



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Town Centre, Council Chambers
Monday, December 12, 2016, 5:30pm**

Call to Order

Disclosures of Pecuniary Interest

Closed Session 5:30

- 1) Section 239. (2) (f) advice that is subject to solicitor-client privilege - 50 Chisholm Stop Work Order

Awards

- 1) Red Cross Rescuer Award Presentation to Scott Freeman

The Red Cross Rescuer Award acknowledges the efforts of non-professional rescuers and off-duty first responders, who go out of their way to save a life, prevent further injury and/or provide comfort to the injured.

- 2) Scott Gillies & Chelsea Jibb- Cheese Museum - Ontario's Choice Awards contest for Top Small Museum Update

Consideration of Matters Arising from Closed Session

- 1) Section 239. (2) (f) advice that is subject to solicitor-client privilege - 50 Chisholm Stop Work Order

Minutes of Council Meetings

- 1) [Minutes of Regular Council Meeting on November 14, 2016](#)
- 2) [Minutes of Special Council Meeting on November 30, 2016](#)
- 3) [Minutes of Special Council Meeting on December 5, 2016](#)

Minutes of Council Committee Meetings

- 1) Minutes of the Safe Cycling Committee meeting on [September 14, 2016](#)
- 2) Minutes of Upper Thames River Conservation Authority meeting on [Sept. 27, 2016](#)
- 3) Minutes of the Multi Use Recreation Centre Committee meeting on [November 2, 2016](#)
- 4) Minutes of the Police Service Board meeting on [September 26, 2016](#)
- 5) Minutes of the Harvest Fest. Committee meeting on [October 26, 2016](#)
- 6) Minutes of the Museum Advisory Committee meeting on [October 20, 2016](#)
- 7) Minutes of the BIA meeting on [October 12, 2016](#)

Correspondence – Note and File

- 1) [Lorne Coe, MPP Whitby-Oshawa](#) – Resolution in support of Bill 9
- 2) [Ingersoll Block Parent](#) – End of Program

Accounts

[Monthly Cheque Disbursements– November 2016](#)

Resolution – Committee of the Whole (Councillor Franklin)**Monthly Staff Reports**

- 1) Administration [A-027-16](#)
- 2) Clerk's Report [C-044-16](#)
- 3) Fire Services Report [F-015-16](#)
- 4) Operations Report [OP-034-16](#)
- 5) Parks & Recreation Report [R-032-16](#)
- 6) Treasury Report [T-026-16](#)
- 7) Planning Status Tables [P-012-16](#)

Special Staff Reports

- 1) Municipal Elections Act Changes [C-046-16](#)
- 2) Deputy Mayor Position [C-047-16](#)
- 3) Winter Maintenance Amendment [OP-035-16](#)
- 4) Assumption of Clover Ridge North Phase I and Harrisview Phase I [OP-036-16](#)
- 5) Follow-up review of Building Permit Fees [OP-037-16](#)
- 6) Fusion Update on Recruitment, Retention Strategy and Review of Hours [R-033-16](#)
- 7) Cancellation, Reduction and Refund of Property Tax [T-027-06](#)
- 8) Tangible Capital Assets Accounting Policy Review [T-028-16](#)

Review of 2017 Police Contract 6:45pm

- 1) Tony Hymers, Detachment Commander & Sergeant Kevin Hummel, OPP

Committee of Adjustment Meeting 7:00pm

- 1) **A-08-16 – McLaughlin Bros., 50 Chisholm Street**
 - a. [Community and Strategic Planning Report 2016- 296](#)

Presentations and Delegations

- 1) Keegan Bourque, Youth Co-Chair Fusion Youth Centre – Update on Committee Activities
- 2) Mike Van Boekel, Unifor Local 88 – Good news Update
- 3) Rick Eus – Ingersoll Police Services Board

- 4) [Steve McSwiggan – Recreational Trails Committee](#) – Proposed North River Recreational Trail Project

Correspondence and Resolution

- 1) [County of Oxford](#) – Co-ordinated Review of the Provincial Land use Plans
- 2) [Ingersoll Services for Seniors](#) – Request for increased funding
- 3) [ERTH - CEO Breakfast](#) – Council Representative Appointment

Consideration of By-Laws

- 1) [By-Law 16-4918](#) – To appoint a Committee of Adjustment
- 2) [By-Law 16-4919](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on November 30, December 5, and December 12, 2016

Notice of Motions

Upcoming Council Meetings

Regular Meeting of Council

Monday, January 9, 2017, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget

Monday, January 16, 2017, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget

Monday, January 23, 2017, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday, February 13, 2017, 6:00 p.m.
Town Centre, Council Chambers

Council Committee Meetings

Please check the events calendar at www.ingersoll.ca in the event of changes to Committee meeting dates and times.

Harvest Festival

4th Wednesday of the Month
Cheese and Agricultural Museum
6:30pm

Multi-Use Recreation Committee

1st Wednesday of the Month
Town Centre, JC Herbert Room
6:00pm

Ingersoll BIA

2nd Tuesday of the Month
Town Centre, JC Herbert Room
6:30pm

Transportation Committee

4th Wednesday of Every Other Month
Town Centre, Engineering Board Room
10:00am

Youth Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room
6:00pm

Recreational Trails Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room
6:30pm

Safe Cycling Committee

2nd Thursday of the Month
Town Centre, JC Herbert Room
6:30pm

Closed Session

- 1) Minutes of Closed Session, November 14, 2016 and November 30, 2016
- 2) Section 239. (2) (f) advice that is subject to solicitor-client privilege - Recommendations on MOE matter
- 3) Section 239. (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality - Assessment Appeals – Assessment Review Board

Consideration of Matters Arising from Closed Session

Adjournment



**Corporation of the Town of Ingersoll
Regular Council Meeting Minutes
Town Centre, Council Chambers
Monday, November 14, 2016, 6:00 p.m.**

COUNCIL MEMBERS PRESENT:

Mayor Comiskey

Deputy Mayor Fred Freeman

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

Staff Present:

William Tigert, Chief Administrative Officer

Michael Graves, Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Bonnie Ward, Director of Parks and Recreation

Sandra Lawson, Town Engineer

John Brown, IT Manager

Media Present:

John Payne, Associate Producer, Rogers TV

Keegan Bourque, Fusion Youth Centre Youth Volunteer

Kevin Robinson, Fusion Youth Centre Staff

Call to Order

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

Disclosures of Pecuniary Interest

Minutes of Council Meeting

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

C16-11-316 THAT the minutes of the Regular Council meeting held on October 11, 2016 be adopted.

CARRIED

Minutes of Council Committee Meetings

Moved by Councillor Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-317 THAT the following Council Committee minutes be received as information:

- 1) Minutes of the BIA Meeting on Sept. 13, 2016
- 2) Minutes of the Cheese and Agricultural Museum meeting on July 21, 2016
- 3) Minutes of the Multi Use Recreation Committee meeting on Sept. 28, 2016
- 4) Minutes of the Safe Cycling Committee meeting on Sept. 14, 2016
- 5) Minutes of Upper Thames River Conservation Authority meeting on Sept. 27, 2016

CARRIED

Correspondence – Note & File

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-318 THAT the Note and File Correspondence items 1 and 6 be received as information.

CARRIED

Accounts - Resolution

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-319 THAT the Disbursement Sheets for the month of October, be received as information.

CARRIED

Monthly Staff Reports

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

C16-11-320 THAT Council do now go into Committee of the Whole.

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

CARRIED

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

Moved by Deputy Mayor Freeman seconded by Councillor Bowman

C16-11-321 THAT the monthly staff reports be received as information.

CARRIED

Special Staff Reports

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-322 THAT the Council for the Town of Ingersoll receives report A-024-16 as information;

AND FURTHER directs staff to report back following the meeting with the EARTH CEO to provide additional information and whether a special meeting of Council is required.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-323 THAT the Council for the Town of Ingersoll receives report A-025-16 as information.

CARRIED

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

C16-11-324 THAT the Council for the Town of Ingersoll directs staff to bring forward an amendment to the animal control by-law 01-3990 to improve the definition of rodent and wild animals and to include a specific limitation that all animals, including birds, should be fed in such a manner as to not encourage rodents and wild animals into residential areas as outlined in report C-040-16.

DEFEATED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-325 THAT the Council for the Town of Ingersoll directs the Clerk to sign a letter of concurrence stating that the communication protocol was met for the proposed tower at 30 Wilson Street under the applicant Union PhiQi Corp.

CARRIED

Moved by Councillor Petrie; seconded by Mayor Comiskey

C16-11-326 THAT the Council for the Town of Ingersoll receives staff reports C-014-16 and C-042-16 be as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-327 THAT Council of the Town of Ingersoll authorizes staff to proceed to distribute the draft Community Improvement Plan attached to report C-043-16 to the necessary departments and agencies including the Chamber of Commerce and the BIA so that a final draft can be brought forward for a public meeting and eventual Council consideration.

CARRIED

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

C16-11-328 THAT Council of the Corporation of the Town of Ingersoll receives report R-031-16 as information;

AND FURTHER THAT Council approves the hiring of Nicholson Sheffield Architects to undertake the Town of Ingersoll's Multi Use Recreation Centre Feasibility Study at a base price of \$77,000 exclusive of HST and additional identified expenses.

CARRIED

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

C16-11-329 THAT the Council for the Town of Ingersoll receives report OP-029-16 as information;

AND FURTHER THAT Council approves the renewal of the listings to Harold Matthews of Century 21 for the listing and selling of any surplus lands at the appraisal values of \$48,000 for 148 Cherry Street and \$39,000 for 258 Wonham Street for a period of eight (8) months commencing November 15, 2016.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-330 THAT the Council for the Town of Ingersoll receives staff report OP-030-16 as information;

AND THAT No parking on both sides of the road be bylawed on Etna Street from Canterbury to Tunis Streets, Centre Street from Canterbury to Tunis Streets, Martha Street from Hall to Tunis Streets,

AND THAT No parking on one side of the road be bylawed on Tunis Street from Harris to Concession Street and Concession Street from Hall to Tunis Street.

