'20"W (REFERENCE BEARING) 41.434 (P2 & measured)

23.10

**LOT 9**

**NOXON STREET**  
REGISTERED PLAN 279  
PIN 00162-0056  
20.117 WIDE  
N45°44'00"E 83.722 (P1 & measured)  
40.234 (P1 & Set)  
0.33  
0.42  
0.33  
GRASS LAINE  
1 STOREY FRAMED GARAGE

**BLOCK**



**LOT 39**  
PIN 00163-0002  
PART 1, 41R-2711

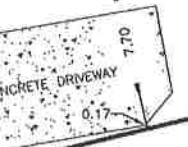
N30°29'20"W (P1 & measured) 41.462 (measured) (40.246, P1) 66

**279**

**REGISTERED PLAN**

**LOT 10**

2 STOREY BRICK HOUSE  
MUN. # 337



CONCRETE DRIVEWAY  
7.70  
0.17



N45°45'30"E (P1 & measured) (N45°48'30"E, P2) 40.234 (P2 & measured)  
PART 2, 41R-6748  
PIN 00163-0126

**LOT 11**

**LOT 13**

PIN 00163-0125  
PART 1, 41R-6748

**LOT 14**

**LOT 37**



**CORPORATION OF THE TOWN OF INGERSOLL  
BY-LAW NO. ????**

**A by-law to authorize the execution of an Encroachment Agreement between  
The Town of Ingersoll and Silvia Ellen Mayberry**

**WHEREAS** the Owner of 337 Thames Street South has requested an encroachment agreement for a garage that encroaches on Noxon Street and Council of the Town of Ingersoll agrees with this request;

**AND WHEREAS** it is deemed advisable to give permission to use only that portion of the Noxon Street Allowance identified on the attached schedule;

**NOW THEREFORE** the Council of The Corporation of the Town of Ingersoll enacts as follows:

- (1) That The Corporation of the Town of Ingersoll enters into an agreement with Silvia Ellen Mayberry, owners of the property known as 337 Thames Street South, to permit the encroachment upon a portion of Noxon Street.
- (2) That the Mayor and Clerk are hereby authorized and directed on behalf of The Corporation of the Town of Ingersoll to execute the form of agreement in triplicate and attached hereto as Schedule "A" and affixing the Corporation seal thereto.

READ a first and second time this 12<sup>th</sup> day of September 2016.

READ a third time and passed this 12<sup>th</sup> day of September, 2016.

---

Edward (Ted) Comiskey, Mayor

---

Michael Graves, Clerk

AGREEMENT made in triplicate this      day of \_\_\_\_\_.

**B E T W E E N:**

**THE CORPORATION OF THE TOWN OF INGERSOLL  
Hereinafter called the "Corporation",**

OF THE FIRST PART

-and-

Silvia Ellen Mayberry  
**Hereinafter called the "Owner",**

OF THE SECOND PART

**WHEREAS** the Owner is the registered owner of the lands described in Schedule "A" attached hereto, and which lands are known municipally as 337 Thames Street South.

**AND WHEREAS** the sketch, attached hereto as Schedule "B", discloses that a garage encroachs on Town lands specifically being Noxon Street;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements hereinafter contained and other good and valuable consideration the Parties hereto mutually agree as follows:

1. The Corporation hereby gives the Owner the right to use and occupy that portion of Noxon Street, as identified on Schedule "B" attached hereto for an annual rental of ONE-----(\$1.00)-----DOLLAR payable on the first day of January, in each and every year and the first payment of rent to be paid on the first day of January, 2017.
2. The Owner agrees that no addition or alteration shall be made to the said encroachment that would result in a more extended encroachment on the said public street.
3. The Corporation reserves the right to cancel this Agreement at any time upon giving three months' notice to the Owner herein.
4. THIS AGREEMENT shall enure to the benefit of and be binding upon each of the Parties hereto, their respective heirs, executors, administrators, successors and assigns.

**IN WITNESS WHEREOF** the Party of the First Part has hereunto set its corporate seal, duly attested by the hands of its Mayor and Clerk, authorized on its behalf at the Town of Ingersoll, in the County of Oxford this \_\_\_\_\_ day of \_\_\_\_\_.

**SIGNED, SEALED AND DELIVERED**

In the presence of:

**THE CORPORATION OF THE  
TOWN OF INGERSOLL**

Per: \_\_\_\_\_  
Edward (Ted) Comiskey, Mayor

\_\_\_\_\_  
Michael Graves, Clerk

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

\_\_\_\_\_  
Witness

\_\_\_\_\_

**SCHEDULE 'A'**

**TO**

**ENCROACHMENT AGREEMENT**

**(Silvia Ellen Mayberry)  
337 Thames Street South**

**Being Lot 9 East side of Thames Street, Lot 10 East Side of Thames Street  
and Block 66 Plan 279; in the Town of Ingersoll, in the County of Oxford.**

**DRAFT**





**DEPARTMENT:** Operations

**REPORT NO:** OP-020-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Building Permit Fees

---

## **OBJECTIVE**

The possibility of increasing the building reserve by increasing building permit fees by 2.5%.

## **BACKGROUND**

In May 2015, Glenn Tunnock presented the Building Permit Fees report to Council. In the report he recommended that a 25% surcharge on the fees be placed in a building reserve for years when there was a decrease in building permit fee applications. In July 2015, Council received a report from staff that was approved by Council to reduce the proposed percentage from 25% to 20% and the remaining 5% be phased in over the next two years. The Building Bylaw was written to allow for this increase on an annual basis without the requirement of a public meeting.

## **ANALYSIS**

Since the Building Department is still reviewing the new Building Permit Fees and their implications, it seems practical to defer the 2.5% increase for 2016 until the review of the fees is complete.

## **RECOMMENDATION**

**THAT** staff report OP-020-16 be received as information.

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-021-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Road Closures for Special Events

---

## **OBJECTIVE**

To approve a new policy for setting up road closures for special events to be implemented in 2017

## **BACKGROUND**

During the recent Canterbury Festival the Town was exposed to potential liability as a result of the inadequate road closure on King Street West. Historically the road closure for the Festival has been done by the Festival volunteers with the Public Works department setting out at strategic locations the necessary barricades and road closure signs. This year at the start of the Festival the amusement fun spot for the children was set up on King Street with no road closure. This resulted in eastbound traffic yielding to westbound traffic to get around the Bouncer fun spot; trying to see if traffic was coming and also trying to watch for children entering or exiting the Bouncer fun spot. The parking spots that were supposed to be blocked off for the amusement fun spot were filled with parked vehicles and when the road was eventually closed were blocked inside the road closure. As a result Public Works employees were called in on Friday night on overtime to set up the road closures and make the area safe.

## **ANALYSIS**

The Town is exposed to extensive liability if road closures are not set up and maintained properly. Society is becoming more litigious and to protect the Town and to ensure the traveling public is protected, the Town needs to take on the responsibility of setting up road closures and charging the costs to the different special events. Staff is recommending that the different special events that occur on an annual basis be notified of the change for 2017 immediately.

## **FINANCIAL IMPLICATIONS**

This will be brought forward for the 2017 Public Works Operating Budget as a fee for service basis, but should have no impact on the budget as it should be on a cost recovery basis.

## **RECOMMENDATION**

**THAT** staff report OP-021-16 be received as information.

**AND THAT** staff looks at setting up fee rates for road closures for the 2017 Public Works Operating Budget;

**AND THAT** staff notify all the special events that occur on an annual basis of the change in the road closure policy.

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks and Recreation

**REPORT NO:** R-025-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Draft RFP Multi-Use Recreation Centre Project

---

## **OBJECTIVE**

To obtain Council's approval of the draft RFP for the Multi-Use Recreation Centre Project

## **BACKGROUND**

At the July 11, 2016 Council meeting a copy of the draft RFP for the Multi Use Recreation Centre was presented to Council for their review and comments R-023-16.

In 2016 Council approved funds in the Capital Budget to engage the services of a Consulting Firm to undertake a comprehensive Multi-Use Recreation Study.

The overall purpose of the study is to ensure that the stakeholders and citizens in the community will have their interests represented during the tenure of the consulting engagement and that the community will have a strong sense of ownership and support the development of the facility.

## **ANALYSIS**

The specific requirements for the "Request for Proposal" are broken into four phases:

- |             |  |
|-------------|--|
| Phase One   | -A Community Recreation Facility Needs Study   |
| Phase Two   | -Facility Partnership Plan   |
| Phase Three | -Facility Site(s) Review & Recommendations   |
| Phase Four  | -Facility Conceptual Drawings, Capital Construction Cost Estimates & Construction Phasing Plan |

The proposed schedule/timetable for the RFP for planning purposes only is:

Council Review of RFP	- Monday, July 11, 2016
Council Approval of RFP	- Monday, August 8, 2016
Posting of RFP	- Mid August 2016
Deadline Date for RFP	- Friday, September 23, 2016
Evaluation & Interviews	- Completed by end of October 2016
Consultant Selection	- Mid-November 2016
Council Approval of Consultant	- December 12, 2016
Work Plan Approval	- January 2017
Draft Report	- August 2017
Final Report Presentation	- September 2017

On June 15<sup>th</sup>, 2016 staff presented the draft “Request for Proposal” for the hiring of a consulting firm to the Multi-Use Recreation Centre Ad Hoc Committee for their review and comments.

The MURC Ad Hoc Committee endorsed the draft RFP with minor amendments.

At the time of preparing this report staff had not received any written or verbal input or comments regarding the draft “Request for Proposal” presented to Council on July 11, 2016.

## **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 approves the draft “Request for Proposal” for the Multi-Use Recreation Centre Project as presented in Report R-025-16)

## **ATTACHMENTS**

Draft RFP for the Multi-Use Recreation Centre Project

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

**The Corporation of the Town of Ingersoll**

# **DRAFT**

**REQUEST FOR PROPOSAL**

**MULTI-USE RECREATION CENTRE**

**FACILITY NEEDS STUDY, PARTNERSHIP PLAN, FACILITY SITE REVIEW,**

**CONCEPTUAL DRAWINGS, CAPITAL COST ESTIMATES &**

**PHASING PLAN**

**June 2016**

The Corporation of the Town of Ingersoll

130 Oxford Street, 2<sup>nd</sup> Floor

Ingersoll, Ontario

N5C 2V5

Phone (519)-485-0120

Facsimile (519)-425-4151

[www.ingersoll.ca](http://www.ingersoll.ca)

**Multi-Use Recreation Centre  
Facility Needs Study, Partnership Plan  
Conceptual Drawings, Capital Cost Estimates & Phasing Plan**

**June 2016**

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C Project Deliverables	12 - 15
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## **SECTION A – INFORMATION FOR APPLICANTS**

### **1. PROPOSAL NAME**

This Request for Proposal will be referred to as the “RFP – Multi –Use Recreation Centre Facility Needs Study, Partnership Plan, Conceptual Drawings, Capital Cost Estimates and Phasing Plan.

### **2. INTRODUCTION/BACKGROUND**

The Town of Ingersoll is a growing community with a population in excess of 12,100 and is poised between the larger communities of London and Woodstock. Ingersoll is roughly the geographic center of Oxford County with access to Highway 401 and 19 providing for easy access to Ingersoll by surrounding residents within the County and neighboring municipalities.

Over the past several years there has been public and user group interest in replacing the Ingersoll District Memorial Arena as well as constructing a second ice pad.

The Ingersoll and District Memorial Arena was originally constructed in 1959. In 2002 the arena was renovated with mechanical, electrical, accessibility upgrades and cosmetic enhancements.

In 2014 the Town engaged an Architectural Firm to undertake a Facility Condition Assessment of the Arena. The Facility Condition Assessment estimated that the Arena would require approximately \$2,500,000 in upgrades in the next 15 years.

In response, the Town has determined to look to the development of a Multi-Use Recreational Facility to replace the current aging infrastructure. The plan will be to construct a new arena and additional amenities with the intent to plan for the ultimate build of a multi-use recreation facility that will meet the recreational and social needs of the community today and into the future.

During the 2015 Capital Budget deliberations it was the decision of Council to be “reactive” with the building and equipment repairs versus “proactive”. Council approved \$250,000 to go into a capital reserve to be used towards emergency repairs and to start to build a reserve fund for a replacement Arena.

In 2000 the Town entered into a twenty year lease with CAMI Automotive to lease lands for the construction of nine (9) soccer fields and to renovate the Cami/Suzuki House into a Seniors Activity Centre and Soccer Change rooms/washroom facilities.

The current lease was to expire on December 31<sup>st</sup>, 2020. In 2009 General Motors of Canada Ltd took ownership and operation of the CAMI Plant and the Town began discussions to request that they consider extending the lease agreements on these facilities.

Through negotiations the Town was able to receive a 10 year extension, this extension is a temporary solution for these community facilities and the lease will end in 2030. Therefore the Town of Ingersoll needs to replace these current facilities in a new location.

In 2015 the Town of Ingersoll engaged an Architectural Firm to undertake a Facility Condition Assessment of the Cami/Suzuki House and in 2016 conducted a Structural Examination of the facility to determine its life expectancy and future capital costs.

The Town of Ingersoll also recently established Strategic Priorities for the next four years. One of the priorities was the building of a new indoor and outdoor space which would include a new arena, possibly new soccer fields and community gathering space.

In August 2015 Council approved the creation of a Multi-Use Recreation Centre Ad Hoc Committee to provide input, suggestions and recommendations towards the development of a Multi-Use Recreation Centre.

As well as the Ad Hoc Committee, the Consultant and Project Management team was established to develop the formal plan with recommendations for Council approval. This team will consist of the Consultant hired and the CAO, Director of Parks and Recreation and the Treasurer.

### **3. PURPOSE OF MULTI-USE RECREATION CENTRE AD HOC COMMITTEE**

The Multi-Use Recreation Centre Ad Hoc Committee has been established to advise Council, Administration and the Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the Ingersoll Multi-Use Recreation Facility.

The overall purpose of the Ad hoc Committee is to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement, and that by playing this key role, the community will have a strong sense of ownership and support the development of the facility. In this way the Ad hoc Committee will help to ensure that future development of the facility and the property is appropriate to the community, and of the highest possible quality.

A copy of the full Terms of Reference of the Multi-Use Recreation Centre is attached to the RFP as Appendix A.

#### 4. SCOPE OF WORK

The Town of Ingersoll wishes to engage the services of a consulting firm to complete the following:

- A Community Recreation Facility Needs Study
- Facility Partnership Plan
- Facility Site Review and Recommendations
- Facility Conceptual Drawings, Capital Construction Cost Estimates & Construction Phasing Plan

The Consultant must be sensitive to the community's needs and desires relative to the development of this project and the municipalities overall financial capability to fund the capital construction.

The Consultant must be capable of preparing a Conceptual Drawing(s) for the Proposed Design and Construction of the Multi Use Recreation Facility.

The Consultant must be experienced in preparing and performing public meetings, presentations, especially on potentially controversial issues.

The Consultant must deliver this RFP on time and on budget.

#### 5. PROPOSAL CLOSING TIME AND DATE

##### **Proposal Documentation**

Proposal and Fees and Expenses Schedule should be submitted as per requirements of the RFP.

The price quote should be inclusive. If the price excludes certain fees or charges, you must provide detailed list of excluded fees with a complete explanation of the nature of those fees.

Security Requirement - There is no security requirement associated with this Request for Proposal (RFP).

Facsimile (fax) or email responses for this RFP will **NOT** be accepted.

## 6. PROPOSAL SUBMISSIONS

Proposals must be received at Town Hall **no later than 3:00pm on Friday, September 23<sup>rd</sup>, 2016**. The consultant firms will be required to submit **six (6) copies** of the proposals **in a sealed envelope** marked:

RFP – Town of Ingersoll - Multi-Use Recreation Centre

At the following address:

The Corporation of the Town of Ingersoll

130 Oxford Street, 2<sup>nd</sup> Floor

Ingersoll, Ontario

N5C 2V5

Attention: Michael Graves, Town Clerk

Any proposal received after the specified closing time will not be accepted.

## 7. PROPOSAL OPENING

The opening of the Proposals shall commence at 3:15 pm on Friday, September 23<sup>rd</sup>, 2016, unless the Clerk or designate postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

As this is a Proposal document for which a number of criteria will be evaluated, only the names of the Proponents will be disclosed at the opening.