AND THAT staff flyer the residents in the area informing of the parking changes in the area.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-331 THAT the Council for the Town of Ingersoll receives staff report OP-031-16 information;

AND THAT Council adopts the Temporary Road Closure Policy as amended with a \$250 deposit required.

CARRIED

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

C16-11-332 THAT the Council for the Town of Ingersoll receives report Number OP-032-16 as information;

AND FURTHER THAT the No Stopping restrictions be removed from the east and north side of Princess Park Road from King Street to 260 metres south of King Street.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-333 THAT the Council for the Town of Ingersoll receives report OP-033-16 as information;

AND THAT Council directs staff to review and provide recommendation for the Minor Alteration to Group A, B, D, E, & F fee to the next regular Council meeting;

AND FURTHER THAT the fees implemented September 1, 2015 as a result of the fee study continue and the 2.5% increase that was scheduled for September 1, 2016 take affect January 1, 2017;

AND FURTHER THAT the Road Allowance Excavation Permit Fee of \$100 only be applied to established or assumed areas of the Town and the bylaw be amended to reflect the change at the next regular Council meeting.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Petrie

C16-11-334 THAT Staff be requested to develop a report determining where our Oxford County Partners are at in the process of reviewing their fees.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-335 THAT the Council of the Town of Ingersoll advise County Council that the Town supports the applications for draft approval of a proposed vacant land plan of condominium submitted by Sifton Properties Limited, (File No. CD 16-03-6 & CD 16-04-6); prepared by AGM Surveyors, and dated August 17, 2016, for lands described as Blocks 62 & 63, Plan 41M-309, in the Town of Ingersoll.

AND FURTHER THAT the Council of the Town of Ingersoll advise County Council that the Town supports the applications for exemption from draft plan of condominium approval process submitted by Sifton Properties Limited, (File No. CD 16-03-6 & CD 16-

04-6); prepared by AGM Surveyors, and dated August 17, 2016, for lands described as Blocks 62 & 63, Plan 41M-309, in the Town of Ingersoll, as all matters relating to the development have been addressed through the subdivision and site plan approval process and a registered site plan agreement with the Town of Ingersoll.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-336 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Mayor Comiskey; seconded by Councillor Franklin

C16-11-337 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 Van Kooten- Bossence; seconded by Councillor Bowman

C16-11-338 THAT the Council for the Town of Ingersoll adjourns the November 14, 2016 Regular Meeting of Council at 7:10 p.m. to go into a Committee of Adjustment meeting to consider two Minor Variance applications submitted by:

- 1) Keith Van Geel – 165 Mutual Street, File # A-06-16
- 2) Jennifer Story – 6 Elm Street, File # A-07-16

CARRIED

Committee of Adjustment 7:00pm

Chair Ted Comiskey opens the Committee of Adjustment meeting at 7:10 p.m. And asks that anyone wishing to be notified of any future consideration of this application please provide your name and contact information on the sign-in sheet just outside the Council Chamber doors or to contact the Clerk at mgraves@ingersoll.ca

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-276.

Mr. Van Geel spoke and said he had submitted the application some time ago and he didn't understand why it wasn't approved already. Planner Andrea Hachler said that the application wasn't complete and that Clerk had to call to get the application completed.

No other individuals spoke to the application.

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

C16-11-339 THAT the Town of Ingersoll Committee of Adjustment approves Application File A-06-16 submitted by Keith Van Geel for lands described as Part Lots 17 & 18, Plan 95 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 to 11.5% to recognize a 71.3 m² (768 ft²) recently constructed detached garage on the subject lands; subject to the following conditions:
 - i. That the owner removes the existing garden shed on the subject lands to the satisfaction of the Town of Ingersoll.
 - ii. That the owner provides a recent as-built survey to the satisfaction of the Town of Ingersoll.

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

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning Bylaw in that the relief is not anticipated to affect neighbouring properties;

The proposed relief is desirable for the use of the land as the said relief will allow for an accessory structure that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the R1 zone and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the detached garage is complimentary to the low density residential development contemplated by the Official Plan.

CARRIED

County Planner, Andrea Hachler does a review of the Community and Strategic Planning report No. 2016-275.

No individuals spoke to the application.

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-340 THAT the Town of Ingersoll Committee of Adjustment approves Application File A-07-16, submitted by Jennifer Story for lands described as Part Lot 63, Plan 186 in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 6.2; Table 6.2 – Exterior Side Yard Width, Minimum:** to reduce the minimum exterior side yard width from 6 m (19.7 ft) to 4 m

(13.3 ft) to permit the construction of a 6.7 m² (72 ft²) covered porch on the subject lands.

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

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect neighbouring properties;

The proposed relief is desirable for the use of the land as the said relief will allow for a covered porch that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact sight lines;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the R1 zone and is in-keeping with similar development in the immediate area; and

The relief maintains the intent and purpose of the Official Plan as the proposed covered porch is complimentary to the low density residential development contemplated by the Official Plan.

CARRIED

Committee of Adjustment meeting adjourns at 7:20pm

Presentations and Delegations

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-341 THAT the November 14, 2016 Regular Council meeting come back to order.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-342 THAT the Council for the Town of Ingersoll receives the presentation from Rick Eus on behalf of the ACO Ingersoll Branch as information.

CARRIED

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

C16-11-343 THAT the Council for the Town of Ingersoll receives the delegation from David Sheard regarding the Road Excavation Permit Fee as information.

CARRIED

Moved by Councillor Bowman seconded by Councillor Van Kooten-Bossence

C16-11-344 THAT the Council for the Town of Ingersoll receives the presentation from Jay Heaman, Oxford County, Manager of Strategic Initiatives entitled The Path to 100% Renewable Energy and Zero Waste as information.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-345 THAT the Council for the Town of Ingersoll receives the presentation from Miranda Fuller, Future Oxford, Program Director entitled ***A Year at a Glance 2015-2016*** as information.

CARRIED

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-346 WHEREAS recent polling, conducted on behalf of the Association of Municipalities of Ontario indicates 76% of Ontarians are concerned or somewhat concerned property taxes will not cover the cost of infrastructure while maintaining municipal services, and 90% agree maintaining safe infrastructure is an important priority for their communities;

AND WHEREAS infrastructure and transit are identified by Ontarians as the biggest problems facing their municipal government;

AND WHEREAS a ten-year projection (2016-2025) of municipal expenditures against inflationary property tax and user fee increases, shows there to be an unfunded average annual need of \$3.6 billion to fix local infrastructure and provide for municipal operating needs;

AND WHEREAS the \$3.6 billion average annual need would equate to annual increases of 4.6% (including inflation) to province-wide property tax revenue for the next ten years;

AND WHEREAS this gap calculation also presumes all existing and multi-year planned federal and provincial transfers to municipal governments are fulfilled;

AND WHEREAS if future federal and provincial transfers are unfulfilled beyond 2015 levels, it would require annual province-wide property tax revenue increases of up to 8.35% for ten years;

AND WHEREAS Ontarians already pay the highest property taxes in the country;

AND WHEREAS each municipal government in Ontario faces unique issues, the fiscal health and needs are a challenge which unites all municipal governments, regardless of size;

NOW THEREFORE BE IT RESOLVED that this Council supports the Association of Municipalities of Ontario in its work to close the fiscal gap; so that all municipalities can benefit from predictable and sustainable revenue, to finance the pressing infrastructure and municipal service needs faced by all municipal governments.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-347 THAT the Council for the Town of Ingersoll supports the resolution passed by the Township of Zorra's Council on November 1, 2015 regarding the Province to re-evaluate the requirement that anyone wishing to run for office on a Council must submit signatures of 25 voters supporting the nomination especially in small municipalities.

CARRIED

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

C16-11-348 THAT the Council for the Town of Ingersoll receives the correspondence from resident Tim Lobzun requesting Council's discussion on 1) ranked ballots and 2) the elimination of the Deputy Mayor position in the 2018 election, as information.

CARRIED

Moved by Councillor Bowman seconded by Councillor Van Kooten-Bossence

C16-11-349 WHEREAS capitalized terms not defined herein have the meanings ascribed to them in the FIT Contract, Version 3.1;

AND WHEREAS the Province's Fit Program encourages the construction and operation of Rooftop Solar PV generation projects (the "Projects");

AND WHEREAS one or more Projects may be subject to Fit Contracts and may be constructed and operated in the Town of Ingersoll ("Local Municipality");

AND WHEREAS in accordance with the Fit Rules, Version 3.0, the Council of the local municipality ("Council") had previously indicated, by a resolution, its support for Projects in the Local Municipality ("the prior resolution");

AND WHEREAS Council now indicates, by a resolution dated no earlier than June 10, 2015, Council's continued support for the construction and operation of the projects anywhere in the Municipality (the "new resolution");

AND WHEREAS pursuant to the Fit Contract, where a new resolution is received in respect of the projects in the Local Municipality, Suppliers will be recognized as fulfilling the requirements under Section 2.4 (d)(vii) of the Fit Contract, which may result in Suppliers being offered Notice to Proceed in accordance with the terms of their respective Fit Contract(s);

NOW THEREFORE IT BE RESOLVED THAT the Council of the Town of Ingersoll supports the construction and operation of the Projects anywhere in the Town of Ingersoll.

This resolution's sole purpose is to enable suppliers to achieve Notice to Proceed under their Fit Contracts and may not be used for the purpose of any other form of municipal approval in relation to a Fit Contract or Project or for any other purpose.

This resolution shall expire twelve (12) months after its adoption by Council.