## 8. CONTACT PERSON – INQUIRIES

Inquiries should be directed to:

Bonnie Ward, Director of Parks & Recreation

Phone: (519)-425-1181

Email : [bward@ingersoll.ca](mailto:bward@ingersoll.ca)

If, as a result of questions or visits, it is felt additional information is required, an addendum to the proposal will be issued.

## 9. GENERAL TERMS & CONDITIONS

This RFP is subject to the Town's Procurement Policies and Procedures as outlined in the Town's Purchasing By-Law #15-4804 (Attached as Appendix B).

If a Consultant discovers any inconsistency, discrepancy, ambiguity, error, or omission in this RFP, they must notify the Town immediately in writing.

It shall be the Consultant's responsibility to clarify any points in question with the Contact Person of the Town prior to submitting the proposal.

Responses to inquiries will be forwarded to all Consultants.

RFPs must be signed by the person authorized to sign on behalf of the Consultant and bind the Consultant to statements made in the response to this RFP.

The Town reserves the right to:

- 1) Cancel the Proposal call and not accept any Proposals at all and/or re-issue the proposal in its original or revised form.
- 2) Reject any Proposals that fail to comply with the response requirements. Adherence to the response requirements is required to ensure an effective evaluation of all Proposals.
- 3) Negotiate terms and specifications/scope of work with the preferred Consultant after the selection review process.
- 4) If an agreement cannot be negotiated, the right to negotiate with any other Consultant.
- 5) Select the appropriate Consultant based on the most qualified proposal, in accordance with the criteria specified
- 6) Request any Consultant to clarify the submitted proposal, or to supply additional material deemed necessary to assist in the selection process.

The lowest or any RFP will not necessarily be accepted. In submitting a Proposal, the Consultant acknowledges the Town's right to accept other than the lowest fee Proposal and expressly waves all rights for damages or redress as may exist in common law stemming from the Town's decision to accept a Proposal which is not the lowest fee Proposal, if it is deemed to be in the Town's best interest to do so.

The Town has outlined the requirements herein in as much detail as is currently known. Please provide any questions, additional information, or suggestions that will aid the Town in the selection process.

The Town, or any of its associated entities, shall not be obligated in any way to the respondent's response to this document. Respondent's costs related to the preparation of a response to the document shall be entirely the responsibility of the respondent.

Expenses of any nature incurred by the respondent prior to the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from the Town or its associated entities in any manner, shape or form.

## 10. SCHEDULE/TIMETABLE

The following schedule is provided for planning purposes only.

Posting of RFP - Mid August 15, 2016

Deadline Date for RFP Submissions - Friday, September 23, 2016

Evaluation of RFP Proposals & Consultant Interviews - End of October

Consultant Selection - Mid - November

Council Approval of Consultant – December 12, 2016

Work Plan – January 2017

Draft Report – August 2017

Final Report Presentation – September 2017

## 11. SELECTION PROCESS

Based on submissions of the proposals a selection committee will rank and shortlist Applicant(s) for interviews. Applicant(s) will be evaluated based on the following criteria:

- Completeness, clarity and the quality of proposal;
- Experience in similar projects & qualifications of staff team;
- Proposed Approach and Methodology;
- Demonstration of ability to complete similar projects within specified time frames;
- Work plan and deliverables;
- Proposed fees and disbursements.

## 12. CONFIDENTIALITY

The Town and the Consultant agree that the content of each response to this RFP will be held in the strictest confidence and details of any response will not be discussed with any other party. By submitting a response to this RFP, each Consultant agrees to disclose only information subject to the Municipal Freedom and Protection of Privacy Act. The Town agrees to notify the Proponent should a request for information be received.

## **SECTION B – SPECIFIC REQUIREMENTS OF THE RFP**

### **PHASE ONE – COMMUNITY RECREATION FACILITY NEEDS STUDY**

The successful consultant will study and report conclusions on, after holding public, user group and staff input meetings, the results of the Community Recreation Facility Needs Study. The specific activities to be undertaken by the successful consultant in conducting Phase One will include, but not necessarily be limited to, the following:

#### **Research**

- i) Obtain existing information and data that is relevant from the Town of Ingersoll that can be used in the study i.e. Town of Ingersoll Strategic Plan, Town of Ingersoll Cultural Plan, Town of Ingersoll Strategic Priorities 2015-2019, Current Recreation Facility Condition Assessments, 2007 Arena & Community Facility Needs Assessment Study.
- ii) Research and consider any relevant sector usage trends as well as demographic trends.

#### **Consultation and Facilitation Input**

- i) To work closely with the MURC Ad Hoc Committee, Project Management Team and Council to ensure that the stakeholders in the community will have their interests represented during the tenure of the consulting engagement. In doing this it will ensure that the future facility development and site(s) is appropriate to the community, and of the highest possible quality.
- ii) To conduct individual meetings with the MURC Ad Hoc Committee Facility User Groups to obtain their organizations data and information as it relates to their facility needs, requirements and site(s) preference: Ingersoll Girls Hockey, Ingersoll Minor Hockey, Ingersoll Figure Skating Club, Ingersoll Minor Baseball, Ingersoll Soccer Club and the Ingersoll Seniors Centre.
- iii) To conduct a mandatory meeting with the Town of Ingersoll Senior Management Team and Parks & Recreation Managers to obtain their input with regards to the future facility development and site(s).
- iv) The consultant will send out letters to local Ingersoll area Profit & Non Profit Recreational/Cultural providers, service clubs and local community organizations to determine if they are interested in becoming potential facility partners. The consultant will then conduct individual meetings with the potential partners to obtain data on their facility needs, requirements and site(s) preference. i.e. Ingersoll Curling

Club, Ingersoll Creative Arts Centre, Ingersoll Theatre of Performance Arts, Service Clubs etc.

- v) To conduct a minimum of one public information meetings with community organizations and residents to ensure that their recreation facility needs and site(s) preference are represented during the course of the study.
- vi) The consultant will contact and have individual meetings with Senior Management staff from two municipalities in Oxford County (Zorra and South West Oxford) to determine if there is any interest in potential facility partners.
- vii) Provide content for a public on-line survey regarding community's needs, facility priorities and site(s) preference. Analyse results of the public on-line survey. Ensure that all public communication is AODA compliant.

## **PHASE TWO – RECREATION FACILITY PARTNERSHIP PLAN**

Based on the consultation and facilitation input obtained from Phase One the Consultant will develop a Recreation Facility Partnership Plan that includes:

- i) **Participants / Proponents**
  - Identification of Facility User Groups that need/want be part of the new Multi- Use Recreation Facility.
  - Outline the facility need(s) as it relates to this project.
- ii) **Nature of Partnership**
  - Address Municipality/User Groups needs, wants and desires i.e. facility components/amenities, size, layout etc .
  - Address intended utilization periods, duration and type.
  - Document the objectives, intended results and activities.
  - Comment on the compatibility between each proponent partner and the Town of Ingersoll.
- ii) **Financial Matters**
  - Document how each Facility Partner intends to contribute financial, human, or material resources related to the implementation and/or operation of the facility.
  - Identify the appropriate organizational and management structure.
  - Identify the various governance models that may be suitable in a potential partnership approach with the Town of Ingersoll.



### **PHASE THREE – FACILITY SITE REVIEW AND RECOMMENDATIONS**

As part of Phase One & Two the consultant will obtain feedback from user groups and the public regarding facility site preferences. The site(s) preferences will be identified by the Town of Ingersoll.

The consultant will clearly identify and define the strengths, weaknesses, opportunities and challenges of the site(s).

The consultant will work closely with the MURC Ad Hoc Committee, Project Management Team and Council to make recommendations on Facility Site Options and Preferences.

### **PHASE FOUR - FACILITY CONCEPTUAL DRAWINGS, CONSTRUCTION COST ESTIMATES AND PHASING OPTIONS**

After the completion of Phase One, Two and Three the consultant will prepare a conceptual facility report with recommendations that includes preliminary facility components/amenities, facility size and space requirements, parking requirements, and preliminary site plan concepts.

The report will include options for the facility layout and proposed sites. The consultants will prepare the advantages and disadvantages of each option along with their recommendation.

Upon completion of the conceptual preliminary report the consultant will then work with the MURC Ad Hoc Committee, Project Management Team and Council in preparing the final facility conceptual drawings and architectural design. The final concept drawings will include site plan location, building site plan, building/facility architectural concept, access, service, existing buildings, parking, lighting and related existing outdoor facilities.

Capital construction estimates will be based on the final concept drawing(s).

The consultant will also develop facility construction phasing options based on the capital construction estimates and the Town's financial capacity to fund the facility construction.

## **SECTION C – PROJECT DELIVERABLES**

### **PROJECT DELIVERABLES**

The project deliverables, defined below, are the minimum requirements for the execution of the study. Should the respondent feel that it is desirable to produce additional information, these should be described explicitly in the proposal:

- i) Work Plan
- ii) Consultation Plan - MURC Ad Hoc Committee, Project Management Group, User Group, Potential Partners, Public and Town Council
- iii) Individual Draft reports on the information obtained from Phase One, Two, Three & Four of the RFP requirements
- iv) Draft Final Report
- v) Final Report

### **WORK PLAN**

Upon notification that a respondent is the successful bidder, and before commencing the project, the respondent shall prepare a Work Plan, which shall take the form of a detailed description of the steps to be followed in the study process. This plan will indicate the sequencing and staging of tasks, key decision points, the expected completion date for each task and the interrelationship between the completion of the tasks and the preparation of the project deliverables. The Work Plan shall be delivered to the MURC Ad Hoc Committee and a meeting scheduled for review and approval of the Work Plan prior to commencing work.

### **DRAFT REPORT**

The respondent shall prepare a Draft Report for general circulation and review by the Multi-Use Recreation Centre Ad Hoc Committee at the completion of each phase. After the review by the Committee of the Draft Reports a complete Final Report shall be prepared.

The Draft Report shall be considered a “dry run” for the Final Report – all topics to be covered by the Final Report shall be addressed, and the Draft Report shall not be prepared until study work is sufficiently far advanced that no significant new information will be introduced between the Draft Report preparation and preparation of the Final Report.

### **FINAL REPORT**

The respondent shall prepare the Final Report for acceptance by the Multi-Use Recreation Centre Ad Hoc Committee following a thorough review of the Draft Reports and satisfactory resolution of all issues raised during the review period. The Final Report shall include, but not be limited to, the following information:

Final Report:

- A. Executive Summary;
- B. Results & Analysis of Community Facility Needs Study;
- C. Development of a Facility Partnership Plan & Development Options;

- D. Facility Site Reviews/Evaluation, Options and Final Recommendation(s)
- F. Final Conceptual Site Plans(s)
- G. Conceptual Architectural Design(s)
- H. Capital Costs Estimate;
- K. Phasing/Implementation Plan;
- L. Summarization and Conclusion of Study.

## **MEETING**

The following are mandatory meetings to be attended by the successful respondent:

- i) Presentation of the Work Plan to the Ad Hoc Committee.
- ii) Facilitated meetings/sessions with Facility User Groups, Potential Facility Partners, Community Organizations and Residents with a presentation of the findings of Phase One to the MURC Committee.
- i) Presentation of Phase Two Facility Partnership Plan findings to the MURC Committee and Council.
- ii) Presentation of Phase Three Facility Site Reviews, Options and Final Recommendations to MURC Committee and Council.
- iii) Presentation of Facility Conceptual Site Plan(s), Conceptual Architectural Design(s), Cost Estimates and Implementation/Phasing Plan to the MURC Committee and Council.
- iv) Presentation of Draft Report to the MURC Ad Hoc Committee.
- i) Presentation of the Final Report to Town Council.

All meetings will be held in the Town of Ingersoll. The respondent shall indicate in the proposal the personnel expected to attend each of the meetings identified above. Other meetings may be required at the discretion of the respondent and/or the MURC Ad Hoc Committee to satisfactorily execute this RFP and/or Strategy.

## **REQUIREMENTS**

### **EXPERIENCE**

The respondent shall exhibit the required experience that must comprise, but is not limited to, the following:

General:

- i) Research and analysis techniques;
- ii) Facilitation and public presentation experience;
- i) Preparation of similar studies in the past;
- i) Specific proven knowledge of developing new Multi Use Recreation Centres;

References:

- i) Identify at least three similar projects successfully completed and provide references for each project.

## **PROPOSAL FORMAT**

All respondents must submit six (6) hard page copies and one (1) electronic copy of their proposal containing the detailed information to fulfill the project deliverables, described above, for all project phases.

## **FIRM IDENTIFICATION AND CONTACT**

Each respondent should provide the full legal corporate name of each corporation identified in the proposal, and the name, title, address, telephone number, facsimile number and e-mail address of the individual to be contacted with respect to the submission. Include the URLs (website address), if applicable.

## **PROJECT TEAM EXPERIENCE**

The respondent should identify all proposed team members and their role in the project. For each proposed member include:

- Name and firm association, if different from contact;
- Role in the project;
- A brief description of the individual's qualifications and their experience both professional and practical;
- A list of relevant previous assignments and brief description of their roles;
- Three references for similar projects.

## **COMPREHENSION OF THE ASSIGNMENT**

Indicate your understanding of the scope and complexity of the assignment. Indicate the problems/ issues likely to be encountered.

## **APPROACH**

Describe your methodology, method of research, session plans, and any additional reference material and source documentation resources to be used. Describe any other relevant and/or unique attributes of your approach.

## **PROJECT PLAN AND SCHEDULE**

The respondent should include a proposed project plan including schedule/timetable and deliverables, with the identification of the team member involvement.

## **FEES AND EXPENSES**

Proposal and Fees and Expenses Schedule should be submitted as per requirements of the RFP.

The price quote should be inclusive. If the price excludes certain fees or charges, you must provide detailed list of excluded fees with a complete explanation of the nature of those fees. The selected respondent is responsible for any and all costs and expenses incurred while carrying out the terms of the study. The proposal shall specify and state a firm, not-to-exceed price, including total fees and expenses (excluding HST), in order to complete the project. The price must be broken down by each phase of the RFP, taking into consideration:

- i) Hours by project team members;
- ii) Hourly rate by project team members;
- iii) Total charge by project team members;
- iv) Expenses by major category (i.e. travel, accommodation, photocopying, long-distance telephone, etc.).

The activities listed in the RFP are the minimum requirements to be undertaken. The respondent may also provide separate pricing on additional requirements that may benefit the Study Committee in meeting their goal.

The proposal should include hourly rates for project team members' time if required to provide additional services over and above those noted in the proposal. The proposal should also include the policy with respect to billings, should the actual time taken be less than that indicated in the proposal.

Pricing provided under this Request for Proposal shall remain for a period of sixty (60) days from the date of closing this Request for Proposal. Unless otherwise specified in the RFP, bids must be in Canadian currency.

## **CONTRACT AWARD**

The award of a contract from this RFP is conditional upon the successful respondent entering into an agreement to perform the services and other obligations as required by the RFP. The Study Committee is under no obligation to award a contract. The Study Committee is not obligated to accept the lowest or any of the bids.

## **PAYMENT OF FEES**

The Town will pay the Consultant its fees based on the completion of milestones as defined within the Consultant's proposal, and in accordance with Proposal Fees and Expense Schedule, as contained in this document.

The Consultant to provide payment fee schedule in their proposal.

## **SECTION D- GENERAL CONDITIONS**

### **GENERAL CONDITIONS**

The following section forms an integral part of this RFP and must be considered in completing a response to this Proposal.

### **CLAUSES AND CONDITIONS**

The Consultant must agree to abide by all the clauses and conditions laid out in this Proposal.

### **AGREEMENT**

Should the Consultant's Proposal be acceptable to the Owner then the Consultant shall enter into agreement with the Owner.

### **DEFINITIONS**

Wherever the words "Owner", "Town" or "Municipality" are used in these documents, it shall be understood that it means The Corporation of the Town of Ingersoll as represented by the Director of Parks and Recreation.

Wherever the words "satisfactory", "approved", "adequate", "suitable", or similar words or phrases are used in these documents, it shall be understood that they mean, unless the context provides otherwise, "satisfactory to the owner", "approved by the owner", "adequate to the owner's satisfaction", "suitable to the owner", etc.

Whenever the words "Request for Proposal" or "Proposal" are used it shall mean and include the agreement to do the work entered into with the Town of Ingersoll, the Response Requirements, the General Conditions, the Terms of Reference, the Proposal and other documents referred to or connected with the said Request for Proposal.

Whenever the word "Successful Consultant" is used it shall mean the individual, firm, or company to whom a contract is awarded, pursuant to this RFP, by the Town of Ingersoll.

Whenever the singular or masculine is used in this document, it should be considered as if the plural or feminine has been used where the context so requires.

## **WITHDRAWAL**

Proposals may be withdrawn at any time prior to the closing date and time at the Consultant's discretion. Withdrawal notification must be in written form, signed and must be submitted to the Clerks Department, 130 Oxford Street, Ingersoll, ON N5C 2V5, Attention: Michael Graves, Clerk. No facsimile, telegrams, or telephone calls will be accepted. After the official closing date and time, all Proposals received shall be irrevocable.

## **AWARD OF CONTRACT**

The award of this contract is subject to approval by the Town Council and such approval is to be finalized no later than sixty (60) days after the Proposal closing. This condition is for the benefit of the Town only and may be waived by the Town at any time. In no event will the successful The Consultant be permitted to alter or withdraw the bid during that time period. Should the contract not be approved by Town Council, the Town reserves the right to reject all Proposals.

## **INSURANCE**

### **COMPREHENSIVE GENERAL**

The successful Consultant shall, at their expense, obtain and keep in force during the term of this contract, Comprehensive General Liability Insurance satisfactory to the Town, including the following:

- i) Have a limit of comprehensive general liability of not less than **\$5,000,000.00** inclusive for any occurrence.
- ii) Be comprehensive liability insurance covering all operations and liability assumed under this agreement with the Town.
- iii) Include insurance against liability for bodily injury and property damage caused by vehicles owned by the Contractor and used on the work, and in addition, shall include insurance against liability for bodily injury and property damage caused by vehicles not owned by the Contractor and used on the work. Each such insurance shall have a limit of liability of not less than **\$2,000,000.00** inclusive for any one occurrence. A "vehicle" shall be as defined in the *Highway Traffic Act*.
- iv) Be endorsed to provide that the policy or policies will not be altered, cancelled, or allowed to lapse without sixty (60) days prior notice to the Town.
- v) Name the Town and the Municipality wherein the work is to be undertaken as insured parties.

## **PROOF OF INSURANCE**

The successful Consultant shall provide, together with its executed agreement, a certificate(s) of insurance or certified copy(ies) of the above referred to policies, satisfactory to the Town together with proof of renewal at least ten (10) days prior to expiry.

Provided that a certificate is given, all requirements as above set forth must be shown on said certificate and notwithstanding the provision of any certificate, the Town may require that the successful Proponent provide a certified copy of the policy.

## **WORKPLACE SAFETY & INSURANCE**

The Consultant shall furnish evidence of compliance with all requirements of the *Workplace Safety and Insurance Act* and the Workplace Safety and Insurance Board. Such evidence to include a certificate of good standing issued prior to the execution of the Contract, and a further certificate issued annually on or before the anniversary date of each year.

## **COMPLIANCE WITH LAWS, REGULATIONS AND POLICIES**

The Consultant shall comply with all labour, police, health, environment, sanitary and other laws and regulations imposed by public bodies having jurisdiction during the Term.

The Consultant shall be, or shall become, familiar with all such laws, regulations and policies which in any manner affect the performance of the Contract, those engaged or employed in the work, or affect facilities or equipment used in the work, or which in any way may affect the conduct of the work and no plea of misunderstanding will be considered on account of ignorance thereof. Without limiting the generality of the aforesaid, it shall be the Consultant's responsibility to comply with:

- i) *Environmental Protection Act* and Regulations;
- ii) *Workplace Safety and Insurance Act*;
- iii) *Occupational Health and Safety Act*;
- iv) Safety or other Policies established by the Authority or the Town;
- v) *Construction Lien Act* and Regulations;
- vi) Ministry of Transportation Regulations including the Commercial Vehicle Operating Regulations; and
- vii) Electrical Safety Authority.

The Consultant shall indemnify and hold harmless the Town and its RFP - Multi-Use Recreation Centre employees against and from all suits or actions arising from any Health and Safety violations as well as the cost to defend such charges as a result of any violation.



The Consultant shall comply with all applicable municipal, provincial and federal laws pertaining to the Proponent's services provided herein to the Town including, without limiting generality, all labour, police, health, environmental, public health and sanitation laws and regulations imposed by public bodies having jurisdiction over such matters.

Please be advised that the Owner has a Policy on Health & Safety. The successful contractor is requested to ensure that employees are advised and have a sound knowledge of this policy

## **SAFETY AND FIRST AID**

Without limiting the generality of Section 1.8 "Compliance with Laws, Regulations and Policies", the successful proponent shall:

Provide and maintain the necessary items and equipment as called for under the First Aid Regulations of the *Workplace Safety and Insurance Act* and the *Occupational Health and Safety Act*.

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada. Deliver copies of WHMIS data sheets to the Town on delivery of materials.

Take all necessary precautions to ensure the continuous safety of any contract workers, the owner and general public at large on the Owner's property.

Provide the company's Health and Safety Policy prior to commencement of the agreement.

## **MINISTRY OF LABOUR SITE VISIT**

In the event of a site visit from the Ministry of Labour and in the event this Ministry of Labour person gives written warning to any contravention to the *Occupational Health and Safety Act*, a written copy is to be given to the Town of Ingersoll.

## **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT**

The successful consultant shall ensure that all its employees, agents, volunteers, or others for whom the Proponent is legally responsible receive training regarding the provisions of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the *Accessibility for Ontarians with Disabilities Act, 2005* as amended (the "Act").

The Consultant shall ensure that such training includes, without limitation, a review of the purpose of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Proponent shall submit to the Town, as required from time to time, documentation describing its customer service training policies,

practices and procedures and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents, volunteers, or others who received such training.

The Town reserves the right to require the Consultant to amend its training policies to meet the requirements of the Act and the Regulation.

## **INDEMNIFICATION**

The successful Consultant shall indemnify and save harmless the Town and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of this Agreement, save and except for damage caused by the negligence of the Town or their employees.

## **ASSIGNMENTS**

The successful Consultant shall not assign, transfer, or sublet this contract or any part thereof without the written consent of the Town. This contract and everything therein contained shall be binding upon the parties hereto, their respective successors and assigns.

## **INTERPRETATION**

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final.

## **VERBAL ARRANGEMENT**

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The successful Consultant must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Town, or in prosecuting any claim against the Town.

## **FAILURE TO PERFORM**

If the successful Consultant fails to provide the services agreed, within the time specified, the Town reserves the right to cancel the contract and obtain services from alternate sources.



**DEPARTMENT:** Parks and Recreation

**REPORT NO:** R-026-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Town of Ingersoll Canada Day 150th Celebration – Sat. July 1, 2017

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## **OBJECTIVE**

To update Council on the progress of the Canada Day 150<sup>th</sup> Celebrations

## **BACKGROUND**

As part of the 2016 Budget Deliberations Council approved funding and directed staff to begin the planning and coordination of Canada Day 150<sup>th</sup> Celebrations for the Town of Ingersoll.

Parks and Recreation staff has been meeting on a monthly basis since the end of February 2016 to start to plan and book various activities for the day's celebrations.

## **ANALYSIS**

Canada Day 150<sup>th</sup> Celebration Highlights – Location - Victoria Park & Centennial Park

- Daytime Activities – 12 Noon to 5 pm & Evening Activities – 7 pm to 11 pm
- Opening Ceremonies – 12 Noon & 7 pm
- Location of Opening Ceremonies & Entertainment – Victoria Park Main Diamond

Opening Ceremonies: Greetings from Dignities, Town Crier, Ingersoll Pipe Band, Community Choir singing O'Canada & Happy Birthday, Legion Colour Party, Free Canada Day Cake & Cupcakes (1,000)

- 7pm Ceremony – Breaking the World Guinness Record of Playing O'Canada and Happy Birthday with Ka-Zoo's (Record to beat 5,190 Ka-Zoo's).

Entertainment & Fireworks

- Victoria Park Main Stage – 12:30 pm to 5 pm - Local Musicians & Dancers.
- Evening Entertainment – 7:30 pm to Dusk – Live Band (To be Booked)
- Fireworks Display – Dusk – Fireworks Booked (Minimum Order \$10,000)

#### Arts & Cultural Events

- Creative Arts Centre will be open and operating events
- Ingersoll Cheese & Agricultural Museum will be open and will exhibit Canadian Icons, Symbols of Canada and run Heritage Activities
- Oxford Creative Connections will be inviting Vendors from the Halls Creek Festival to participate and offer interactive activities

#### Free Children, Youth & Adult Activities

- Activities will be themed by Provinces and there will be a passport for kids to travel to every Province and complete activities called “Passage through Canada”
- Petting Zoo
- Bouncy Castle
- Horse Drawn Wagon Rides
- Dotsy’s Entertainment – Face Painting & Balloon Art
- Splashpad
- Teresa Cameron Playground

#### Food & Refreshments

- Free Birthday Cake & Cupcakes (1,000)
- Beer Garden
- BBQ
- Pizza & Fries
- Ice Cream

**And much, much more!!!!!!**

The Committee is also working on a Town of Ingersoll 150<sup>th</sup> Celebration Legacy. It has been suggested that a photo contest be undertaken with a theme “**2017 A Year in the Life of Ingersoll**”. Photographs would be taken throughout the year and 150 photos would be selected to be published in a book and electronically.

It has also been suggested that a “**Time Capsule**” be created and placed in a historic site to be opened on a specific date in the future.

## **INTERDEPARTMENTAL IMPLICATIONS**

Staff from other Departments have also been involved on the Planning Committee: Scott Gillies (Museum) and Chelsea Jibb (Marketing, Promotion & Tourism).

Staff from other Departments may be asked to assist on the day of the Celebrations.

Staffing costs for the celebrations will be incorporated into the 2017 Operating Budgets.

## **FINANCIAL IMPLICATIONS**

Town Council approved \$12,500 in the 2016 Budget to go towards the costs of the Canada Day Celebrations and recommended that an additional \$12,500 be included in the 2017 Budget (Total \$25,000).

Staff is currently seeking sponsorships of various events with community organizations and local businesses and industries i.e. Fireworks Display, Evening Entertainment, Ka-Zoo’s, Bouncy Castles etc.

Staff is also applying for grants through the various 150<sup>th</sup> Canada Day Grant Programs.

## **RECOMMENDATION**

**THAT** Council of the Corporation of the Town of Ingersoll receives this report as information.

## **ATTACHMENTS**

None

Prepared by: Bonnie Ward, Director Parks & Recreation

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury

**REPORT NO:** T-019-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Property Tax Billing and Collection Policy

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## **OBJECTIVE**

To seek Council's approval of a new Property Tax Billing and Collection Policy.

## **BACKGROUND**

The Town of Ingersoll Treasury department has been operating in compliance with the Municipal Act, 2011 (the Act), related Ontario Regulations, the Assessment Act and applicable Town and upper tier by-laws however the need for a standardized policy has been identified. Recognizing this need, staff developed a new Property Tax Billing and Collection Policy for implementation. The proposed policy will provide a basis for decision-making relating to all aspects of tax billing and collection procedures and as prescribed in provincial statute.

## **ANALYSIS**

The proposed policy has been created for the purpose of providing guidance to Council and staff in respect to property tax billing and collection.

The goals of the policy are:

- To provide direction for decision making consistent with the Town's and Upper Tier By-laws, agreements and as prescribed in provincial statute.
- To ensure that municipal tax revenues are collected in a timely and effective manner.
- To ensure that all Ingersoll taxpayers are dealt with in a professional and consistent manner.

## **INTERDEPARTMENTAL IMPLICATIONS**

The report was circulated to all departments for review and comments.

## **FINANCIAL IMPLICATIONS**

This policy is to ensure timely collection of property taxes to minimize outstanding amounts owing to the Town.

## **RECOMMENDATION**

That the report regarding Property Tax Billing and Collection Policy be received: and

That Corporate "Property Tax Billing and Collection Policy" be approved for implementation.

## **ATTACHMENTS**

Draft Property Tax Billing and Collection Policy dated August 8, 2016

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO



**Policy Title: Town of Ingersoll Property Tax Billing and Collection**

**Effective Date:**

**Review Date(s):**

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## **SECTION A - PROPERTY TAX BILLING AND COLLECTION POLICY OVERVIEW**

### ***Scope***

This policy covers all aspects of billing and collection of property taxes, and any amounts added to the roll for collection, up to and including the initiation of Municipal Tax Sale proceedings. All procedures related to a Municipal Tax Sale are carried out in accordance with Regulation 181/03.

This policy excludes collection of payments-in-lieu of taxes.

### ***Purpose***

The Town of Ingersoll collects taxes on behalf of the County of Oxford and the school boards, and is responsible to ensure all overdue property taxes are collected in a timely, systematic manner.

The purposes of this policy are to establish fair and equitable processes for the billing and collection of municipal property taxes, and to outline how such payments will be applied. To provide staff guidance for decision making consistent with the Town's By-laws, agreements and as prescribed in provincial statute.

It also provides for legislated policy requirements, such as the various rebate programs and programs available to ratepayers and the Town to amend assessment information.

### ***Legislative Authority***

This policy is written in compliance with the Municipal Act, 2001 (the Act), related Ontario Regulations made under the Act and applicable Town bylaws, as amended from time to time.

### ***Definitions***

For the purposes of this policy:

**"Cancellation Price"** means an amount owing equal to all tax arrears, together with all current taxes owing, penalties and interest and costs incurred by the Town after the registration of a Tax Arrears Certificate under section 373 of the Act.

**“Collection Costs”** means all costs incurred by the Town to obtain information for collection purposes and/or collect tax arrears including, but not limited to, title search fees, corporate search fees, registered or certified mail, administrative charges, legal costs and tax sale costs.

**“Extension Agreement”** means a contract between the Town and the owner, spouse of the owner, a mortgagee or a tenant in occupation to extend the period of time in which the cancellation price is to be paid. The contract is entered into after the registration of a Tax Arrears Certificate and before the expiry of the one-year period following the registration date.

**“Penalties and interest”** means amounts applied by the Town to unpaid property tax accounts, in accordance with section 345 of the Act and applicable Town by-laws.

**“Municipal Tax Sale”** means the sale of land for tax arrears according to proceedings prescribed by the Act and Ontario Regulation 181/03.

**“Property Taxes”** means the total amount of taxes for town, county and school purposes levied on a property and includes other amounts added to the tax roll as may be permitted by applicable Provincial legislation, including but not limited to outstanding fines under the Provincial Offences Act; charges pursuant to the Property Standards By-law with authority provided by the Building Code Act; and fees and charges related to false alarms and/or grow-operations.

**“Tax Arrears”** means any portion of property taxes that remain unpaid after the date on which they are due.

**“Tax Arrears Certificate”** means a document that is registered on title, indicating the described property will be sold by public sale if all property taxes are not paid to the Town within one year of the registration of the certificate.

### ***Administration***

This policy is administered by the Finance Department. The Town’s Treasurer will monitor the effectiveness of this policy by an internal audit, program evaluation reports or conducting regular reviews

## ***Accountability***

The Treasurer, Finance Department, is responsible to ensure that outstanding property tax collection processes are performed in accordance with this policy and all applicable legislation.

In addition, The Treasurer, and/or Tax Collector, is responsible to:

- ensure this policy remains consistent with current legislation;
- ensure applicable staff are aware of and trained on this policy;
- communicate any policy revisions to applicable staff; and
- review property tax accounts to ensure tax collection processes are performed in accordance with this policy.

## ***Reporting***

The Finance department will maintain the following reports and provide them to the Chief Administrative Officer (CAO) and Council on an annual basis, or more frequently as directed.

Tax Arrears Certificates Registered - Lists all properties against which Tax Arrears Certificates have been registered, identifying the amount of arrears and redemption date of each and details of any extension agreements in place

Section 357/358 Tax Reductions for Council's Approval – Report including roll number, reason for the reduction or exemption, the section of the Act (if applicable), the tax year to which the tax reduction will apply, the amount of reduction in assessment, the amount of the total tax reduction and the local tax portion (impact to the Town). This is required by December of each year for applications received up till that date.

For additional information contact the Treasurer or Tax Collector.

## **SECTION B - BILLING, PAYMENTS AND DELIVERY OF TAX BILLS**

### ***Billing - Interim***

As provided in the Municipal Act, 2001, each property owner, identified on the returned assessment roll, shall be mailed an interim tax bill. The interim bill shall represent up to fifty percent (50%) of the previous year's taxes

billed and be payable in two instalments. This interim bill shall be mailed before the end of January. The two due dates will fall within three business days prior to the last business day of the months of February and May.