CARRIED

Consideration By-Laws

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-350 THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) **By-Law 16-4912** - to accept the transfer of land known as George Johnston Boulevard, in the Town of Ingersoll, in the Province of Ontario, from the County of Oxford to the Corporation of the Town of Ingersoll
- 2) **By-Law 16-4913** - to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Ontario Community Infrastructure Fund-Formula-Component
- 3) **By-Law 16-4914** – 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 Reconsidered)
- 4) **By-Law 16-4915** - 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 Parking (3 Hour Parking, All Way Stop, No Parking)
- 5) **By-Law 16-4916** - A By-law to amend Zoning By-law Number 04-4160, as amended (ZN6-16-08, 62 Clark Road)
- 6) **By-Law 16-4817** – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on November 14, 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 Franklin; seconded by Councillor Petrie

C16-11-351 THAT the Committee do now rise out of Committee of the Whole.

CARRIED

Moved by Councillor Petrie; seconded by Councillor Franklin

C16-11-352 THAT by-laws 16-4912 through to 16-4917 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

CARRIED

Upcoming Council Meetings

Regular Meeting of Council

Monday, December 12, 2016, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council

Monday, November 21, 2016, 6:00 p.m.
Town Centre, Council Chambers

Council Committee Meetings

Please check the events calendar at www.ingersoll.ca in the event of changes to Committee meeting dates and times.

Harvest Festival

4th Wednesday of the Month
Cheese and Agricultural Museum
6:30pm

Safe Cycling Committee

2nd Wednesday of the Month
Town Centre, JC Herbert Room
6:30pm

Ingersoll BIA

2nd Tuesday of the Month
Town Centre, JC Herbert Room
6:30pm

Multi-Use Recreation Committee

1st Wednesday of the Month
Town Centre, JC Herbert Room
6:00pm

Youth Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room
6:00pm

Transportation Committee

4th Wednesday of Every Other Month
Town Centre, Engineering Board Room
10:00am

Recreational Trails Committee

3rd Wednesday of the Month
Town Centre, JC Herbert Room
6:30pm

Closed Meeting

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

C16-11-353 THAT Council do now go into Committee of the Whole at 9:35 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 October 11, 2016
- 2) Section 239. (2) (f) advice that is subject to solicitor-client privilege

CARRIED

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

C16-11-354 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:56 p.m.

CARRIED

Moved by Deputy Mayor Freeman; seconded by Councillor Bowman

C16-11-355 THAT the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for October 11, 2016 as printed.

CARRIED

Adjournment

Moved by Councillor Franklin; seconded by Councillor Petrie

C16-11-356 THAT the Council for the Town of Ingersoll adjourns the November 14 2016 Regular Meeting of Council at 9:57 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
2016 Budget Deliberations
Town Centre, Council Chambers
Wednesday, November 30, 2016, 6:00 p.m.**

PRESENT:

Council Members:

Mayor Comiskey

Deputy Mayor Fred Freeman

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

Staff:

William Tigert, Chief Administrative Officer

Ann Wright, Deputy Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Bonnie Ward, Director of Parks and Recreation

Sandra Lawson, Town Engineer

Call to Order

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

Disclosures of Pecuniary Interest

None declared

2017 Budget Deliberations

Budget Package

- 1) 2017 Budget Process and Priorities
- 2) Operating and Capital Budget Highlights
- 3) Reserves and Debt
- 4) Discuss Council Directions and Priorities

Upcoming Council Meeting

Regular Meeting of Council

Monday, December 12, 2016, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday, January 9, 2017, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget

Monday, January 16, 2017, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget

Monday, January 23, 2017, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council

Monday, February 13, 2017, 6:00 p.m.
Town Centre, Council Chambers

Closed

Moved by Councillor Bowman; seconded by Deputy Mayor Freeman

C16-11-356 THAT Council do now go into Committee of the Whole at 7:39 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Section 239. (2) (c) a proposed or pending disposition of land by the municipality

CARRIED

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

C16-11-357 THAT Council do now rise out of the Committee of the Whole from a Closed Session meeting at 7:56 p.m.

CARRIED

Adjournment

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

C16-11-358 THAT the Council for the Town of Ingersoll adjourns the November 30, 2016 Special Meeting of Council at 7:57 p.m.

CARRIED

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
Special Council Meeting Minutes
Town Centre, Council Chambers
Monday, December 5, 2016, 6:30 p.m.**

PRESENT:

Council Members:

Mayor Ted Comiskey

Deputy Mayor Fred Freeman

Councillors: Bowman (left at 8:21), Franklin, Lesser, Petrie, and Van Kooten-Bossence (arrived at 6:55)

Staff:

William Tigert, CAO/Acting Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Sandra Lawson, Town Engineer

Michael Graves, Clerk

Present:

Ewart McLaughlin

Call to Order

Mayor Comiskey welcomes the general public and opens this meeting of Council at 6:30 p.m.

Moved by Councillor Bowman; seconded by Councillor Franklin

WHEREAS Section 6.5 of Procedure By-law 15-4803 states that: Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting

AND WHEREAS Section 6.2 of Procedure By-law 15-4803 states that: The meeting agenda shall constitute notice of each meeting. The agenda shall include the time, location of the meeting and all relevant material on a matter to be considered by Council.

AND WHEREAS Section 3.4.5 of Procedure By-law 15-4803 states that: No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

AND WHEREAS Council is desirous of considering Report A-026-16 – 50 Chisholm Drive – Stop Work Order

THEREFORE BE IT RESOLVED THAT Council does unanimously vote to amend its agenda to consider report A-026-16 – 50 Chisholm Drive – Stop Work Order.

CARRIED

Disclosures of Pecuniary Interest

Fred Freeman declares a pecuniary in regards to the report A-026-16 50 Chisholm Drive – Stop Work Order.

Deputy Mayor Fred Freeman left the Council Chambers.

New Business – Special Report

- 1) 50 Chisholm Dr., Stop Work Order – Report A-026-16

Moved by Councillor Bowman; seconded by Councillor Franklin

THAT the Council of the Corporation of the Town of Ingersoll receives report numbered A-026-16 as information;

AND FURTHER THAT Council directs staff to bring forward legal advice to the Council meeting of December 12, 2016.

CARRIED

2017 Budget Deliberations

Departmental 2017 Draft Budgets Review

1. Public Buildings
2. Building Inspection
3. Protective Services (Fire, Parking & Police)
4. Engineering
5. Public Works

Upcoming Council Meetings

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

Regular Meeting of Council
Monday, January 9, 2017, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget
Monday, January 16, 2016, 6:00 p.m.
Town Centre, Council Chambers

Special Meeting of Council - Budget
Monday, January 23, 2017, 6:00 p.m.
Town Centre, Council Chambers

Regular Meeting of Council
Monday, February 13, 2017, 6:00 p.m.
Town Centre, Council Chambers

Adjournment

On motion Council adjourned at 9:20 p.m.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

Ingersoll Safe Cycling Committee

Minutes

October 13th

Present: Randy Lewis, Tim Lobzun, Brittany Johnson (MacKay), Brian Petrie, Bonnie Ward, Sandra Lawson, Gup Dhillon, John Holmes

Regrets: Sam Horton, Jordan Sangers, Fred Freeman

1: Welcome – Chair Randy Lewis welcome the group – mtg started at 6:30pm

2: Discuss previous meeting minutes: Minutes of September mtg approved as amended with Jordan removed from being present – Moved by Sandra, Seconded by Bonnie

3. Safety Village discussion with John Holmes: see attached drawings

- Safety house features: kitchen, living room and bedroom, smoke alarm activates, bedroom fills with smoke and door knob heats up, wheelchair accessible, outside coverage from weather
- Outside features: railroad tracks and train car for education, cement pad (no permanent paint lines- freehand with chalk for individual need)
- Potential uses: Annual safety days with all elementary schools within each municipality, fire safety week activities
- Hopeful to open next year

4. Share the road

- Jordan will work on October 31st application then form sub-committee
- Obtained honourable mention last year at awards in March (members should plan to attend the awards this coming year)

5. Oxford County Health Unit/Oxford Cycling Group:

- How to Run a Bike rodeo resource approved by group, Brittany will approach Oxford Cycling Committee for funding the development
- Not By Accident Conference: Sam and Brittany attending- will bring back ideas to the group
- Oxford Cycling Advisory Committee: having a facilitator come to next meeting to assist in their goals and project planning

6. Advertisements:

- Look into paying for a website
- \$5000 budget proposed for safe cycling

7. Trails Committee

- Waiting to solidify budget for 2017
- Price for Rotary Club to replace signage
- Wood lot that town acquired for trails has had hazardous trees cut and left to naturally decay

8. Pump Track

- Tillsonburg track only cost \$50,000, they used clay from a horse track, thus their council only has to cover the insurance
- Track in Ingersoll would cost approximately \$200,000-\$250,000
- Tim and Bonnie to meet with Rick Cox from Tillsonburg to find out more details

9. November Meeting

- Update strategic plan- Bonnie to send out
- Discuss the increase in advocacy toward helmet safety and lead by example

10. New Business

- November 18th Brittany and Gup go to MTO cycling network study- Sandra to ask Jordan to send document

Next Meeting: November 10th 6:30pm Town Hall

Motion to Adjourn: Moved by Randy, Seconded by Brittany

October 20, 2016

**NOTICE OF
AMENDED BOARD OF DIRECTORS' MEETING**

DATE: TUESDAY, October 25, 2016

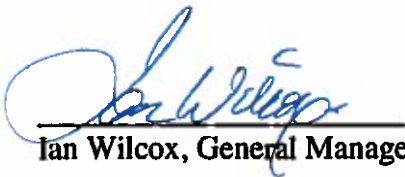
TIME: 8:45 A.M. – 12:05 P.M.

LOCATION: 401 Lakeview Drive, Woodstock - OMAFRA Office
MEET AT 8:45am - BOARD BUS AT 9:00am

AGENDA:		TIME
1.	Board Members Tour Pittock Conservation Area	9:00am
2.	Approval of Agenda	10:30am
3.	Declaration of Conflicts of Interest	
4.	Confirmation of Payment as Required Through Statutory Obligations	
5.	Minutes of the Previous Meeting: -Tuesday September 27, 2016	
6.	Business Arising from the Minutes (a) Municipal Letter Regarding Drainage Violations (Letter attached)(Document: ENVP #3963)	
7.	Delegation-Friends of Pittock (20 minutes)	10:35am
8.	Closed Session – In Camera (a) Pittock/Woodstock Response Report (J.Howley)(Report attached) (Document: Conservation Areas #2771) (30 minutes)	10:55am
9.	For Your Information Report (October FYI attached)(I.Wilcox)	
10.	Business for Approval (a) Ingersoll Delegation Response Report (T.Annett)(Report attached) (Document: ENVP #3955)(5 minutes) (b) Planning and Regulations Capacity Budget Implications (I.Wilcox) (Report attached)(Document: ENVP #3980) (15 minutes)	11:25am

(c) U.S Currency Account
(T.Hollingsworth)(Document #115870)

11. Business for Information 11:45am
- (a) Administration and Enforcement - Section 28
(M.Snowsell/K.Winfield)(Report attached)
(Document: ENVP #3974)(5 minutes)
- (b) Rental House Rates (B.Mackie)(Report attached)
(Document: Lands & Facilities #2787)
(5 minutes)
- (c) 3rd Quarter Financial Report
(C.Saracino/I.Wilcox)
(Document: Finance #557)(5 minutes)
12. Other Business (Including Chair and
General Manager's Comments) 12:00pm
13. Adjournment 12:05pm



Ian Wilcox, General Manager

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

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

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 25, 2016

1. Tour of Pittock Conservation Area Lands

Board members toured Pittock Conservation Area.

M.Blackie, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 10:30 a.m. in the Boardroom of the Woodstock OMAFRA office. The following members and staff were in attendance.

Members Present:	T.Birtch	N.Manning
	M.Blackie	S.McCall-Hanlon
	M.Blosh	A.Murray
	R.Chowen	M.Ryan
	T.Jackson	G.Way
Regrets:	A.Hopkins	H.McDermid
	S.Levin	B. Petrie - participated in the Tour
	Note: Stratford Appointment remains vacant	
Solicitor:	G.Inglis	
Staff:	T.Annett	M.Snowsell
	C.Harrington	M.Viglianti
	J.Howley	I.Wilcox
	B.Mackie	B.Verscheure
	J.Skrypnyk	

2. Approval of Agenda

The Chair amended the agenda, moving Business Arising (6) to after Closed Session (8).

T.Jackson moved – G.Way seconded:-

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

CARRIED.

3. Declaration of Conflicts of Interest

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

4. Confirmation of Payment as Required Through Statutory Obligations

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

5. Minutes of the Previous Meeting
September 27, 2016

T.Birtch moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated September 27, 2016 as posted on the Members’ web-site.”

CARRIED.

6. (7) Delegation

(a) Friends of Pittock

The Chair introduced Mr. Bill Bes, representing the Friends of Pittock. Mr. Bes gave a brief history of the area and discussed the importance of conservations lands in urban areas. He also described some areas of concern and potential improvements needed on the South shore. He outlined a plan that the Friends of Pittock have to improve the natural areas around the Pittock reservoir and the need for a tiered approach to improvements. He gave an example of a past successful collaboration between the UTRCA, the City of Woodstock and the Friends of Pittock to emphasize that cooperation between all parties will be critical.

7. (8) Closed Session – In Camera

There being property and legal matters to discuss,

N.Manning moved – M.Ryan seconded:-

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

CARRIED.

Progress Reported

- (a) A property matter relating to Pittock Conservation Area Lands was discussed.

T.Birtch moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors defer this item until the November Board of Directors meeting.”

CARRIED.

T.Birtch excused himself from the meeting.

8. (6) Business Arising from the Minutes

- (a) Municipal Letter Regarding Drainage Violations
(Letter attached)

I.Wilcox outlined the letter that was written by T.Annett and signed by M.Blackie. After a lengthy discussion it was decided that M.Viglianti is to send out the letter this week to the CAOs, the Drainage Superintendents and the OMAFRA Drainage Coordinator. It would be up to OMAFRA to engage other organizations in this dialogue in the future. I.Wilcox will bring up the letter during his upcoming delegations to the Municipal Councils.

M.Blosh moved – S.McCall-Hanlon seconded:-

“RESOLVED that staff follow up with the
Municipal Councils regarding the Drainage letter.”

CARRIED.

9. For Your Information Report
(October FYI attached)

The FYI report was presented for the members' information.

10. Business for Approval

- (a) Ingersoll Delegation Response Report
(Report attached)

M.Ryan moved – T.Jackson seconded:-

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

CARRIED.

- (b) Planning and Regulations Capacity Budget Implications
(Report attached)

I.Wilcox explained the funding that we are pursuing from the City of London, summarized the discussion from the September meeting and explained the recommendation given in the attached report. There was a discussion around current wait times and ways this could be measured and quantified to have hard numbers as a justification for a new Planning staff position.

I.Wilcox will follow up with T.Annett to provide the Board with available data. Included with that data will be the number of bank time hours and vacations hours lost by Planning staff. The possibility of having a queuing system was discussed.

M.Ryan moved – N.Manning seconded:-

T.Jackson moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors defer this decision to the November meeting.”

DEFEATED.

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

CARRIED.

- (c) U.S Currency Account
(Report attached)

T.Jackson moved – N.Manning seconded:-

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

CARRIED

11. Business for Information

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

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

There was a discussion around the need for the Board to see approved permits as part of this report. It was decided to keep the content of future Section 28 reports as is. The possibility of adding ‘start’ and ‘end’ dates beside the permits in future Section 28 reports was discussed.

T.Jackson moved – M.Ryan seconded:-

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

CARRIED.

- (b) Rental House Rates
(Report attached)

T.Jackson moved – G.Way seconded:-

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

CARRIED.

- (c) 3rd Quarter Financial Report
(Report attached)

N.Manning moved – M.Ryan seconded:-

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

CARRIED.

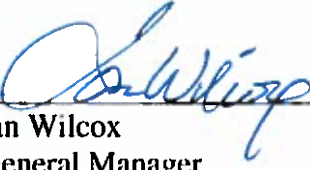
12. Other Business

I.Wilcox has started meeting with City of London councilors regarding the early draft budget. He will continue to follow through with meetings with the Municipalities. The intent is to have the draft budget presented at the November meeting but given the circumstances there may be an early December meeting needed to approve the budget.

Four out of six of the NDMP funding applications have been approved. More information was requested regarding the last two applications.

13. Adjournment

There being no further business the meeting was adjourned at 12:00 pm on a motion by M.Ryan.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

October 14, 2016,

Addressed to CAO's and Drainage Superintendents

RE: *Drainage Act and Conservation Authorities Act Enforcement*

Through discussions during our Board of Directors meeting on September 27, 2016 it was acknowledged that the Upper Thames River Conservation Authority (UTRCA) has had increasing involvement with unauthorized activities being undertaken by private landowners on Municipal Drains. While some activities result in obvious drain blockages, others impair water quality or exacerbate erosion on upstream and/or downstream properties. At the same time, we are also experiencing regular occurrences of licensed drainage contractors, employed by our municipalities to undertake drain maintenance work, working beyond the scope of the permitted projects and/or not abiding by the mutually agreed upon terms and conditions of the *Drainage Act and Conservation Authorities Act Protocol*, UTRCA permits or Standard Compliance Requirements (SCRs). There have been some instances of drainage superintendents allowing individual (and unlicensed) landowners to undertake their own drain clean-outs. The UTRCA is asking for greater assistance from our municipal partners in dealing with enforcement regarding unauthorized alterations to municipal drains in the future.

The *Drainage Act and Conservation Authorities Act Protocol, protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities* (Ontario, 2012) provides provincially approved guidance regarding appropriate practices to permit maintenance and repair activities for municipal drains. The DART protocol is found on line at:

http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf

Municipal Drains are defined as:

A "drainage works" as defined under the Drainage Act. Under the Act, a drainage works is defined as a drain constructed by any means, including the improving of a natural watercourse, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the level of the waters of a drain, reservoir, lake or pond, and includes a dam, embankment, wall, protective works or any combination thereof. To be a municipal drain, there must be a municipal by-law that adopts an engineer's report that

defines the drainage system and states how the cost of the system is to be shared among property owners.

Municipal drains also meet the definition of a watercourse contained within the *Conservation Authorities Act*. UTRCA staff and Municipal Drainage Superintendents must work together to achieve compliance related to *Drainage Act* and the *Conservation Authorities Act* approvals. In recent years UTRCA staff have had multiple instances where an alteration to a watercourse/municipal drain has occurred and municipal staff are deferring to Conservation Authority staff and the Regulation made pursuant to the *Conservation Authorities Act* to seek restoration, permission etc. However, in many of these instances we would suggest that the unauthorized alteration of a municipal drain should fall to the enforcement role of the municipality. In some cases it would still fall to the responsibility of the Conservation Authority and sometimes to enforcement staff of both groups. In the interest of all parties (education, partnership building and the protection of proper drainage, water quality and the environment) we suggest that initial investigations of complaints and/or potential violations should be jointly attended by municipal enforcement staff and/or municipal drainage superintendents as well as staff of the Conservation Authority.

The description for *Enforcement* of the *Drainage Act* is found in Appendix V of the above referenced document:

Once a drainage system has been constructed under the Drainage Act, the municipality has a responsibility to manage the system on behalf of the community of landowners in the watershed of the drain. If someone has blocked a municipal drain, the Drainage Act provides the municipality the authority to order the removal of that blockage and, if the work is not completed within the time allowed, to remove the blockage and place the costs on the tax roll of the property owner. The Act also provides the municipality with the right to take legal action against anyone who damages a municipal drain.