Participants in the preauthorized payment program will have received a notice in the preceding December advising of what their monthly payment withdrawal from their bank account will be. Interim tax bills will be mailed to installment participants but not to monthly participants.

### ***Billing - Final***

After completion of the annual budgetary process, and the setting of tax ratios and rates, a final bill shall be mailed to each property owner identified on the returned assessment roll. The final tax bill shall be the levied taxes for the year less the interim bill, and be payable in two instalments. This final bill will be mailed before the end of July. The two due dates will fall within three business days prior to the last business day of the months of August and October.

All participants in any preauthorized payment program will receive a final tax bill with a note on the bill that they are a participant in a preauthorized payment plan and that the bill is for information purposes only.

### ***Supplementary***

After receiving notification from the Municipal Property Assessment Corporation (MPAC) tax bills shall be calculated, printed, and mailed to each proper owner identified on the supplementary/omitted assessment notification listing from MPAC.

All participants in the instalment preauthorized payment program will receive a tax bill, with a letter stating they are a participant in a preauthorized payment plan and the supplemental bill will be processed on the final installment in October with the regular installment payment.

Participants in the monthly preauthorized payment program will receive a letter advising them the supplementary bill is due separate from the preauthorized payment plan. The letter will further urge the property owner to contact the Town in writing if they choose to have it calculated as part of the preauthorized plan. Supplementary billings will be processed with a due date to the last installment of the year however it may not be sufficient time to accommodate a monthly payment plan.

## ***Due Dates***

The Municipal Act, 2001, section 343 (1) provides that each property owner be given twenty-one (21) days' notice to pay when receiving a tax bill. However, the Town may give more notice whenever possible.

## ***Mortgage Company***

A mortgage listing of roll numbers, taxes due and owing and the due dates, in standard format will be provided to each mortgage company who has provided the Town with notification that they hold an interest in a particular property.

Property Tax bills and notices are mailed to the address of the property as shown on the tax roll unless the taxpayer advises the Town, in writing, of an alternate mailing address. Use of the alternate mailing address continues until it is revoked in writing or ownership of the property changes.

Any bill or notice sent by standard letter mail is considered delivered to and received by the addressee unless the notice is returned by Canada Post and an error in the mailing address is evident. Taxpayers are responsible to notify the Finance office of any changes to a mailing address. Failure to notify the Town of an address change in writing is not an error on behalf of the Town.

## ***Payments***

Payment of taxes must be received in the Town's finance office, or be post marked, on or before the due date. The following are the methods of payments that are available to the property owner:

- a) Telephone or Internet Banking – using the nineteen digit roll number as the account number;
- b) One of the Town's Preauthorized Payment Plans;
- c) Postdated check(s);
- d) In person, at the counter or drop box of the Town offices at 130 Oxford Street, Ingersoll (the drop box is accessible after hours as well)
- e) Payments by a mortgage holder;
- f) Other alternatives as approved by the Treasurer.

Payments may be made using one or more of the following methods:

- a) Cash,
- b) Check,
- c) Money Order, and/or
- d) Debit.

If a property has been registered through the Town Tax Sale process the payment MUST be in the form of cash, a certified check or bank draft. Partial payment is not accepted where a Tax Arrears Certificate has been registered against a property, except where the Town has entered into an Extension Agreement.

Receipts will be provided for all cash payments and upon request by the registered owner for all other methods of payment. To registered owners whose payments are made on their behalf by a mortgage company, the receipted tax billing will be sent to the registered once all installments have been made by the mortgage company and serve as their income tax receipt.

In accordance with the Municipal Act, 2001, section 347 (1) payments shall be applied as follows:

1. The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owing, with the charges imposed earlier being discharged before charges imposed later.
2. The payment shall then be applied against the taxes owing according to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.

### ***Pre-Authorized Payment Plan***

To assist property owners who prefer to equalize their annual tax payments the following preauthorized payment plans are offered.

a) **Monthly** – provides for a withdrawal from the property owner's bank account to the Town's bank account, ***on the first business day of each month*** an amount sufficient enough to ensure that all taxes billed are paid within the current year. Property owners are eligible if their account is paid up to their chosen date of enrolment. If balances remain on the applicable tax account penalty and interest does not apply. But, if a property owner's payment fails to clear the bank, two (2) consecutive times, the Town

reserves the right to terminate the plan and penalty and interest will apply from that point forward.

The dollar amount to be withdrawn from the participants account shall be recalculated twice a year:

1) Once in January, calculating a monthly amount based on the previous current year's taxes averaged over twelve payments, to take effect on January 1st of the year. For example in January 2016 take the total taxes for 2016 and divide them by 12. This would give the monthly withdrawal amount commencing on January 1st 2016; and

2) In June after the calculation of the final bill. In both cases the property owner shall receive a notification as to the dollar amount change. This calculation would be the current year's taxes, less what has been paid, divided by the remaining months (or withdrawals) in the year.

b) **Instalment** – provides for a withdrawal from the property owner's bank account to the Town's bank account, ***on the due date*** an amount sufficient enough to ensure that all taxes due and payable on the said date are paid in full. Property owners are eligible if their account is paid up to their chosen enrolment date. If a property owner's payment fails to clear the bank, two (2) consecutive times, the applicant relinquishes their right to participate in the program. Penalty and interest will be applied to all amounts past due.

To participate in any of the Preauthorized Payment Plans applicants must submit an application in writing on the Town's prescribed form and submit it before the twenty-fifth (2) of the month prior to the payment withdrawal date.

Participants in the program wishing to make changes to their application (for example banking information), or cancel their participation in the program must do so in writing within twenty (20) calendar days prior to the payment withdrawal date.

Note that pre-authorized payment plans are an alternative payment plan of the tax bills that are issued with posted due dates, offered as a courtesy. Failure to keep the arrangement in good standing will result in the cancellation of this courtesy. To download a form from Town's website <http://www.ingersoll.ca/residents/property-taxes/pre-authorized-payments>



### ***Late Payments and Charges/Penalties and Interest***

Payments not clearing the payer's bank will result in the payment being removed from the applicable tax account and an administrative fee, as indicated in the Town of Ingersoll's User Fee Bylaw, being added to the applicable account.

The payer shall be advised of the returned payment, administrative fee, and the current balance due and owing on their account.

All tax arrears are also subject to penalties and interest. In accordance with the Municipal Act, section 345 and the Town's bylaws, penalty and interest shall be charged at the rate of 1.25% per month on any tax arrears that remain outstanding on the first calendar day of each month. The penalty run is generated in the first three (3) business days of the month, so as to allow for post-marked mail, on-line banking and payments made at a financial institution.

Penalty and interest charges cannot be waived.

## SECTION C - TAX ARREARS COLLECTION

Realty taxes are a secured special lien on land in priority to any other claim, except a claim by the Crown. Taxes may be recovered with costs as a debt due to the Town from the original owner and/or any subsequent owner of the property.

The Town will primarily use the following methods to collect tax arrears:

- verbal communication;
- issue Instalment End Statements of Taxes, Overdue Notices and Final Notices;
- send the taxpayer a form or personalized letter(s);
- arrange terms of payment;
- issue Notices to Interested Parties;
- legal action; and
- Municipal Tax Sale

### ***Collection Steps***

To remind property owners that their tax account is not in good standing the Tax Collector shall send a reminder notice to each property owner, whose account is over ten dollars (\$10.00) in arrears. Overdue Reminder notices shall be forwarded to the property owner on or before the fifteenth (15th) day of the month immediately following the last instalment month in which a due date has occurred. For example, the interim instalments are due at the end of February and May. A reminder notice would be sent out on or before 15th of March and June respectively. Reminder notices may be sent out more frequently at the discretion of the Treasurer. Overdue Notices will not be sent to taxpayers with overdue amounts less than ten (\$10.00) dollars.

***Year End Statement of Taxes:*** The Municipal Act requires that the Treasurer send a statement on or before February 28<sup>th</sup> of each year to any property owner who has arrears on their respective tax account. The statement must be the balance at December 31 of the prior year.

***Payment Arrangements:*** The Tax Collector may enter into payment arrangements with ratepayers at any time prior to the registration of a Tax Arrears Certificate. Payment arrangements must include all tax arrears, current taxes, accruing estimates of future taxes and penalties and interest and be sufficient to ensure payment in full is realized within a reasonable

period of time. Penalties and interest will continue to accrue during all such payment arrangements until full payment on the account has been made. Post-dated checks are the preferred method of payment but pre-authorized payments may be considered in some circumstances, at the Treasurer's discretion.

Authorization for extending payment terms is as follows:

	Maximum Negotiable Payment Arrangement Term		
Staff Level	Residential	Non-Residential	Crown Tenant
Treasurer/Tax Collector	>18 months	>24 months	>36 months

Notwithstanding any such arrangements, no third party payments will be refused for payment on account (e.g. payment from a mortgagee), as long as the third party has sufficient information regarding the property. Confidential account information will not be released to unauthorized parties.

If acceptable payment arrangements are negotiated, the account is monitored for compliance. Follow-up with the taxpayer is done by telephone or in writing, as required.

Once a payment arrangement has been established, if there are two consecutive returned payments or two payments are returned within six months, the payment arrangement is deemed void and the taxpayer is advised that payment in full, by cash, certified funds or money order, is required or the next collection step will be taken.

***Collection Steps for Accounts with Three (3) + Arrears***

If acceptable payment arrangements are not negotiated, then all properties with three (3) + years in arrears shall be subject to the Municipal Tax Sale Process, as set out in Part XI, of the Municipal Act, 2001.

At least once per calendar year, the Town shall review its Property Tax Aged Trial Balance for property owners whose taxes are at or approaching three years in arrears. All properties with taxes which are three or more years in arrears, shall have the Municipal Tax Sale process enacted.

In addition to issuing Year-End Statements of Taxes and Overdue Notices as outlined above, the following actions will be taken once a property is identified for tax sale;

1. ***Final Notice-Prior to Tax Sale*** - Final Notices-Prior to Tax Sale are mailed to those residential property owners with three years or more Property Tax arrears. The Final Notice-Prior to Tax Sale advises that they have thirty (30) days to pay the taxes or enter into a firm, suitable payment arrangement with the Town of Ingersoll.

Any payment arrangements made should be documented specifying the time schedule, method of payment and the amount of each payment. No plan should exceed a period of twenty-four (24) months, at the Treasurer's discretion.

2. ***Notice to Interested Parties*** - If a residential property owner fails to respond to the Final Notice-Prior to Tax Sale, the files are transferred to **Real Tax** or other third party to conduct a property title search in order to identify all parties with a financial interest in the property. The identified parties are then notified of the Tax Arrears. The Notice to Interested Parties advises that the Town intends to proceed with a Municipal Tax Sale Registration and possible tax sale, if necessary, and provides interested parties with an opportunity to pay the arrears in order to protect their interest in the property.
3. ***Final Notice-Prior to Tax Arrears Certificate Registration*** - If neither the property owner nor interested parties respond to the previous notices, a Final Notice-Prior to Tax Arrears Certificate occurs.

A Notice of Intent to Realize on Security that asks if the taxpayer is currently engaged in farming for commercial purposes, and as required by the Farm Debt Mediation Act, is sent with the Final Notice-Prior to Tax Arrears Certificate Registration.

4. ***Tax Arrears Certificate Registration*** - Once all other collection efforts are exhausted and the Town has been unable to secure payment of the Tax Arrears or a firm, suitable repayment plan, the Town commences Municipal Tax Sale proceedings by registering a Tax Arrears Certificate against the property. The Town sends a Notice of Registration of Tax Arrears Certificate (Form 1) to the property owner and all interested parties.

If full payment of tax account including additional interest and collection fees are not received within 280 days of registration of the Tax Arrears Certificate, the Town issues a Final Notice (Form 3) to the property owner and all interested parties within 30 days after the expiry of the 280-day period. Form 3 specifies the date on which the property will be advertised for public sale if the Tax Arrears are not paid or unless Council has approved an Extension Agreement. Once a Tax Arrears Certificate has been registered, **only full payment of the cancellation price will be accepted unless Council has approved an Extension Agreement. Full payment will be accepted up to the date of transfer of ownership of the property following a sale.**

### ***Extension Agreements***

An Extension Agreement (as defined by section 378 of the Municipal Act) must be requested by the property owner, their spouse, the mortgage holder or their legal agent, prior to the one year period of the registration of the Tax Arrears Certificate.

If no agreement is reached as to the terms, and or the agreement is denied by Council, the sale proceeds by returning to the point where the stop in the tax sale process was at immediately prior to the Extension Agreement being requested.

A Bylaw must be passed by Council authorizing that an Extension Agreement may be entered into with the property owner prior to the expiration of the one year period from the date of registering the Tax Arrears Certificate.

When an Extension Agreement is entered into a copy shall be placed in the Town property files and the sale process is suspended or placed on hold until all the terms of the agreement have been fulfilled.

If there is a breach of the Agreement the tax sale process recommences by returning to that step in the tax sale procedure immediately prior to the Extension Agreement being entered into.

When the terms of the Agreement have been fulfilled the Treasurer shall register a Cancellation Certificate on the land title, thus signifying that the tax sale has been averted, and the process stops.

## ***Public Tender – Sale of Land Process***

The Municipal Act, 2001 provides that the property may be sold by sealed tender, or public auction. The Town's preference is by sealed tender.

If taxes remain unpaid after the one (1) year period has passed and no extension agreement has been entered into, the land will be advertised for Tax Sale.

Land is advertised for sale, once in the Ontario Gazette and once a week for four weeks in a local newspaper.

Tenders are opened in an open forum, recorded as received, and then reviewed to ensure completeness of the tenders submitted. (Note: Council may make a bid or tender on a property, by resolution, but they must have a public purpose for the property.)

Highest tender or two highest tenders, if more than one is received are retained. The minimum acceptable bid is the cancellation price.

Notice sent to highest bidder requests payment of the balance of the amount tendered, applicable land transfer tax, and accumulated taxes. All tax sale costs are added to the Collector's Roll balance.

Payment must be received from the highest bidder within 14 days of the date of the notices of highest bidder being mailed by the Treasurer. Upon receipt, the Treasurer shall issue a receipt and declare the highest bidder to be the successful purchaser. If no payment is received within 14 calendar days of the mail of the notice the deposit is forfeited. A notice is then sent to the second highest bidder and the process repeats.

The Treasurer has the discretion to cancel a Tax Sale pursuant to section 382 (6) of the Municipal Act, 2001 at any time up to the registration of a tax deed or notice of vesting.

## ***Deed Issuance and Registration***

Sale proceeds less the cancellation price, is paid into the Superior Court of Justice together with the Statement of Facts. All of the tax sale costs are added to the Collector's roll before declaring the surplus funds.

Tax deed and statutory declaration of the Treasurer is registered on title.

Note: The cancellation price may be paid by the former owner any time before title has been transferred, including when there has been a successful purchaser by tender or by auction.

After one year the Court may forfeit the funds to the Town upon application. The Treasurer applies to the Superior Court of Justice for payment out of court of the amount that was paid in, subject to certain limitations.

### ***Vesting***

Where there is no successful purchaser a Notice of Vesting may be issued and the Treasurer shall register a declaration to that effect at the local land registry office. Council has two (2) years to decide whether to vest a property. The Municipal Act, 2001 allows for inspection of the property including an environmental assessment.

Council may re-advertise for another tender or auction within two (2) years without writing off the tax arrears.

If Council decides not to vest, Council may choose to write off the taxes and issue a tax cancellation certificate. Each year the Tax Collector may prepare a list of such properties for annual write-off thereafter.

Council may also decide to write off all or part of the taxes with the purpose of re-registration of the tax arrears and repeating the tax sale process from the beginning.

If Council decides to vest the property, the tax arrears will be written off and the property may be declared surplus assets and advertised for sale.

## SECTION D - WRITE-OFFS & REBATES

From time to time the Town of Ingersoll will receive, via various modes discussed below, notifications of change in assessment or tax class. Upon receipt of the notification the Town will process the calculation within two months of receipt of the notification, depending on whether or not the final billing for the affected tax year has been calculated and mailed. This will facilitate the Town maintaining a balanced Collector`s Roll as it relates to the amended Assessment Roll.