Some recent works have involved the installation of dams, water control structures and the excavation of large on-line ponds all in the absence of municipal or UTRCA approvals. Aside from blockages, we are looking to municipal drain/by-law enforcement staff to ensure that unauthorized municipal drain works are in keeping with the design and specifications as outlined in the Engineer's Report for the Drain. Modern Engineering Reports prepared under the *Drainage Act* include other features that are important to water quality, quantity, erosion prevention, protection of wetlands and protection of other Natural Heritage resources. Many of these features (such as grassed swale systems and buffer systems) identified in the reports, are to be maintained as part of the drain, but are increasingly being cropped by individual landowners at the expense of water quality and soil retention. Municipal drain sections identified as open channels on engineering reports are being tiled/piped without approvals from either agency and are not in keeping with the approved Engineering Report design.

In the shared interests of proper drainage and protection of water quality and the greater environment, UTRCA is asking for assistance when it comes to the enforcement of unauthorized works associated with municipal drains. Conservation Authority Staff encourage ongoing communication with our watershed municipalities and their designated drainage superintendents. We are open to suggestions on how to improve education and/or enforcement including cross-training of our staff, jointly conducted workshops for municipal staff, municipal councils, drainage contractors for the municipality or the general public. Please feel free to contact the Manager of Environmental Planning and Regulations, Tracy Annett (Phone 519.451.2800 x 253) or e-mail: annettt@thamesriver.on.ca to discuss this issue further.

Yours Truly,

UPPER THAMES RIVER CONSERVATION AUTHORITY

A handwritten signature in black ink, appearing to read "Murray Blackie".

Murray Blackie, Chair

c.c. Tracy Annett, UTRCA (via email annettt@thamesriver.on.ca)



UPPER THAMES RIVER
CONSERVATION AUTHORITY

FYI

October 2016

Thank you to staff from Andrew L. Hodges Funeral Home in St. Marys and Pastor Richard Hryniw for participating in the memorial tree program. Thanks also to Board Member Ray Chowen for representing the UTRCA at the dedication service.

Furtney Memorial Forest

More than 200 people visited Fanshawe CA for the 24th annual memorial forest dedication service on Sunday, September 25.

A white oak tree was planted to represent all the trees planted in memory of a loved one. There were 233 memorial trees planted in Fanshawe CA in the spring. Since the program began in 1992, almost 8000 trees have been planted throughout London.

Thank you to the Fanshawe CA staff and to the staff at Evans and Logan Funeral Homes for their valued contributions to this service.



The Mill Pond Committee with the new sign. (Photo: M. Kanter)

Welcome to the Frog Pond!

The Mill Pond Committee worked with Grade 5/6 students from Northdale Central in Dorchester to create a new, educational sign for the Dorchester Mill Pond. Entitled “Welcome to the Frog Pond,” the sign displays student artwork and messages about the importance of protecting our frogs and environment. The sign was designed and installed by UTRCA staff.

Before creating the artwork and messages for the sign, students participated in a frog and turtle educational program delivered by UTRCA Species at Risk Biologist, Scott Gillingwater, and completed independent research about the life cycle and habitats of frogs.

Funding for this project was provided by TD Friends of the Environment Foundation and the Ontario Trillium Fund. The project is part of the five year Eco Trail Plan for the Dorchester Mill Pond.

Contact: Karlee Flear, Community Partnerships Specialist

Memorial Forest Dedication Services

The UTRCA is involved in five memorial forests across the watershed. These forests provide comfort to grieving families by creating a lasting, natural tribute to loved ones.

St. Marys and Area Memorial Forest

More than 180 people attended the dedication service for the St. Marys and Area Memorial Forest on Sunday, August 28 at Wildwood Conservation Area. Everyone at the service helped plant one symbolic sugar maple tree. The actual memorial trees are planted each spring on Line 13, south of County Road 9.



The Furtney Memorial Forest site on Sunningdale Road east.

City of Woodstock Memorial Forest

Pittcock CA hosted the annual dedication service for the Woodstock Memorial Forest on Sunday, October 2. There were 200 people present to help plant a symbolic sycamore tree. Nearly 300 native trees were planted in the spring in the memorial forest, which is located south of Pittcock Reservoir and west of County Road 4.

Thank you to Mayor Trevor Birtch, who represented the UTRCA Board of Directors at the service, the staff of Brock and Visser Funeral Home Burial and Cremation Services, and Pittcock CA staff, who prepared the site.

Contact: Karen Pugh, Resource Specialist



Students plant aquatics along the stream through the golf course.

Aquatics and Wildflowers in Dorchester

This past spring, 500 aquatic plants and 1400 wildflowers were planted in the Dorchester watershed. Students from the Environmental Leadership Program at Catholic Central High School planted the aquatics along the stream at the Dorchester Golf Club. Grade 3-5 students from St. David Catholic Elementary planted the wildflowers at the intersection of Dorchester Road and Catherine Street.

Before planting, students learned about the importance and benefits of planting native aquatics and wildflowers in our watershed. Funding for the Dorchester planting project was provided by Environment and Climate Change Canada.

Contact: Karlee Flear, Community Partnerships Specialist

TD Tree Days

TD Tree Days started in 2010 and is TD's flagship urban greening program. The UTRCA worked with TD staff to coordinate 10 TD Tree Day events in September and October. TD employees, friends and families planted 2800 native trees and shrubs in the UTRCA watershed.

North London Athletic Fields

Despite rainy weather, 100 people planted 900 native trees and shrubs on the morning of Saturday, September 10 at the North London Athletic Fields. Thank you to the City of London Environmental and Parks Planning Division for providing areas to naturalize in London.

Stoneybrook Recreation Fields, London

Humid, windy and hot conditions did not deter 36 people from getting 450 native trees and shrubs in the ground on the afternoon of Saturday, September 10. This site is adjacent to the Thames River, and the trees will be a welcome buffer. Participants also enjoyed seeing an osprey, which nested nearby, soaring overhead.



Waiting out the rain at the North London Athletic Fields.



TD Stoneybrook site leader Justin Lemoyne explains the benefits of tree planting.

Fanshawe Conservation Area

On Wednesday, September 14, 27 TD employees planted 150 native trees and shrubs on the shores of Fanshawe Reservoir. The trees are planted in a naturalized area that will provide a buffer to the lake. Buffers filter pollutants, improve water quality, provide food and shelter to wildlife, and create shade. Thanks to Fanshawe CA staff for helping coordinate this project.



Team building is an integral part of the TD planting events.



TD employees planting along Stoney Creek.

Stoney Creek Watershed, London

On the morning of Friday, September 16, 90 TD employees planted 450 trees and shrubs along Stoney Creek, west of Stackhouse Drive in London. The Stoney Creek watershed is undergoing a lot of development activities and these trees will help to create a buffer. The City of London is expanding the popular trail system along the creek for people who want to enjoy the natural surroundings.

The City's Environmental and Parks Planning Division is instrumental in providing sites that will benefit from tree planting, and accommodate the large numbers of TD volunteers. A lot of good environmental work is accomplished in a short time!



Job well done: TD employees, family and friends at the St. Marys site.

St. Marys

Thanks to 20 adults and children who didn't let rain and high humidity bother them, 150 new trees and shrubs were planted at Wildwood Conservation Area on the morning of Saturday, September 17. Thank you to the Wildwood CA and Community Education staff who helped make the day a success.

The trees were planted in a naturalized part of the day use area and will ultimately benefit water quality in Wildwood Reservoir. Reduced mowing, increased plant diversity, more shelter and sources of food for wildlife, and aesthetic value are all good reasons for tree planting projects like TD Tree Days.

Ingersoll

John Lawson Park is now home to 150 new trees and shrubs, planted by a dedicated group of 10 people on the morning of a hot Sunday, September 18. Thank you to the Town of Ingersoll for supporting this project, in partnership with TD.

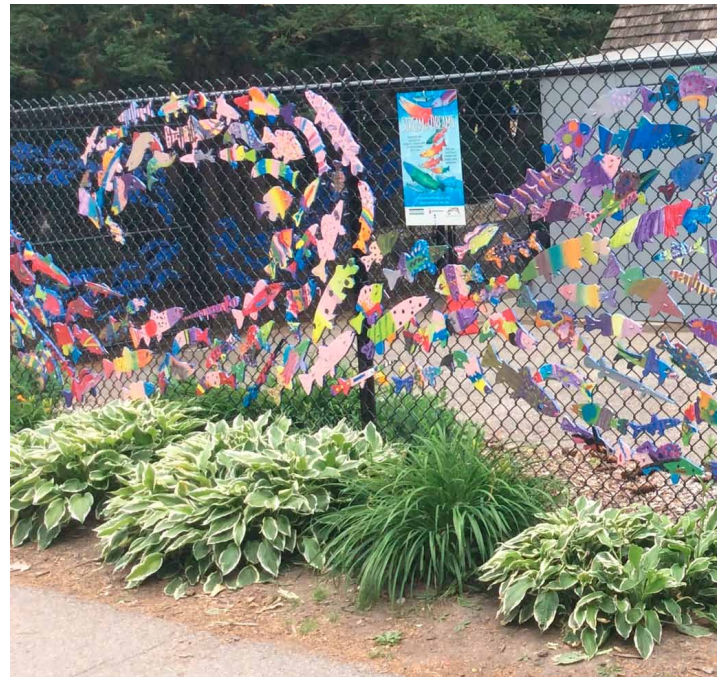
Mitchell

Forty people enjoyed great weather as they planted 150 trees at the Husky Flats in Mitchell on the morning of Saturday, September 24. Species included elderberry, chokecherry, hackberry, nannyberry, sycamore, white spruce and white cedar. These trees are in addition to a TD planting in Mitchell in 2015, helping to increase natural vegetation cover along Whirl Creek. Thank you to the Town of Mitchell for supporting the project.

Dorchester

The last TD Tree Day event in the UTRCA watershed this year was held on the afternoon of Sunday, October 2 at Dorchester's Outdoor Recreation Complex. There were 17 people on hand to plant 200 native trees and shrubs along the Harris Trail. Thank you to the Municipality of Thames Centre for partnering with TD and the UTRCA for the project.

Contact: Karen Pugh, Resource Specialist



The new dreamfish mural at Storybook Gardens.

Children's Water Festival – Stream of Dreams

A display of wooden fish from the 2016 London-Middlesex Children's Water Festival was installed in London's Storybook Gardens on the Thames Valley Parkway this past June. The colorful mural of "dreamfish" was installed by the festival Organizing Committee.

The fish were painted by students as part of the Stream of Dreams program, an activity station at the festival. The program's goal is to teach students about their connections to water and fish habitat and how they can make changes to protect our streams, rivers and lakes. The dreamfish mural is a beautiful reminder to the community that all drains lead to fish habitat.

Contact: Karlee Flear, Community Partnerships Specialist

On the Agenda

The next UTRCA Board of Directors meeting will be October 25, 2016. Agendas and approved board meeting minutes are posted at www.thamesriver.on.ca; click on "Publications."

- Board Members' Tour of Pittock Conservation Area
- Delegation - Friends of Pittock
- Ingersoll Delegation Response Report
- Planning and Regulations Capacity Budget Implication
- Administration and Enforcement - Section 28
- Rental House Rates

Contact: Michelle Viglianti, Administrative Assistant



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

To: UTRCA Board of Directors

From: Tracy Annett

Date: October 12, 2016

Agenda #: 10a)

Subject: Response to Ingersoll Delegation

Filename: P:\Users\annett\Documents\GroupWise\3955-1.doc

RECOMMENDATION

THAT staff be directed to meet with representatives from the Town of Ingersoll to further explain:

- **The Conservation Authorities delegated responsibilities with regard to Natural Hazards as outlined in Section 3.1 of the Provincial Policy Statement (PPS);**
- **The Two-Zone / Flood Fringe and Special Policy Areas application consistent with the *Technical Guide: River and Stream Systems: Flooding Hazard Limit* (MNRF, 2002) and provide additional policy information;**
- **The status of updating Flood Line mapping for the Town of Ingersoll and how this information will be used to inform policy once the update is completed; and**
- **How Environmental Planning & Regulations staff capacity is proposed to be increased in 2017.**

BACKGROUND

During the September Board of Directors meeting, a delegation represented by Bill Tigert, CAO of the Town of Ingersoll and Bob Freeman, Deputy Mayor was heard. Two key issues were presented:

- 1) Request that the UTRCA allow flexibility to permit additional development within flood prone areas. It was explained that the Town of Ingersoll has difficulty achieving safe access requirements within flood fringe areas. Their request is that the UTRCA accept new technologies and concepts to meet access requirements (solar power for 'shelter in place' approaches and elevated causeways for pedestrian access to be achieved) or through identifying special policy areas consistent with the policy approach implemented by the City of London and the Town of St. Marys.
- 2) Consistent with the recommendations of the *Conservation Authorities Act* review, the Town supports additional staffing capacity for timely reviews of applications.

DISCUSSION

The Town of Ingersoll is uniquely situated with the South Thames flowing through the municipality and 5 watercourses emptying into the South Thames. As a result, a significant portion of the Town is regulated under Section 28 of the *Conservation Authorities Act*. Policies contained within the UTRCA's *Environmental Planning Policy Manual* (June 2006) and the *Provincial Policy Statement* (MMAH, 2014) generally direct new development away from hazard lands.

Flood Fringe Two-Zone Concept

The delegation expressed concern about the ability to meet the requirements for safe vehicle and pedestrian access as required to permit development within flood fringe areas. The Provincial Policy Statement (2014) provides the following direction:

3.1.6 Where the two zone concept for flood plains is applied, development and site alteration may be permitted in the flood fringe, subject to appropriate floodproofing to the flooding hazard elevation or another flooding hazard standard approved by the Minister of Natural Resources.

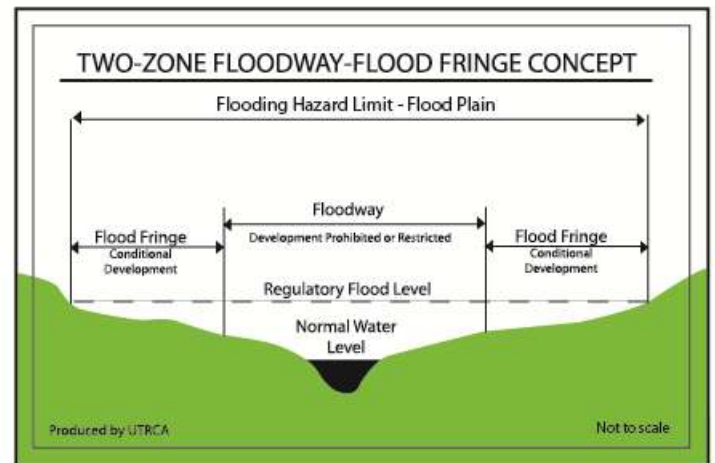
3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;*
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*
- c) new hazards are not created and existing hazards are not aggravated; and*
- d) no adverse environmental impacts will result.*

The Town of Ingersoll undertook the *1991 Floodway Study* (prepared by Cumming Cockburn). Policies are in place to permit redevelopment of areas identified as flood fringe, provided that floodproofing measures are acceptable and, depending on the proposed use, that safe or dry access (both ingress and egress) can be achieved. These policies are consistent with the Provincial Policy Statements as they have evolved over time (released in 1996, 1997, 2005 and 2014). In addition, these requirements are consistent with the Policies of the Oxford County Official Plan Section 3.2.8.1.2 and Town of Ingersoll Zoning By-Law Section 5.32.

The Ingersoll Flood Fringe Area is shown:

<http://www.oxfordcounty.ca/Portals/15/Documents/CASPO/OfficialPlan/OP/Schedules/i-5.pdf>



The approaches proposed by the delegation to apply new technologies are not supported by Provincial Policy, as the PPS specifically states: *vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies*. “Shelter in place” and/or access via raised pedestrian walkways would not meet the requirements for vehicular access as outlined in *The Technical Guide River & Stream Systems: Flooding Hazard Limit* (MNRF, 2002) and can be found online at: <http://www.renaud.ca/public/Environmental-Regulations/MNR%20Technical%20Guide%20Flooding%20Hazard%20Limit.pdf>

This technical guide is used by Conservation Authorities across the province to implement flooding hazard policies consistent with the PPS.

Land use planning decisions made by municipalities must be consistent with the Provincial Policy Statement.

In addition to not meeting the requirements of the PPS, the Town's proposal is not consistent with UTRCA policies or those contained in the County of Oxford Official Plan and the Town of Ingersoll Zoning By-law. Where the Two Zone policies are not considered feasible or practical, a Special Policy Area flood plain management approach may be considered.

Special Policy Areas (SPAs)

Special Policy Areas have historically been used in limited circumstances, generally in areas within existing built up areas. The Special Polices allow for the continued viability of existing uses where there would be “*significant social and economic hardships to a community that would result for strict adherence to provincial polices concerning development*” (MNRF, 2009). The delegation representatives mentioned that polices applied in the City of London and the Town of St. Marys are not as stringent. The Coves Area in the City of London and areas within the Town of St. Marys have approved SPA policies in place. These polices recognize existing historic neighborhoods and do not permit changes in land use that would increase residential uses within these flood prone areas among other requirements. The SPAs must be approved by both the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of Municipal Affairs and Housing (MMAH) because they reflect a relaxation in the Flood Plain policies.

The Procedures for Approval of New Special Policies Areas (SPAs) and Modifications to Existing SPAs under the Provincial Policy Statement, 2005 (PPS, 2005), Policy 3.1.3 – Natural Hazards-Special Policy Areas were updated in January 2009. The revised Appendix 5 is included at the link below: https://www.caledon.ca/en/townhall/resources/PolicyProjects_Bolton_TechnicalGuide.pdf

The Town of Ingersoll delegation indicated that they would like to pursue additional residential development options on vacant lands. This would not be consistent with the intent of the SPA policies however, the UTRCA can assist to initiate the pre-consultation process with the MMAH to discuss the merits of an application within the Town. This preliminary discussion is intended to assist in clarifying any confusion regarding the process and may eliminate the need for proceed with certain applications. Normally the pre-consultation discussion includes MNRF and Conservation Authority representatives.

Updated Flood Line Mapping

Flood plain maps produced for the Town's Flood Fringe area were created in 1991. The UTRCA is currently working towards updating its flood plain mapping, including that for the Town of Ingersoll. Updated mapping will provide the Town with contemporary information to inform decision making within flood prone areas.

Capacity in Land Use Planning and Regulations

The UTRCA recognizes the need for additional staff capacity in order to assist its municipal partners with educating and informing landowners about the risks associated with Natural Hazards. Added capacity would allow us more opportunities to attend council meetings, update our policy manual, provide improved communication through our website etc. Item 10b) is a Report to the Board of Directors which outlines how additional capacity can be achieved for the 2017 Budget.

Authority Staff would be pleased to meet with representatives of the Town of Ingersoll to review the applicable policies. It should be noted however, that any changes proposed would require an Official Plan Amendment to the County of Oxford Official Plan and the amendment would require approval from the Ministry of Municipal Affairs and Housing. These discussions should include county planning staff and planners from MMAH.

PREPARED AND RECOMMENDED BY:

A handwritten signature in blue ink, appearing to read "Tracy Annett", with a long horizontal flourish extending to the right.