Some of the types of assessment notifications that may affect the assessment value on a property which may result in a write off or reduction in taxes are:

- Applications for Reduction in Assessment - under section 357 & 358 of the Municipal Act, 2001.
- Assessment Review Board (ARB) Decision – under Assessment Act
- Minutes of Settlement (MOS) – under section 40 of the Assessment Act
- Request for Reconsideration (RFR) – under section 39.1 of the Assessment Act
- Post Roll Assessment Notice (PRAN) – under the Assessment Act
- Advisory Notice of Adjustment (ANA) – under of the Assessment Act
- Vacant Commercial & Industrial Unit Rebates – under section 364 of the Municipal Act, 2001.
- Charity Rebates – under section 361 of the Municipal Act
- Legion Rebates – under section 6.1 Assessment Act
- Grant Rebate of municipal portion of taxes only.

Commercial and Industrial property owners must contact MPAC and attempt to arbitrate a change in assessment prior to filing out any of the above noted applications, with the exception of the *Application For Reduction in Assessment*. If a successful outcome is achieved MPAC will issue an RFR, have the property owner sign, and then send an executed copy to the Town for processing.

### ***Penalty and Interest Reversal on Write-offs***

As per the Municipal Act, 2001 section 345 (6) & 345 (7) penalty interest that has accrued on a property tax account as the result of non-payment, and a write off taxes has occurred as the result of one of the legislation tax



reduction methods; the penalty and interest shall be reversed as though the taxes had originally been billed correctly.

The amount of penalties and interest cancelled is limited to the amount related to the tax reduction associated with a tax adjustment, change in assessment or Town error or omission.

### ***Applications for Reductions in Property Assessment Value (Section 357 and 358)***

Under section 357 and 358 of the Municipal Act, 2001 applications may be made to the Town, for reduction in assessment, by the property owner, or their agent for the following reasons:

- Building was razed by fire,
- Building was demolished,
- Ceases to be liable for the tax rate that the property had been originally billed at,
- Became exempt from property taxation,
- Is damaged and substantially unusable,
- Where a Mobile unit is removed,
- Experiences a Gross or manifest clerical / factual error,
- Is under repairs / renovations preventing normal use (min. 3 months).

The prescribed form must be completed and returned to the Town of Ingersoll. Said form may be obtained from the Town`s web site at [www.ingersoll.ca](http://www.ingersoll.ca) or at the Municipal Finance office 130 Oxford Street, Ingersoll, On N5C 2V5.

The Municipal Act requires that the following procedure occur:

1) An application may only be made by the owner of the land at the time of the application or by another person who has an interest in the land, or a tenant or occupant, or is the spouse of the owner.

2) An application under this section must be filed with the Treasurer on or before February 28th of the following year in respect of which the application is being made. For example, an application being made to affect the 2016 assessment must be filed on or before February 28, 2017.

3) Applications are then forwarded on to the MPAC for their recommendation of assessment value, and or tax class, change.

4) The tax change is calculated by the Tax Collector, using the recommended changes from MPAC. The reduction of taxes (if any) will be forwarded to the property owner on a supplementary billing.

5) The Treasurer will prepare a report of recommended changes for Council to review, that includes roll number, reason for the reduction or exemption, the section of the Act (if applicable), the tax year to which the tax reduction will apply, the amount of reduction in assessment, the amount of the total tax reduction and the local tax portion (impact to the Town).

6) The applicant then has thirty-five (35) days to appeal to the Assessment Review Board if they do not agree with the results.

### ***Assessment Review Board Applications***

Property owners may apply to the Assessment Review Board (ARB), on the prescribed form to appeal their assessment. The deadline for these types of appeals is March 31st of the current year (except on reassessment years deadlines are set by MPAC), for the current year's taxation assessment. Applications, fees, and deadlines are available on the ARB web site at [www.arb.gov.on.ca](http://www.arb.gov.on.ca)

After receipt of an ARB decision the Town shall recalculate the taxes for the affected year or years on or before the 10th of the following month, and notify the property owner accordingly.

### ***Minutes of Settlement (MOS)***

Minutes of Settlement are issued after a property owner has applied to the Assessment Review Board, and MPAC has negotiated a settlement, with the property owner, prior to going to the Assessment Review Board hearing. MOS will be sent to the Town by the ARB or MPAC.

This type of request will be processed as soon as possible the following month after receiving the notice from MPAC.

### ***Request for Reconsideration (RFR)***

Requests for Reconsideration are issued by MPAC after negotiating a settlement with the property prior to a property owner making application to the ARB. Normally the property owner would contact MPAC who then would

discuss or meet with the property owner and both parties would come to a consensus as to what the outcome would be. MPAC would issue the RFR, get the property owner's signature of agreement on it, and then send a copy of that agreement to the Town. The Town may choose to appeal the RFR or process it without objection.

This type of request will be processed as soon as possible the following month after receiving the notice from MPAC or after final billing, or a Notice of Decision from MPAC.

### ***Post Roll Assessment Notices (PRAN)***

These are notices that are issued by MPAC advising the property owner and the Town that a change in assessment has occurred after the return of the assessment roll.

This type of request will be processed as soon as possible in the following month after receiving the notice from MPAC, or a Notice of Decision from MPAC.

### ***Advisory Notice of Adjustment (ANA)***

These notices are required by the Assessment Act to adjust the Current Value Assessment (CVA) starting point and phased-in assessments following a change to a property's assessment, when no other notice is otherwise required to be sent to the property owner. Most often they are sent following an Assessment Review Board (ARB) decision.

### ***Vacant Commercial & Industrial Unit Rebates***

The Municipal Act, 2001, section 442 requires that every municipality must provide for vacant commercial and industrial rebates. There are specific guidelines relative to this type of applications such as:

#### ***Exclusions***

A building or portion of a building will not be eligible for a rebate if:

- It is used for commercial or industrial activity on a seasonal basis;
- During the period of vacancy it was subject to a lease, the term of which had commenced; or

- During the period of vacancy it was included in a sub-class for vacant land.

### ***Eligibility***

Category 1 – Buildings that are entirely vacant

A whole commercial or industrial building will be eligible for a rebate if the entire building was unused for at least ninety (90) consecutive days.

Category 2 – Buildings that are partially vacant

A suite or unit within a **commercial** building will be eligible for a rebate if, it was unused; **and** clearly delineated or physically separated from the used portions of the building; **and** either capable of being leased for immediate occupation, undergoing or in need of repairs or renovations that prevented it from being available for lease for occupation, or unfit for occupation, for at least ninety (90) consecutive days.

A portion of the **industrial** building will be eligible for a rebate if, for at least 90 consecutive days if it was unused; **and** clearly delineated or physically separated from the used portions of the building.

### ***Who and When to Apply***

An owner, or their agent, may apply:

Once a year before February 28th of the year following, the taxation year to which the application relates.

**Or**

Twice a year. An interim application may be made after the first six (6) months, and a second application may be submit for the second six (6) months of the year.

The final application must be submitted on or before February 28th of the year following the taxation year to which the application relates and include;

- The Property information

- If applying for only a portion of the building a drawing of the building must be provided indicating what portion of the building is vacant
- A completed questionnaire
- If the building is for rent or lease, proof it is being offered for rent or lease
- Any other information the Town Treasurer may request.

### ***Rebate Payments***

Rebates will be applied as per the Municipal Act 2001, Section 347, (1)

1. The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owing, with the charges imposed earlier being discharged before charges imposed later.
2. The payment shall then be applied against the taxes owing according to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.

Unless return of the rebate is requested in writing, rebates will remain on account to offset future tax billings. If an applicant is in the process of selling their property they are urged to ensure that their solicitor is aware of this application and of the possibility of a pending rebate. Applications are available on the Town's web site at [www.ingersoll.ca](http://www.ingersoll.ca) or at the Town Finance office at 130 Oxford Street, Ingersoll, Ontario N5C 2V5. If leasing, be able to identify the amount of taxes included in their lease payments.

## **SECTION E - MISCELLANEOUS**

### ***Bankruptcy***

When a property owner files for bankruptcy, the Town is a secured creditor, as the tax debt is a charge against the real property. The Town ranks in preference and priority to any other claims, except those of the Provincial and Federal government. A letter is forwarded to the trustee advising them of the Town's claim and that it is assumed property taxes will be paid once the property is sold.

## ***Contaminated Property***

Council shall approve any tax sale proceedings where it is suspected that a property is environmentally contaminated.

## ***Discretion***

In order to ensure that all taxpayers are treated fairly and equitably, the Treasurer, or his/her designate, has the authority to exercise discretion in the application of this policy where unusual circumstances are apparent, provided such discretion is in accordance with all applicable legislation.

## ***Refunds of Credit Balances on Accounts***

From time to time property tax accounts may experience credit balances for various reasons, such as:

- Duplicate payment of a tax instalment(s),
- Mortgage company and property owner both pay an instalment,
- A reduction in assessed value,
- A change in a tax class to lesser tax rate class, and/or
- Preauthorized Payments made in advance of an instalment being due.

Credit balances will be refunded under the following conditions, note that refunds other than assessment related will have administration fees applied:

- 1) Duplicate payment of a tax instalment – the property owner must request in writing to have the overpayment refunded. Administration fee applies.
- 2) Mortgage company and property owner both pay an instalment – the property owner must request in writing to have the overpayment refunded, and direct who the overpayment is to be returned to. Furthermore, no overpayment will be refunded unless all instalments billed have been cleared. Administration fee applies.
- 3) Mortgage Company overpays an instalment or no longer represents the property owner – because the Town is not aware of the agreement between the financial institution and the property owner the Town will only refund the financial institution overpayment on the written direction of the property owner. Furthermore, no overpayment will be refund unless all instalments billed have been cleared, unless the property has been sold to another owner. Administration fee applies.

- 4) Preauthorized Payments made in advance of an instalment being due.
- 5) Prior to refunding any credits from the property tax account, the Town will verify that all other debts with the Town (utilities, and miscellaneous accounts receivable, etc.) have been cleared prior to releasing a credit refund. The Town reserves the right to transfer credits on property tax accounts to accounts with other debt.
- 6) Credits as the result of an assessment reduction will be refunded, but only after the last instalment billed has been cleared. For example: a prior year assessment reduction is calculated in January; the interim tax bills are generated the second week of January with the last instalment on the interim billings due on the last business day in May. Any credit balance on the account will be applied first to the two instalments and then any remaining credit balance will be refunded to the registered property owner at the time the check is issued.
- 7) Credit balances being refunded will be issued to the property owner at the time the check is issued. Property owners selling properties who have outstanding application(s) should ensure that their solicitors are aware of possible tax reductions. The Town will not divide credit balances between previous and current owners as the result of a tax reduction. This is mainly because the Town does not have knowledge of legal agreements that may or may not be in place between the seller and the purchaser.

### ***Severances / Consolidations of Properties***

From time to time property owners will apply for ***severances*** of their properties under the authority of the Planning Act. If granted by the Planning Committee the assessment values must also be split between all the parcels of land. As part of their legislated services MPAC provides the divided assessment information. Under the authority of the Municipal Act 2001, section 356 the Treasurer may divide the assessment roll into the parcels being severed and direct the property taxes accordingly.

As severed portions of land are often sold, the Town will not recalculate the property taxes for a part year. It is understood that the seller's and buyer's lawyers would address who owes what as part of the property sale process.

***Consolidations*** are processed by MPAC at the written request of the property owner. Property owners should contact MPAC directly.

## ***Low-Income Senior/Low Income Disabled Person Tax Deferral***

Section 319 of the Municipal Act, 2001 requires that a municipality shall have a policy for the provision of a Low Income Senior or Low Income Disabled Person tax deferral.

The administration of the tax deferral program established by County of Oxford By-law #4285-2003 that form an integral part of this policy. The administration of the by-law is delegated to the lower-tier municipalities.

### ***Sharing of Information***

1. The Town is subject to the Municipal Freedom of Information and Protection of Privacy Act. Departments must comply with the Town's obligations under this Act.
2. The Town must protect the privacy of individuals with respect to personal information about themselves held by the Town and to provide individuals with a right of access to that information. R.S.O. 1990, C.F.31, s.1.





**DEPARTMENT:** Treasury

**REPORT NO:** T-020-16

**COUNCIL MEETING DATE:** August 8, 2016

**TITLE:** Mobile Communication Devices Policy

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## **OBJECTIVE**

To seek Council's approval of a new Mobile Communication Devices Policy.

## **BACKGROUND**

The Town's existing Handheld Mobile Devices Policy was endorsed by Council in 2010. The policy identifies eligibility and use of municipally owned handheld mobile devices. Since that time, staff have recognized several areas where policy changes are required. The new policy clarifies the Town's expectations and requirements regarding the use of mobile communication devices provided by the Town to its employees and elected officials as follows:

1. New option of a Town-issued stipend to pay for the use of a personal mobile device.
2. Reimbursement to the Town for personal use if resulted in additional service fees.
3. Enhanced accountability and safety requirements.

## **ANALYSIS**

The following outlines the proposed changes:

1. Stipend (Flat Rate) – The use of a Town-issued stipend to pay for a mobile device will be an option for some employees. This option will be available for individuals who own a personal device and do not wish to carry two devices. The Town will set the amount of the stipend for Voice, Text Messaging and Data or

any individual service. The amount of the stipend shall not exceed the amount of a basic cellular device in accordance with the current standing Vendor of Record Contract at the time of approval. These amounts are subject to federal and provincial income tax rules. Any employee wishing to use stipend must have prior approval by the Town's CAO and recommendation of the Department Head.

2. Users will be required to reimburse the Town for personal long distance or other fee services. The fee services shall include but not limited to voice, text messaging, data, roaming fees out of country and all applicable taxes. In situations where cell phone usage exceeds the minutes provided by the cell phone plan a detailed call listing may be requested from the service provider. If it is determined that personal use has resulted in a billing for additional minutes the user will be expected to reimburse the Town for the additional costs. If it is determined that the additional minutes were for business use only then consideration should be given to changing to a plan with more minutes.
3. Enhanced accountability and safety requirements include but not limited to the verification of the accuracy of billings, dealing with lost or damaged devices, ethical use of devices, traffic violations, termination of employment, etc.

## **INTERDEPARTMENTAL IMPLICATIONS**

The policy was circulated to all departments for review and comments.

## **FINANCIAL IMPLICATIONS**

There is no financial implications to implement this policy.

## **RECOMMENDATIONS**

That the report #T020-16 regarding Mobile Communication Devices Policy be received;

That the new Mobile Communication Devices Policy be approved for implementation;  
and

That the Handheld Mobile Device Policy (approved by Council in 2010) be repealed.

## **ATTACHMENTS**

Draft Mobile Communication Devices Policy dated August 8, 2016

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO



**Policy Title:** Town of Ingersoll Mobile Communication Devices Policy

**Effective Date:**

**Review Date(s):**

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## **Intent**

The purpose of this document is to provide Town employees with guidelines concerning the authorization, distribution and appropriate use of business mobile communication devices in the course of Town business.

## **Scope**

This policy shall apply to all employees of the Town of Ingersoll, Town council, local boards and committees who are authorized to use Town owned mobile communication devices or are reimbursed for use of personal equipment.

## **Policy**

The Town of Ingersoll provides mobile communication devices to employees in order to promote operational efficiency and safety. These communication tools are designated exclusively for business use and shall not be for the personal convenience of an individual or to achieve a perceived status. All communication devices purchased by the Town of Ingersoll are the property of the Town. Employees using a Town-owned device or their personal device for Town business should have no expectation of privacy regarding phone calls, messages or pages.

## **Procedures**

### **1. Acquisition of Mobile Devices**

- 1.1. A mobile communication device may or may not be a mandatory tool for an employee to effectively perform his or her daily job. This determination will be by the Department Head of the employee. Requests for phones or other devices shall be approved by Town Department Heads and forwarded to the Information Technology (IT) Department for procurement.
- 1.2. The Town reserves the right to approve a device or operating/calling plan before it has been purchased and to refuse to pay for or reimburse an employee for a device or calling plan that is deemed excessive or unnecessary for the required work purpose.