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

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: October 13, 2016
Subject: Planning and Regulations Capacity Budget Implications

Agenda #: 10b
Filename: P:\Users\lannett\Documents\GroupWise\3980-1.doc

RECOMMENDATION

That, based on discussion at the September 2016 Board of Directors meeting, staff include one new full time regulations staff position as part of the 2017 Draft Budget, to be funded through the general levy.

BACKGROUND

At the last Board of Directors meeting staff were directed to include additional planning and regulations capacity as part of the 2017 budget. Since that time, staff have met with City of London Finance department to discuss the UTRCA's budget request and the Assessment Growth funding applications submitted.

DISCUSSION

The staff report titled City of London Assessment Growth Funding, item 8b) of the previous Board of Directors meeting asked the Board to endorse our request to London for assessment growth funding. The request was to fund two additional planning and regulations staff. During discussion, there was an argument made that if additional staff are needed, it should be available watershed wide, and funded through the general levy, rather than being used and paid for by just one municipality. UTRCA staff reviewed the draft 2017 budget and determined that if both positions were included in the allocation it would result in an approximate 15.2% increase in the levy (includes Targets funding, cost of living, salary grid adjustment, and the two planning and regulations positions).

Through the discussions with the City of London Finance department, it has become apparent that the UTRCA's 2017 budget "Amendment" and the Assessment Growth funding request will be considered under the same lens. It was also made clear that the UTRCA's requests for 2017 is proportionally much higher than other boards or civic departments and that the Authority should expect to receive strong scrutiny and push-back from London City Council.

Given the direction from the Board and input received from the City of London finance department the following is proposed as a compromise to fund the added capacity needed for the Planning & Regulations capacity:

- 1) Rely on a recent application for National Disaster Mitigation Funding (NDMP) for a position to provide Planning and Technical Review (this funding should be known by the end of October);

- 2) Include a Regulations Officer Position in the 2017 Draft Budget funded by the general levy. Staff will discuss with City of London staff the best approach for securing the City's share of costs.

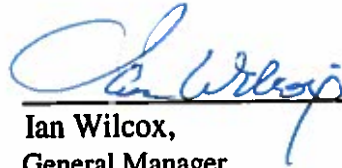
Capacity needs will be reevaluated in 2018 to determine if an additional position is needed or if the NDMP position will be recommended to become permanent.

PREPARED BY:



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

RECOMMENDED BY:



Ian Wilcox,
General Manager

To: UTRCA Board of Directors

From: Teresa Hollingsworth

Date: October 19, 2016

Subject: U.S. Currency Account

Agenda #: 10 (c)

Filename: P:\Users\viglianti\Documents\GroupWise\115870-1.doc

The UTRCA receives cash and cheques in U.S. dollars from the Conservation Area and cottage programs and from time to time is required to pay accounts in U.S. funds. As the Authority receives and spends in U.S. dollars, obtaining a U.S. currency account would allow the UTRCA to make these transactions without the need to incur unnecessary conversion fees or to obtain U.S. drafts from the local bank branch. The Toronto-Dominion Bank requires a resolution from the UTRCA Board of Directors to obtain the account and to approve signing officers for the account.

Recommendation:

It is recommended that the UTRCA obtain a U.S. currency account and that any two of the following staff serve as signing officers to the account:

Ian B Wilcox, General Manager
Teresa Hollingsworth, Manager, Community and Corporate Services
Christine L Saracino, Supervisor of Finance and Accounting
Denise Quick, Accounts Payable Officer
Sharon Viglianti, Human Resources/ Payroll Administration



Recommended and Prepared by:
Teresa Hollingsworth, Manager, Community and Corporate Services

To: Chair and Members of the UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: October 12, 2016 **Agenda #:** 11 (a)
Subject: Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document
Development, Interference of Wetlands and Alteration to **ENVP 3974**
Shorelines and Watercourses Regulation

This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from September 15 to October 12, 2016.

Application #88/16
Municipality of Middlesex Centre
Oxbow Drain

- one proposed spot cleanout on a Class E drain
- UTRCA permit, signed notification form, and SCR for spot cleanouts issued September 21, 2016

Application #162/16
Township of Perth South
Good Drain

- proposed bottom cleanout of 1500 metres of a Class C drain
- spot cleanouts requested due to the length of the cleanout request
- UTRCA permit, signed notification form, and SCR for bottom and spot cleanouts issued September 21, 2016

Application #165/16
Trevalli Homes Ltd.
Lot 3, Wedgewood Drive – City of Woodstock

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued September 23, 2016.

Application #166/16
Wayne Feltz
Part Lot 2, Concession 1 – Municipality of West Perth
-proposed addition to existing agricultural implement shed.

- plans prepared by Chris Blake of Blakestyle Design and Drafting Inc. with a requirement for “as-built” survey and/or drawings confirming final floor elevation.
- staff approved and permit issued September 23, 2016.

Application #172/16

2047790 Ontario Limited

Canvas Way – City of London

- lot grading associated with third phase of Powell Farm Subdivision
- engineering drawings prepared by Development Engineering (London) Limited
- staff approved and permit issued September 28, 2016

Application #174/16

Union Gas Limited

Sunningdale Road at Highbury Avenue – City of London

- approval required for integrity dig adjacent to Stoney Creek tributary
- stream crossing review details with erosion/sediment control plans submitted in support of project
- staff approved and permit issued September 23, 2016

Application #175/16

Ivy Homes Limited

169 Wharncliffe Road North – City of London

- proposed construction of house addition in West London candidate Special Policy Area (SPA)
- engineering drawings with floodproofing details prepared by D. C. Buck Engineering
- staff approved and permit issued September 27, 2016

Application #177/16

Union Gas Limited

Highway #59 – Township of Norwich

- proposed NPS 4 inch gas pipeline installation undercrossing Mud Creek Drain.
- plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
- staff approved and permit issued September 29, 2016.

Application #178/16

Scott Wheatley c/o Melchers Construction

11041 Oxbow Drive – Municipality of Middlesex Centre

- proposed two-storey garage addition with bedroom.
- plans prepared by Melchers Construction Limited in accordance with project location and mitigation measures discussed on site between builder and UTRCA staff.
- staff approved and permit issued September 28, 2016.

Application #180/16

Wildwood Cottages/UTRCA

Lot 35, Concession 13 – Township of Zorra

- proposed private cottage road culvert installation (twinning existing pipe) and road grading crossing an unnamed tributary to the Wildwood Reservoir.
- plans prepared by Brad Glasman of the UTRCA.
- staff approved and permit issued October 3, 2016.

Application #182/16

Wildwood Sailing Club/UTRCA

Lot 24, Concession 12 Gore – Township of Perth South

- proposed private sailing club road culvert installation and road grading crossing an unnamed tributary to the Wildwood Reservoir.
- plans prepared by Brad Glasman of the UTRCA.
- staff approved and permit issued October 3, 2016.

Application #183/16

John Denstedt

Part Lot 6, Concession 3 – Municipality of Middlesex Centre

- proposed wetland pond rehabilitation and installation of rock lined channel for erosion protection.
- plans prepared by J. Denstedt in accordance with site specific project location details and mitigation measures discussed on site between landowner, staff of Ducks Unlimited Canada and staff of the UTRCA.
- staff approved and permit issued October 3, 2016.

Application #185/16

Union Gas Limited

Lot 19, Concession 2 – Township of Zorra

- proposed pipeline (integrity shallow cover) remediation project adjacent Nissouri Creek.
- plans prepared by Union Gas Limited.
- staff approved and permit issued October 6, 2016.

Application #186/16

General Motors of Canada Limited

300 Ingersoll Street – Town of Ingersoll

- proposed stormwater run-off control project including grassed swales, rip-rap protection, rock check dams and revegetation with native grasses and shrubs associated with construction of a new gravel parking lot on the north side of the existing General Motors CAMI Plant.
- plans prepared by CH2M HILL Canada Limited.
- staff approved and permit issued October 4, 2016.

Application #190/16

Kathryn Anne Naus

216 Rathowen Street – City of London

- permit required for construction of house addition within West London candidate SPA
- engineering drawings with floodproofing details prepared by D. C. Buck Engineering
- staff approved and permit issued October 12, 2016

Status Report – Unauthorized Fill Placement, Site Grading/Alteration and Interference with a Wetland

Part Lot 16, Concession 3ND

Municipality of Thames Centre

Following a complaint from Municipal Staff, UTRCA staff attended a site visit to the subject property and noted fresh fill placement and site grading/alteration in an area identified as Provincially Significant Wetland (PSW) and the Area of Interference of a Wetland. We further note works were occurring in a woodland identified as being Significant in the Middlesex County Natural Heritage Study. A violation letter has since been issued (October 7, 2016) to the landowner and staff are waiting to arrange a site visit to discuss restoration measures. UTRCA staff will continue to monitor this project.

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

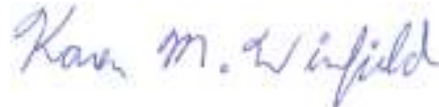
After previously being advised, both verbally and in writing, of the need for written pre-approval (permits) from the Conservation Authority, the landowner went ahead and piped/enclosed the watercourse on the property and filled in the associated valley land in the absence of said approval(s). Charges were subsequently laid under the *Conservation Authorities Act*. Months after being charged, the landowner then proceeded to petition under the *Drainage Act* to have the unauthorized watercourse enclosure incorporated as a municipal drain. The *Conservation Authorities Act* matter went to trial in 2015 with the court finding the landowner guilty of all charges. A Sentencing Hearing was held in February of 2016 where the landowner was fined \$20,000 with an order to rehabilitate the site to the satisfaction of the Conservation Authority by December 31, 2016. The landowner has appealed that decision. Landowner has also appealed to the Court of the Drainage Referee to have the unauthorized watercourse enclosure approved under the *Drainage Act*. UTRCA staff have a site meeting scheduled for later this month with the landowner, County staff and the Drainage Engineer appointed by the Township to discuss options that may satisfy all parties. UTRCA staff will continue to monitor this project.