## **2. Levels of Use**

- 2.1. Individually Assigned Cellular Telephones/Smartphones – Individually assigned cellular devices include all cellular devices assigned to departments for use by individual employees. The primary purpose of these devices is for official use.
- 2.2. Pooled Cellular Telephones – Pool cellular devices include all devices assigned to departments for the joint use of more than one employee. The sole purpose of these telephones is for official use. Each department will maintain a log for signing the telephones in and out, so that all usage can be identified with specific individuals. Pool cellular telephones may be restricted from long distance use, and will not be used for personal use.
- 2.3. Stipend (Flat Rate) – The use of a Town-issued stipend to pay for a mobile device is an option for some employees. This option is available for individuals who own a personal device and do not wish to carry two devices. The Town will set the amount of the stipend for Voice, Text Messaging and Data or any individual service. The Town will audit an employee's bills to ensure proper use of stipend. Any employee wishing to use stipend must have prior approval by the Town's CAO and recommendation of the Department Head. The individual owner will be responsible for all overages after the agreed amount is set.
- 2.4. Reimbursed Usage of Personal Device (Phone Calls) – Individuals whose job description does not require use of a mobile device on a regular basis must submit copies of their usage bills for reimbursement. Only work related calls are eligible for reimbursement. Request for reimbursement must be submitted with copies of the employee's actual bill highlighting the actual charges.

## **3. Individually Assigned Phones**

- 3.1. Approval for Town-purchased phones or other devices shall be based upon the following criteria:

Management – The employee is in a managerial role and a critical component of his/her job responsibilities, regardless of location, is contact with staff, citizens, and other agencies.

Work location – The requirements of the job regularly take the employee away from his/her primary work location, either to serve the public or to complete work assignments, and the department head believes a cellular telephone is a critical tool for performing the job. Employees who are regularly assigned to a desk with a land-line telephone and who do not meet the other criteria should not be assigned a mobile device.

On call – The employee is either regularly on call or regularly expected to respond to Town matters during non-business hours.

#### Other considerations

(1) Whether a radio or pager would meet the needs of the organization and the employee as efficiently as and less expensively than a cellular telephone.

(2) Assignment of a cellular device will enhance emergency response, employee safety or work efficiency.

(3) Adequacy of the present system of communication, and whether a cellular telephone is the most appropriate and economical choice.

(4) Whether the cellular telephone is a convenience or a necessity for job performance.

(5) Whether the employee can share a cellular telephone with other employees.

- 3.2. Justification for receiving a cellular telephone or pager must be provided on the Cellular Telephone/Pager and Service Plan Authorization Request form. A copy of the approval form is attached as Appendix A to this document. Cellular telephones and pagers will only be distributed to employees with a demonstrated need.
- 3.3. A list of personnel approved for receipt of an Individually Assigned mobile phone will be maintained by the IT Department and updated annually, or as new employees are issued devices, in order to track the device issued, the communication plan, and the work purpose.
- 3.4. The Information Technology Department will purchase and maintain mobile devices, only after the Department Head/CAO are satisfied that justification has been met for the purchase of a mobile device.
- 3.5. Department Heads must co-ordinate and submit Appendix A to the IT Department in order to receive a Town Purchased mobile device.

#### **4. Pooled/Shared Phones**

- 4.1. Individuals, whose work will take them occasionally into the field, but not with regular (daily) frequency, may not be eligible for an individually assigned phone. Phones and other mobile devices for work use while in the field may be available to an employee on a pooled/shared basis. These devices are to be maintained by a designated individual through the Department Head and available on a first-come first-served basis using a check out system. This method is presently operated by the Town's Parks and Recreation Department.
- 4.2. Pooled Devices are not meant to be used overnight and since they are to be shared – no individual voicemail or personal use of these devices will be allowed. Exceptions to this will be noted in this document. A record of the employee using the device and the time and date used will be maintained and reviewed. Pool phone use records must be kept IAW the Town's Retention By-Law, including phone log and billing records.

- 4.3. Records must be kept in ink or on the computer. Tampering with records can result in disciplinary action.

## **5. Stipend**

- 5.1. The CAO shall be the final approval of all Stipends based upon the recommendation of the Department Head.
- 5.2. The amount of the stipend shall not exceed the amount of a basic cellular device in accordance with the current standing Vendor of Record Contract at the time of approval.
- 5.3. These amounts are non-negotiable when in effect and are subject to federal and provincial income tax rules.
- 5.4. Since the contract of the phone is between the individual and the carrier, the individual is responsible for maintenance of the phone and any negotiations for services. The only town support will be to assist in setting up data as required.
- 5.5. Individuals receiving a stipend are responsible for obtaining an appropriate usage plan – the Town will not be responsible for any overages resulting from a reduced calling or usage plan.
- 5.6. Individuals receiving a stipend must maintain a functional and active phone or device and must report to their Department Head within 10 days any loss of functionality for the device.
- 5.7. Employees receiving a stipend must maintain phone records as records may be periodically audited by the Town in order to ensure proper use of the stipend. Regardless all phone records will be turned into Treasury to be kept in accordance with the Town's Retention By-Law for auditing.

## **6. Reimbursements**

- 6.1. The use of a personal mobile device for work purposes is generally discouraged but may be necessary for travel or special circumstances. Reimbursement for phone calls or other charges associated with work must be processed and approved in the same manner as other travel or mileage expenses.
- 6.2. A copy of the personal bill is required for auditing purposes and compliance of this policy.

## **7. Travel Plans**

- 7.1. To save on substantial roaming charges, all cellular vendors offer travel packages. Anyone travelling out of country is to have a travel package attached to their account to reduce the cost of travelling. Department Heads are to send the IT department an e-mail authorizing the individuals account to have a travel pack. The IT department will determine the travel package required based upon the individuals general usage.

- 7.2. In the case of staff or council receiving a stipend, the contract is between the individual and the cellular company. The individual must contact their provider and setup a travel plan. The cost of the travel plan will be reimbursable. The Town will not be responsible for any overage on an individual's personal cell phone.

## **8. Accountability**

- 8.1. Employees will be asked to sign a Town Use Agreement form that acknowledges acceptance and understanding of the Town's terms of use for mobile communications devices.
- 8.2. Billing statements are received by the Treasury department and then forwarded to the appropriate Department Head or designee and that individual will be responsible to review bills associated with approved mobile devices within that Department.
- 8.3. Every individual Town of Ingersoll owned mobile phone user is responsible for checking the accuracy of their bill before it is processed for payment. Discrepancies in billing data shall be resolved in a timely manner.
- 8.4. Users shall be required to reimburse the Town for personal long distance or other fee services. The fee services shall include but not limited to voice, text messaging, data, roaming fees out of country and all applicable taxes. In situations where cell phone usage exceeds the minutes provided by the cell phone plan a detailed call listing may be requested from the service provider. If it is determined that personal use has resulted in a billing for additional minutes the user will be expected to reimburse the Town for the additional costs. If it is determined that the additional minutes were for business use only then consideration should be given to changing to a plan with more minutes.
- 8.5. Staff should contact the IT Department for replacement of lost or damaged devices as soon as practical. Costs for repairs or replacements will be charged to the phone account.
- 8.6. Authorized users are responsible for reimbursing the Town for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.
- 8.7. The CAO has final say on whether any charges for plan overages or equipment damage will be paid for by the Town.
- 8.8. Prior to termination of employment or job duties requiring cell phone use, each cell phone user must:
- Reconcile all charges on his or her service account prior to departing the employment of the Town.
  - Surrender his or her town-owned cell phone to the IT department, or the finance department.
  - If the user does not return their town-owned cell phone, he or she will be required to reimburse the Town the price of the cell phone.



## **9. Ethical Use of Mobile Devices and Prohibited Uses**

- 9.1. The Town expects that its employees will use communication devices in an ethical and appropriate manner in accordance with the Town's Acceptable Use policy.
- 9.2. No telephone device in any Town facility, other than those serving the functions listed above, shall have any recording device or other device capable of recording the contents of an interactive call attached to it. This provision is not to be interpreted as a ban on the use of voicemail or other messaging systems where a caller can opt to leave messages for an employee or organizational unit when the call is not immediately answered by staff. Telephone, cellular telephone, and page records and logs are a matter of public record and subject to examination by the public.
- 9.3. To ensure that the Town is receiving the best cellular telephone rates and pager rates possible, at least once a year the Information Technology Manager or designee will review the different rate plans available, the assignment of equipment and rate plans to individuals, and assignment of cellular telephones versus pagers.

## **10. Personal Use**

- 10.1. All Town-owned cellular phones are a public resource, meant for expediting work, and should not be used for personal telephone calls. The Town recognizes that unforeseen circumstances may develop in which personal calls result in minimal and incidental use.

## **11. Safety Issues**

- 11.1. It is expected that all mobile communication devices will be used in a safe manner while employees are on paid Town time.
- 11.2. Employees are expected to obey all laws applicable or as legislated by any Federal or Provincial Statute, Regulation amendments to the use of mobile phones and devices.
- 11.3. Employees are clearly encouraged to use a hands-free device in order to use voice communication on a mobile phone while driving. The Town will provide employees with approved hands free devices and carrying cases for Town Mobile Devices.
- 11.4. Although most accessories are of a personal nature, employees are encouraged to obtain these devices at their own cost and submit receipts for reimbursement. These accessories will be charged to the users communications account.
- 11.5. Employees who are charged with traffic violations resulting from the use of mobile devices while driving will be subject to disciplinary action and will be responsible for any personal liability resulting from such traffic violations.

DRAFT



Town Cellular Telephone/PDA Policy Acknowledgement – Stipend

- 1) I have and understand the Town of Ingersoll Mobile Communications Device Policy
- 2) I will provide my cellular telephone number to my immediate supervisor and acknowledge that my immediate supervisor will share my cellular telephone number with other members of council, staff and the to the public or any of the preceding members as required based upon my job requirements.
- 3) I will hold the Town harmless for any damage to my personal cellular telephone/PDA regardless of its use for Town or personal business at the time the damage was incurred.
- 4) I acknowledge that any and all replacement or repair costs are my responsibility.
- 5) The owner agrees to allow the Town, for review of Town business usage, to have access to the cellular telephone number and monthly bills upon request.
- 6) The Town of Ingersoll agrees to pay the amount of \$\_\_\_\_\_ for my cellular phone plan and that I am responsible for any overages in the use of this device.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Cellular Telephone Number

CAO/Town Council:

Approved

Denied

\_\_\_\_\_  
Council Representative Signature

\_\_\_\_\_  
Date



**Community and Strategic Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A05-16**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** August 8, 2016  
**REPORT NUMBER:** 2016-200

**OWNER:** 2187439 Ontario Inc.  
11 St. Andrew Street, Ingersoll, N5C 1K6

**VARIANCE REQUESTED:**

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.

**LOCATION:**

The subject lands are described as Lots 27 - 31, Block 35, Plan 279, Part Lots 18 – 20, 23 – 26, 170, 293, Part Creek Plan 477, Part Thames River, Town of Ingersoll. The lands are located on the east side of Thames Street South, between Carnegie Street and St. Andrew Street, and are municipally known as 31 Thames Street South.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Central Business District
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TOWN OF INGERSOLL ZONING BY-LAW: Central Commercial Zone (CC) with Floodfringe Overlay

SURROUNDING USES: surrounding uses are commercial to the south with the Ingersoll arena to the southeast and industrial uses to the north and east. The Thames River is directly north of the subject lands and the CP railway is directly south.

**COMMENTS:**(a) Purpose of the Application:

The subject application is requesting relief from the Zoning By-law to allow an upgrade and continued use of a septic system on the subject lands instead of connecting to the municipal sanitary sewer. The subject lands contain 3 buildings that are currently vacant. The applicant is proposing to undertake interior renovations to accommodate a future tenant for office space. The proposed renovations include creating separate office space, requiring additional washroom facilities, which consequently has triggered the requirement to increase the capacity of the existing septic system.

According to the Town of Ingersoll Zoning By-law, no building or structure shall be erected, used or expanded for any purpose unless municipally serviced. The proposed interior renovations to the existing building and the required upgrades to the existing septic system are considered a form of development which therefore requires that the property be connected to sanitary services.

The applicant has indicated that it is not desirable to connect to sanitary services because the subject property could be contaminated and by installing a connection, the contaminated soils could be disturbed.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and the following comments were received:

The County of Oxford Public Works Department indicated that if a performance review indicates that upgrades or improvements to the septic system are required to support the proposed development, than Oxford County Public Works recommends that connecting to the sanitary sewer be required as per the Zoning By-law.

The County of Oxford Public Health and Emergency Services indicated that on March 24, 2016, an application for Performance Level Review and Change of Use was received. County Public Health concluded that in light of the additional plumbing fixtures being proposed in the subject building, the performance level of the existing septic system will be reduced and an upgrade will be required under Section 11.4.3.6 of the Building Code.

The Upper Thames River Conservation Authority indicated that the subject lands fall entirely in the floodplain of the South Thames River. Generally when there is an opportunity for the removal of an existing septic system from the floodplain through the connection to municipal servicing, the UTRCA supports the municipality in requiring the connection. However, the applicant indicated that a Phase II Environmental Site Assessment that was completed by the former owner advised of potential underground contamination.

The UTRCA has indicated that depending on the construction activity or design of the installation of the connection, there could be an increased rate and or ability of contaminated material to reach the river or other properties. High pressure directional drilling of a new sanitary line could also come with risks.

The UTRCA further indicated that they also have concerns with the applicant installing a larger septic system in the flood plain. Given the circumstances, the UTRCA recommended that the applicant seek advice from the Ministry of the Environment and Climate Change (MOECC) to verify whether the Phase II that was undertaken identified mitigation measures that could be used on this site.

(c) Intent and Purpose of the Official Plan:

The subject property is located within a serviced area of the Town of Ingersoll. Section 4.2.2.5 of the County Official Plan indicates that all new development in the large urban centres shall be fully serviced and shall be developed on centralized waste water and water supply facilities. Limited exceptions are available for commercial and industrial uses only where sanitary sewers and municipal water are not available.

Further, the lands are located within the 'Central Business District' designation according to the County Official Plan. The Central Business District is intended to be the most intensive, functionally diverse business, cultural and administrative centre in the Town. Therefore, within the Central Business District, the full range of commercial, office, administrative, cultural, entertainment, recreation, institutional, open space and multiple residential uses are permitted.

The request to permit the proposed development and expansion on private services within a serviced urban centre, where services are available, is not consistent with the policy direction of Section 4.2.2.5 of the Official Plan.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Central Commercial Zone (CC)' and meet all of the other relevant zoning provisions. Additionally, the lands are located within an area that is identified within the floodfringe overlay. Lands within this area are restricted to infilling, redevelopment, replacement and additions or alterations of existing buildings. Provisions are also set out for development with respect to flood proofing to ensure public safety.

Section 5.14.1 of the Zoning By-law indicates that no land shall be used or built upon and no building or structure shall be erected, used or expanded for any purpose unless all municipal services (municipal water, sanitary sewers, electric power lines, drainage systems and improved streets) which meet the municipal standards in effect and have adequate capacity to service the use or development are in place. The intent of this provision is to ensure public health and safety and to optimize the use of the existing municipal services.

The proposal to waive this requirement to connect to sanitary sewers that currently exist on Thames Street South is not consistent with the intent and purpose of the Zoning Provisions that are intended to ensure all development within the Town occurs on appropriate municipal services.

(e) Desirable Development/Use:

It is the opinion of Planning staff that the applicant's request to remain on private services while increasing the septic system size to accommodate the proposed development is not minor in nature and is not desirable for the area.

The intent of the Official Plan policies and the Zoning By-law provisions related to the connection of municipal services is to promote the efficient use and optimization of existing services and to protect human health and the natural environment.

As previously indicated, the applicant has concerns with disturbing the soils to connect to sanitary services because a Phase I Environmental Site Assessment (ESA) that was undertaken in 2006 identified former uses on the subject and surrounding lands that may have contaminated the site. A Phase II ESA was completed while under former ownership to which the current owner does not have access to. Since staff have not had the opportunity to review the findings of a Phase II ESA, or have the study updated to reflect current standards, it is difficult to determine what the repercussions, if any would be to connect the subject property to sanitary services.

Agency circulation of the proposed development also indicated concerns with the applicant's request, particularly from the UTRCA who have requested further information and clarification of the contents of the Phase II ESA.

In light of the foregoing, it is the opinion of Planning Staff that the requested relief is setting an undesirable precedent as servicing is available for the subject property. It is therefore recommended that the Committee of Adjustment deny the applicant's request to remain on private services while increasing the size of the septic system. However, if the Committee is considering approving the subject application, staff recommends that the Committee defer the application until the owner provides a Phase II ESA which determines the type and extent of contamination and possible recommendations for mitigation on the subject lands. The Phase II ESA should be reviewed by the MOECC and comments provided to the Committee.

**RECOMMENDATION:**

That the Town of Ingersoll Committee of Adjustment **deny** Application File A05-16, 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 not 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 not minor in nature or desirable for the use as permitting the subject property to remain on a private septic system does not promote the efficient use and optimization of existing municipal services;

The proposed relief does not maintain the general intent and purpose of the Town of Ingersoll Zoning By-law as the proposed redevelopment warrants the connection to sanitary services and will create an undesirable precedent if permitted to remain on a private septic system; and

The relief does not maintain the intent and purpose of the Official Plan as the Official Plan states that any development or redevelopment in large urban centres should connect to municipal services where available.

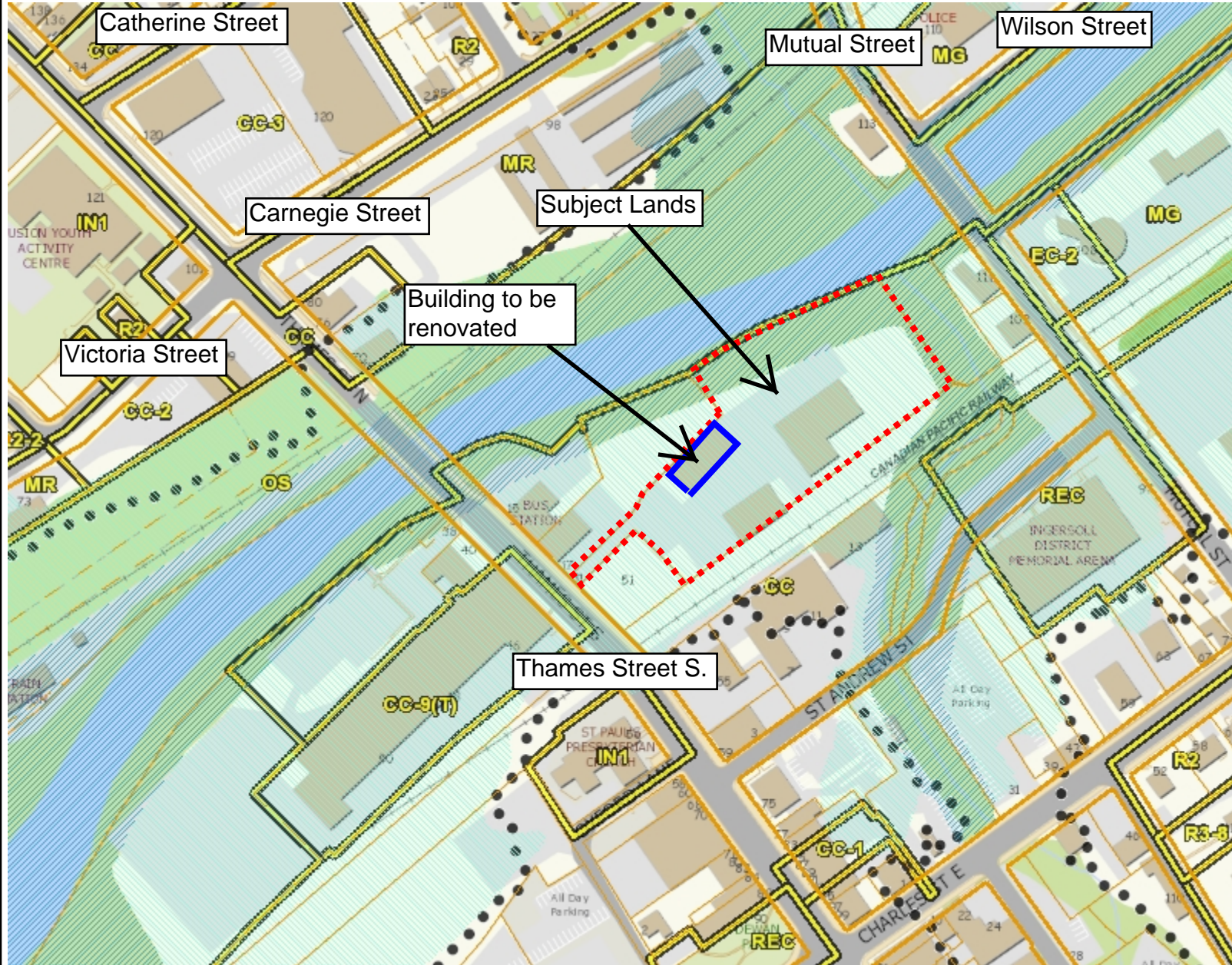
Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner

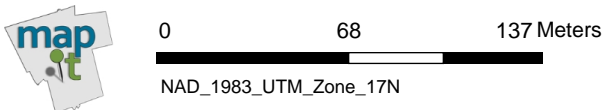
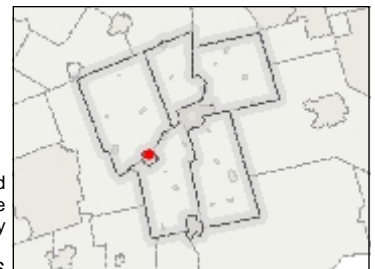




Legend

- Official Plan Amendment
  - Subdivision
  - Condominium
  - Draft Approval Amendment/Extension
  - Consent
  - Consent + Minor Variance
  - Zone Change
  - Minor Variance
  - Part Lot Control
  - Site Plan Amendment
  - Site Plan Control
  - Woodlands Conservation Exemption
  - Other
- Parcel Lines
- Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection/Flood Overlay
- Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
- 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
  - Zoning (Displays 1:16000 to

Notes



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July 27, 2016





**Legend**

- Official Plan Amendment
  - Subdivision
  - Condominium
  - Draft Approval Amendment/Extension
  - Consent
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  - Zone Change
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  - Part Lot Control
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  - Site Plan Control
  - Woodlands Conservation Exemption
  - Other
- Parcel Lines**
- Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary

**Notes**



0                      34                      68 Meters

NAD\_1983\_UTM\_Zone\_17N



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July 27, 2016

To: Mayor and Members of the Town of Ingersoll Council

From: Andrea Hächler, Development Planner,  
Community and Strategic Planning

## Application for Zone Change ZN 6-16-07 – Ingersoll Support Services Inc.

### REPORT HIGHLIGHTS

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- The application is proposing to rezone the subject lands from 'Special Entrepreneurial Zone (EC-3)' to 'Entrepreneurial Zone (EC)' to facilitate the conversion of the former Ingersoll Support Services office to a residential dwelling unit.
- Planning staff are recommending support of the application as it complies with the policies of the Provincial Policy Statement and the Official Plan.

### DISCUSSION

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#### Background

OWNERS: Ingersoll Support Services Inc.  
189 Oxford Street, Ingersoll, ON, N5C 2V8

Applicant: Melanie Tufts  
23 Main Street, Paris, ON, N3L 1E2

LOCATION:

The subject property is described as Lot 5A, Block 13, Plan 279 in the Town of Ingersoll. The lands are located on the east side of Oxford Street between King Street East and Ann Street. The lands are municipally known as 189 Oxford Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Entrepreneurial District
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TOWN OF INGERSOLL ZONING BY-LAW NO. 04-4160:

Existing Zoning: Special Entrepreneurial Zone (EC-3)

Proposed Zoning:                      Entrepreneurial Zone (EC)

PROPOSAL:

An application has been received to rezone the subject lands from 'Special Entrepreneurial Zone (EC-3)' to 'Entrepreneurial Zone (EC)' to facilitate the conversion of a dwelling that was formerly used for offices to a residential dwelling unit. The applicant is further proposing to establish a photography business as a home occupation.

For Council's information, the subject lands were originally zoned 'Special Central Commercial Zone (C1-11)' which permitted a dwelling unit in a portion of a non-residential building, a home occupation, a business and/or professional office and a real estate office. In 2002, the owner at the time applied to rezone the lands from C1-11 to 'Residential Type 1 Zone (R1)' to permit the existing building to be used as a single detached dwelling.

Further to this, Ingersoll Support Services purchased the property in 2006 and rezoned the property from R1 to 'Special Entrepreneurial Zone (EC-3)' to permit a business office in the existing building.

The subject lands comprise approximately 810.3 m<sup>2</sup> (8,722.8 ft<sup>2</sup>) and have direct access to Oxford Street. Surrounding uses are predominantly residential with St. James Anglican Church directly across the street and the former Victory Memorial Public School, currently being converted to a residential apartment building is to the immediate east of the subject lands. The central commercial area of the town is located to the north of the subject lands.

Plate 1, Existing Zoning and Location Map, shows the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, Aerial Photo (2015), provides an aerial view of the subject lands.

Plate 3, Applicant's As-built Survey, illustrates the existing structures and dimensions on the subject lands.

## **Application Review**

PROVINCIAL POLICY STATEMENT:

The policies of Section 1.1 state that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for the planning period. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

The policies of Section 1.1.3 state that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Section 1.1.3.3 states that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

OFFICIAL PLAN:

The subject lands are located within the 'Entrepreneurial District' designation according to the Town of Ingersoll Land Use Plan, contained in the County Official Plan. The Entrepreneurial District represents an area proposed for a range of commercial and business development opportunities through the conversion of existing residential dwellings and new development or redevelopment. With the Entrepreneurial District the continuation of residential uses is also anticipated. It is intended that development in this District will result in a mixture of land uses.

Permitted uses in existing buildings within the Entrepreneurial District designation may include uses such as single detached dwelling, semi-detached dwellings, converted dwellings, offices, personal services, clinics, minor institutional uses and residential units in association with a commercial, institutional or business use.

It is the intent of the Plan that such uses be located in the existing buildings of the Entrepreneurial District in order to preserve and maintain the character of this area through renovation and recycling of buildings.

Additionally, Town Council may give consideration to the development of new low, medium and high density residential uses, business, professional and administrative office and minor institutional uses in the Entrepreneurial District if they are satisfied that the existing building is not of any architectural significance to merit renovation.

TOWN OF INGERSOLL ZONING BY-LAW:

The application for zone change proposes to rezone the subject property to permit all of the permitted uses in the 'Entrepreneurial Zone (EC)', which will facilitate the applicant's intent to use the building for residential purposes.

The EC zone permits such uses as a dwelling unit accessory to a permitted non-residential use, a home occupation, single detached dwelling, duplex, business or professional office, funeral home, medical centre, service shop, studio and a veterinary clinic.

The subject property meets all of the relevant provisions for a single detached dwelling in the EC zone.

The applicant has also indicated that they intend to establish a photography business as a home occupation. The Zoning By-law requires that not more than 25 m<sup>2</sup> (269.1 ft<sup>2</sup>) of gross floor area of the residential dwelling can be used for the purposes of a home occupation.

AGENCY COMMENTS:

This application was circulated to those agencies that were considered to have an interest in the proposal.

The Upper Thames River Conservation Authority, OPP and the County Public Works Department indicated that they had no concerns or objections to the subject application.



PUBLIC CONSULTATION:

Notice of the zone change application was provided to the public and surrounding property owners on two (2) occasions, June 24, 2016 and July 19, 2016. As of the date of this report, no concerns or objections have been received regarding the proposed zone change application.

## **Planning Analysis**

An application for zone change has been submitted to permit all of the uses in the EC zone, which will facilitate the applicant's intent to use the existing dwelling for residential purposes. The current 'EC-3' zoning permits a variety of commercial type uses and excludes any residential uses.

The proposed development of the subject lands is considered to be an efficient use of lands, municipal services and infrastructure. Additionally, staff are of the opinion that this proposal will assist in providing a mix of housing types in order to accommodate current and future residents of the regional market area. It is the opinion of this Office that the subject application is consistent with the redevelopment policies of the PPS.

Further, Planning staff are of the opinion that the subject application is consistent with the policies for the Entrepreneurial District as the proposed development is considered to be in an area that is characterized by a mix of residential, commercial and institutional.

As previously indicated, the applicant intends to establish a home occupation within the existing dwelling. A home occupation is permitted in the EC but cannot exceed the maximum allowable gross floor area. That being said, a photography business would be considered a studio according to the definition contained within the Town's Zoning By-law, which is considered a permitted use in the EC zone. If the applicant chooses to exceed the maximum allowable gross floor area for a home occupation, the business can be considered a studio.

In light of the foregoing, it is the opinion of this Office that the proposed zone change application is consistent with the policies of the Provincial Policy Statement and is generally in keeping with the policies of the Official Plan as recommended. Planning staff are satisfied that the application can be given favourable consideration.

## **RECOMMENDATION**

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1. It is recommended that the Council of the Town of Ingersoll approve the zone change application submitted by Ingersoll Support Services, whereby the lands described as Lot 5A, Block 13, Plan 279, in the Town of Ingersoll, known municipally as 189 Oxford Street, are to be rezoned from 'Special Entrepreneurial Zone (EC-3)' to 'Entrepreneurial Zone (EC)'.

## **SIGNATURES**

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**Authored by:** Original signed by

Andrea Hächler,  
Development Planner

**Approved for submission:** Original signed by

Eric Gilbert, MCIP, RPP  
Senior Planner

AH  
July 22, 2016



**Legend**

- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
  - 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



0 41 82 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

June 24, 2016

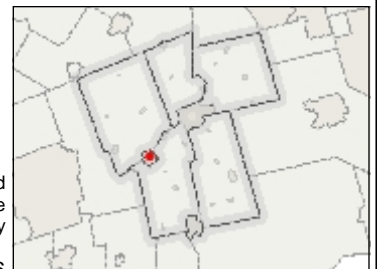




**Legend**

- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary

**Notes**



0 13 26 Meters

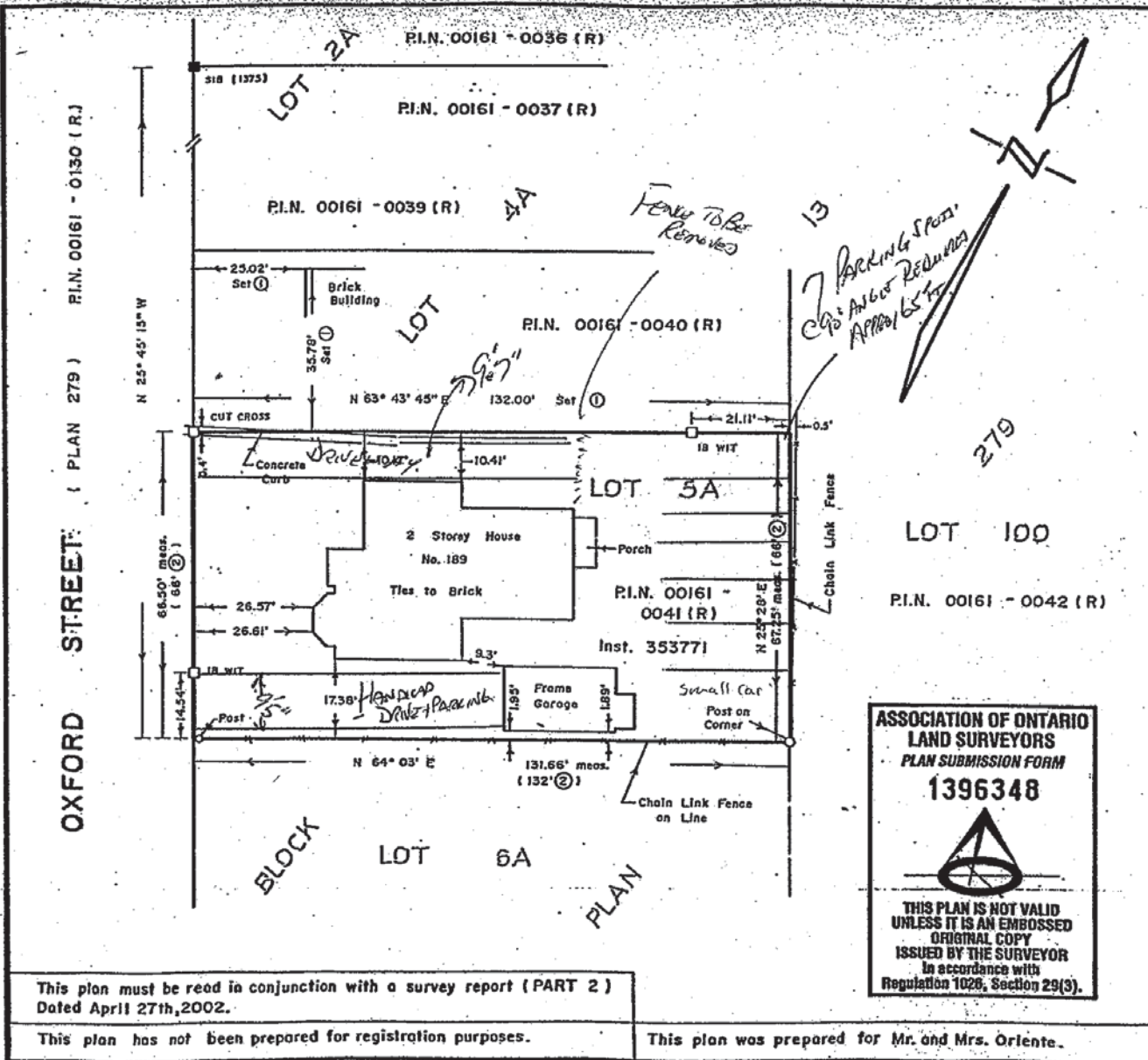
NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 22, 2016

Plate 3: Applicant's As-built Survey  
 ZN 6-16-07 - Ingersoll Support Services Inc. - 189 Oxford Street, Ingersoll



**SURVEYOR'S REAL PROPERTY REPORT  
 PART I - PLAN**

of  
**LOT 5A  
 BLOCK 13  
 PLAN 279**  
 In the  
**TOWN OF INGERSOLL  
 COUNTY OF OXFORD**

SCALE 1" = 30'

**IMPERIAL:** Distances shown on this plan are in feet and can be converted to metres by multiplying by 0.3048.

**2002**

**BEARING REFERENCE**

Bearings are related to the west limit of lot 4A which has a bearing of N 25° 45' 15" W according to a Building Location Survey (THB Files) S-I-12-307D.

**SURVEYOR'S CERTIFICATE**

The field survey represented on this plan was completed on the 23rd day of April, 2002.

DATE APR 25 2002  
  
 ONTARIO LAND SURVEYOR

**LEGEND**

- Denotes found
- Denotes planted
- s18 Denotes standard iron bar
- SS18 Denotes short standard iron bar
- 18 Denotes iron bar
- ① Denotes survey information (THB Files) S-I-12-307D
- ② Denotes Plan 279

**ASSOCIATION OF ONTARIO  
 LAND SURVEYORS  
 PLAN SUBMISSION FORM  
 1396348**

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR in accordance with Regulation 1026, Section 29(3).

**T. H. BROOKS SURVEYING LTD.**  
 WOODSTOCK, ONTARIO  
 (519) 539-8089

Plate 2 - Applicant's Sketch

This plan must be read in conjunction with a survey report (PART 2) Dated April 27th, 2002.

This plan has not been prepared for registration purposes.

This plan was prepared for Mr. and Mrs. Oriente.

# Ingersoll Off-Leash Dog Park Committee Update for Council

August 8, 2016

# Tonight's Objectives

- Update Council On our Fundraising Initiatives
- Request Permission to move forward with volunteer clearing initiative September – November 2016
- Request Council to release the funds out of reserve as per project budget

# Project Funding

- We have raised approximately \$4 300 through volunteer events to date
- Budget \$12 000 for this project including contingency
- \$5 000 in reserves from the town with our committee having a goal of raising \$7 000

# Fundraising to Date

- Chicken BBQ \$980
- Rainbarrel \$540
- Wienerfest \$321.15
- Yard Sale and BBQ \$1 087.50
- Donations \$251.50
- Sponsorship \$500
- Commitment from Lions Club \$700

GRAND TOTAL RAISED 4380.15

# Future Fundraising in 2016

- Harvest Fest Breakfast Downtown
- In Memoriam Dog Bone Plaques
- Commitment from Caterer for another Chicken BBQ
- Large Yard Sale in planning for Spring 2017

# Project Cost

Estimated Cost of Project

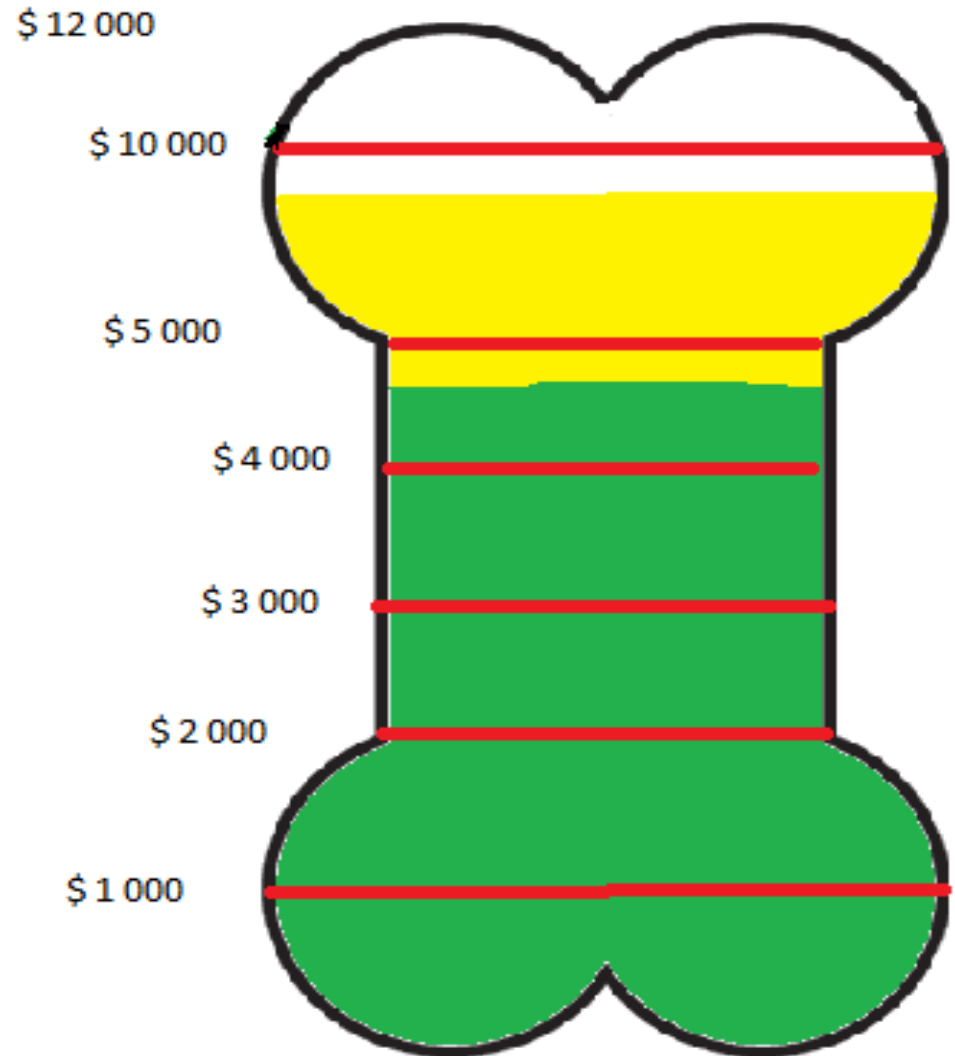
\$ 9 000

Fence	\$ 6 000
Chipping/Trimming	\$ 2 500
Signage	\$ 500



# FUNDRAISING GOAL

With the release of the Funds in Reserve we will achieve our starting point



# What is next

- Approval to schedule clearing and trimming of the approved area, following guidelines set by the Director of Parks and Recreation
- Request Council make available the \$5 000 funds in reserve for the use of the Off Leash Dog park (see project costs)
- Implement plan to schedule a volunteer clear, schedule additional trimming and chipping, purchase and install fence

# Questions

- Contact Info:
  - Daryl Countryman  
519-639-4507  
djcountryman@rogers.com
  - Dave Cripps  
226-228-4199  
dave@crippspro.ca

August 4, 2016

Mayor Comiskey and members of Ingersoll Town Council:

My name is Todd Sleeper. I organize the Thames River Clean Up and started the clean up almost 18 years ago. I am also an Environment Rep. at Cami and Unifor Local 88.

Once upon a time we had two "Adopt a River" signs on the old bridge downtown: one with the Cami sponsor sign and one with Waste Management. But when the bridge was replaced the signs were never found again. Cami and Local 88 would like to "Adopt" a new section of the Thames River and keep it clean for the community to enjoy and to improve our natural environment. We did a small clean up with members of Unifor Local 88 near the Veteran's Bridge. Unfortunately the section of the Thames was in dire need of being cared for. We found a lot of garbage and debris that is harmful to people, pets, wildlife and water quality. Our goal is to make this section of the Thames River healthier and raise awareness.

We would like to erect new Thames River Clean Up signs on the new Veteran's Bridge on Ingersoll St.; with the Veteran's blessing of course. We would like to use the same sign post on the South East side for the Cami sign as this post is in the perfect location. And we would like to install a new post on the North West side for the Unifor Local 88 sign. These signs will raise public awareness for the Thames River and show our appreciation to Cami and Local 88 for sponsoring the Thames River Clean Up for many years.

We also hope to plan a recognition event with a cheque presentation with GM/CAMI Automotive representatives and Town of Ingersoll representatives. More info to follow upon approval of the signs. Attached please find a photo of what the signs would look like.



Thank You,

*Todd Sleeper*

Unifor London Oxford and Region Environment Council



**Office of the C.A.O./Clerk**

P.O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

July 6, 2016

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**MEMORANDUM**

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**TO:** Clerks of the Oxford Group  
for Municipal Representation on the  
Thames-Sydenham and Region Source Protection Committee  
Copy – Chief Administrative Officers

**FROM:** Brenda Tabor, Clerk

**SUBJECT:** Appointment to the Thames-Sydenham and Region Source Protection  
Committee

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As you know, Patrick Sobeski was the Oxford Group's representative on the Thames-Sydenham and Region Source Protection Committee since its inception in 2007. Due to the recent passing of the former Woodstock Mayor, the County is preparing to make a nomination to the Source Protection Committee regarding a representative to fill the vacant position to the end of this term of Council.

As part of the process, the County is seeking names of candidates to be put forward from the Oxford Group for consideration by the County for nomination. You will recall in the case of Conservation Authority appointments, in accordance with policy initiated by County Council in 1994, the Area Municipalities are encouraged to recommend the name of an elected representative in order to ensure greater liaison. Similarly but slightly different, in the case of the Source Protection Committees the recommendation of an elected representative or a staff person would be appropriate.

It would be appreciated if you could submit the name of Council's recommended nomination to me as soon as possible in order for Oxford to proceed with deliberation prior to submitting one name to the Source Protection Committee for consideration.

Thank you.



**Corporation of the Town of Ingersoll  
By-Law 16-4896**

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**A by-law to transfer a local road, George Johnson Boulevard, to the Town of Ingersoll from the County of Oxford**

**WHEREAS** the Table to Section 11 of the Municipal Act, 2001, S.O. 2001, Chapter 25, prescribes that highways are within the jurisdiction of the County of Oxford and the Town of Ingersoll for all matters relating to those highways, including parking and traffic.

**AND WHEREAS** the Ingersoll Street (Oxford County Road 10) extension project has been completed and opened to the public.

**AND WHEREAS** an Oxford County access road, George Johnson Boulevard, connecting Ingersoll Street to McKeand Street, Ingersoll, was built as part of the project.

**AND WHEREAS** Oxford County Council has adopted Public Works Report No.D-7 2008-85, dated September 24, 2008 recommending transfer of George Johnson Boulevard to the Town of Ingersoll;

**AND WHEREAS** The Town of Ingersoll has stated they are desirous of receiving George Johnson Boulevard by adopting report C-031-16;

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That jurisdiction over George Johnson Boulevard being Parts 1 and 2 on reference plan 41R-9295 in the Town of Ingersoll is transferred from the County of Oxford to the Town of Ingersoll.
2. That this By-law shall come into force and be effective on the date of the third and final reading thereof.

**READ** a first and second time this 8<sup>th</sup> day of August, 2016.

**READ** a third time and finally passed this 8<sup>th</sup> day of August, 2016.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 16-4897**

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**A By-law to amend Zoning By-law Number 04-4160, as amended  
(189 Oxford Street)**

**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 Schedule "A" to By-law Number 04-4160, as amended, is hereby amended by changing to "EC" the zone symbol of the lands so designated "EC" on Schedule "A" attached hereto.
- 2) That Section 11.3 to By-Law Number 04-4160, as amended, is hereby further amended by deleting subsection 11.3.3 in its entirety.
- 3) 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 in Open Council this 8th day of August, 2016.

**READ** a third time in Open Council and passed this 8th day of August, 2016.

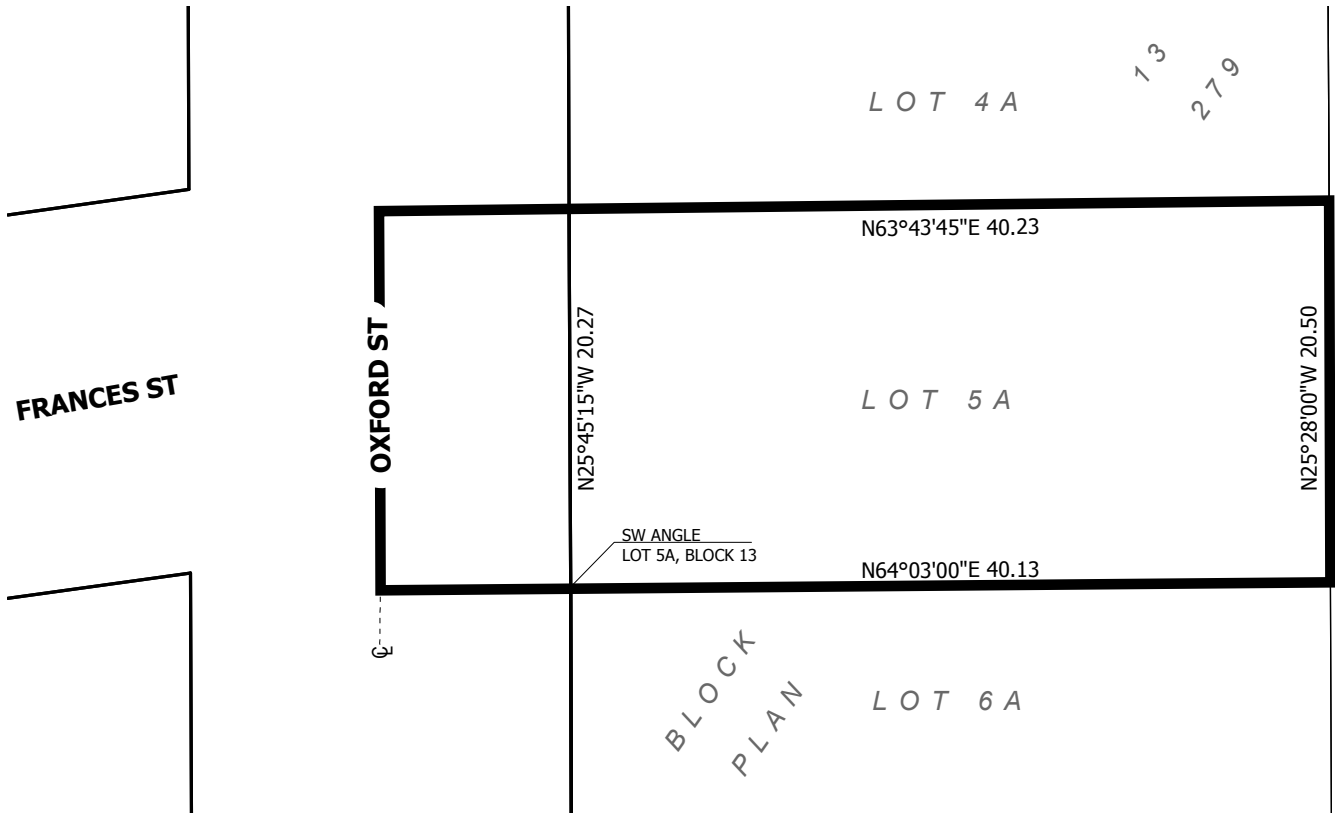
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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

**SCHEDULE "A"**  
 TO BY-LAW No. 16-4897  
 LOT 5A, BLOCK 13, PLAN 279  
 TOWN OF INGERSOLL



 AREA OF ZONE CHANGE TO EC  
 NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"  
 TO BY-LAW No. 16-4897, PASSED  
 THE 8th DAY OF August, 2016

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 CLERK





**Corporation of the Town of Ingersoll  
By-Law 16-4898**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the  
Town of Ingersoll at the Council meeting held on August 8, 2016**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on August 8, 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 8th day of August, 2016.

**READ** a third time in Open Council and passed this 8th day of August, 2016.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**