Reviewed by:



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

Prepared by:



Karen Winfield
Land Use Regulations Officer



Mark Snowsell
Land Use Regulations Officer



Cari Ramsey
Env. Regulations Technician

MEMO

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

Date: October 12, 2016

Agenda #: 11 (b)

Subject: Rental House Rates For 2017
-For Information

Filename: Lands & Facilities 2787

Report:

The attached report outlines the 2017 house rates for Authority owned rental houses. Each year the Ontario Government announces the Provincial Rental Increase Guideline. The annual Rent Increase Guideline is the maximum percentage by which a landlord can increase the monthly rent for existing residential tenants. The 2017 guideline has been set at 1.5%.

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

Recommended by:

Prepared by:



Alex B. Shivas
Manager, Lands & Facilities



Bill Mackie
Lands & Facilities Supervisor

<i>LOCATION</i>	<i>PROPERTY</i>	<i>2015 PER MONTH RENTAL FEE 2014 + 1.6%</i>	<i>2016 PER MONTH RENTAL FEE 2015 + 2.0%</i>	<i>2017 PER MONTH RENTAL FEE 2016 + 1.5%</i>
WILDWOOD C.A. #1	Township of Perth South, Downie Ward Lot 24	\$648.00 (638. + 10.20)	\$660.00 (648. + 12.96)	\$669.00 (660.00 + 9.90)
GLENGOWAN AREA #2	Township of Perth South, Blanshard Ward Con. 15, Lot 3	\$657.00 (647. + 10.35)	\$670.00 (657. + 13.14)	\$680.00 (670.00 + 10.05)
#3	Township of Perth South, Blanshard Ward Con. 15, Lot 2	\$108.22 (106.52 + 1.70)	\$110.38 (108.22 + 2.16)	\$112.04 (110.38 + 1.66)
#4	Township of West Perth, Fullarton Ward Con. EMR, Lot 30	\$680.00 (670. + 10.72)	\$693.00 (680. +13.60)	\$703.00 (693.00 + 10.40)
#5	Township of West Perth, Fullarton Ward Con. 17, Lot 25	\$618.00 (609. + 9.74)	\$630.00 (618. + 12.36)	\$639.00 (630.00 + 9.45)
				<hr/> Total Monthly Increase = \$39.66

2017 Annual Rental House Revenue Increase will be \$475.92. (\$39.66/mo. X 12 mo. = \$475.92)

To: UTRCA Board of Directors

**From: Christine Saracino, Supervisor, Finance and Accounting
Ian Wilcox, General Manager**

Date: 19 Oct 2016

Agenda #: 11 (c)

Subject: 3rd Quarter Financial Report

**Filename: ::ODMA\GRPWISE\UT_MAIN.UT
RCA_PO.Finances:557.1**

For Information:

The operating statement accompanying this report contains information on our revenues and expenses to the end of September 2016 and which indicates a bottom line Year-to-Date (YTD) actual surplus of \$3.728 M. This surplus will dwindle as the final three months of the year proceed; revenues are largely accounted for at this point in time and 3 months of expenses will still need to be incurred. The largest single expenditure to be booked is depreciation expense, though not requiring cash, it is still an expense of the organization to the extent of just over \$800,000.

Most sources of revenues have exceeded their budget for the year, though Land and Asset Management fees have not. New land use contracts are currently being signed in some cases with lower rates and on a smaller acreage. Golf course revenues dependent on sales (variable fees) are in some cases lower as well. Of equal consideration is the progressively less revenue to be derived from acreage turned over to conservation purposes for barriers and natural areas which will continue to deplete agricultural revenues in years to come. Hydro revenues for Fanshawe Dam are far below (only 13% of budget) planned amounts for this year due to a dry season and low water levels.

Expenses for London's ESA management program is over budget but this is reflected in higher contract revenue from the City of London for capital projects this year. Expenses in the area of Flood Control are also over budget but this reflects much capital spending which will be extracted from this statement at the end of the year to be shown on the balance sheet as new asset values depreciable in future years.

Overall, the year will prove to be a financial success and it is projected that we again will exceed our target for the year.



Submitted by: Ian Wilcox



Prepared by: Christine Saracino

Upper Thames River Conservation Authority

Statement of Operations & Surplus

For The Period Ending September 30, 2016

	2016 Budget	2016 Actual	2015 Actual
Revenue			
Municipal general levy	2,683,266.00	2,683,266.00	2,637,270.00
Dam / Flood control / Levy-incl.Capital revenue	1,324,909.00	1,549,909.00	1,532,323.00
Specific project funding-incl. Op. & Cap. Mtce Levy	105,000.00	305,723.00	302,323.00
Provincial transfer - M.N.R. Section 39	351,425.00	351,020.00	351,020.00
Provincial sources	926,740.00	2,021,695.40	1,257,852.79
Federal program funding	121,536.00	189,339.81	343,526.51
Conservation areas	3,249,433.00	3,291,202.06	3,017,260.31
Direct land & asset management	987,862.00	893,360.34	906,864.39
Direct fees for service	2,235,790.00	2,798,583.02	1,866,401.46
Donations / sponsorships	250,244.00	453,404.26	481,182.83
Interest income	40,000.00	41,110.07	55,131.37
Total Revenue	12,276,205.00	14,578,612.96	12,751,155.66
Mission Cost Centre Expenditures			
Community partnerships	866,438.00	660,350.16	826,750.46
Flood Control	1,724,962.00	2,360,510.71	2,104,157.27
Environmental planning	664,213.00	523,288.11	523,592.00
Soil conservation	1,074,451.00	619,745.80	456,153.05
Forestry	865,432.00	674,646.92	686,825.24
Research	983,949.00	1,003,148.46	827,194.50
Recreation	3,947,630.00	3,115,057.31	2,974,422.19
Environmentally significant areas	387,711.00	398,695.72	392,089.40
Lands & facilities	1,095,724.00	646,371.75	787,198.49
Source water protection-utrca/scrca/ltvca	506,875.00	466,709.23	394,300.79
Source Protection -Implementation	260,618.00	153,479.24	88,139.25
Other	0.00	(3,744.39)	17,862.37
Total Expenditures	12,378,003.00	10,618,259.02	10,078,685.01
Excess (deficiency) of revenue over expenditures	(101,798.00)	3,960,353.94	2,672,470.65
Net surplus (deficit) in Service Cost Centres	(163,663.00)	48,709.50	(52,074.52)
Benefits	0.00	61,562.50	9,750.07
	(163,663.00)	110,272.00	(42,324.45)
Appropriations (to) from reserves and reserve funds	20,159.00	(342,067.43)	(282,040.05)
Net Excess Revenue	(245,302.00)	\$3,728,558.51	2,348,106.15

Multi Use Recreation Centre Ad Hoc Committee

MINUTES

Wednesday, November 2nd, 2016 – 6:30 pm – Town Hall - JC Herbert Room

Present:

Project Management Team

Bill Tigert, CAO

Council Representatives

Deputy Mayor Freeman

Ingersoll PlayRight

Appointed Citizens

Davis Landon

Andy White

Facility User Groups

Jay Vyse, Co-Chair, Ingersoll Girls Hockey

Amy Haycock, Ingersoll Soccer Club

Wendy Palen – Ingersoll Seniors Centre

Barbara Stanley-Bittorf – Ingersoll Figure Skating Club

Jo-Ann Thibideau – Ingersoll Minor Hockey

Regrets:

Councillor Kristy VanKootenBossence

Councillor Brian Petrie

Rob Parsons, Chair

Adam Funnell

Darren House – Ingersoll Minor Ball

Bonnie Ward

Iryna Koval

1. Minutes – September 28th, 2016

Moved By Andy White

Seconded By Wendy Palen

That the meeting minutes of September 28th, 2016 be approved as presented.

Carried

2. Approval of Agenda

Moved By: Fred Freeman

Seconded By: Barbara Stanley –Bittorf

That the meeting agenda be approved as presented.

Carried

3. **Update - RFP Interview Sub Committee**

The following Consulting Firms were selected for interviews by the RFP Sub Committee:

JH Architecture	\$ 49,750
Nicholson Sheffield Architects	\$ 77,000
Colliers	\$ 109,175
Sprite Associates	\$ 119,680

RFP – Interviews – October 25th, 2016 - Interview Format, Requirements & Questions

- RFP Presentation – Max 30 minutes - Introduction of Project Team Members that will be involved in the Study
- Question & Answer Period – Max 30 minutes
- Presentation Focus – Study Methodology/Approach & Fee Structure
- Questions Given in Advance for Firms to Answer:
 - During the consultation phase of the study how do you determine the difference between community wants and needs?
 - Identify any barriers you have experience undertaking similar studies?
 - Provide a sample and highlight one of your firm’s successful public on line surveys.

RFP Consultant Selection

The Interview Sub Committee utilized the following criteria to evaluate all four Consulting Firms:

- Qualifications, Experience with Similar Projects of Project Team Leaders directly involved in our project;
- Study Methodology & Approach
- Details of Fee Structure
- Questions Given to Firms in Advance of Interview:
 1. During the consultation phase of the study how do you determine the difference between community needs and wants;
 2. Identify any barriers you have experienced undertaking similar studies;
 3. Provide sample of a public on line survey.
- Rating of Additional Questions from Committee members
- Firm “Fit” with the MURC Ad Hoc Committee

Based on the consulting firms presentations and experience it was the unanimous opinion of the Interview Sub Committee that Nicholson Sheffield Architects be recommended to the MURC Ad Hoc Committee for approval.

Moved By: Jay Vyse

Seconded By : Jo-Ann Thibideau

**That the MURC Ad Hoc Committee supports the recommendation of the MURC Interview Sub Committee in the selection of Nicholson Sheffield Architect;
AND FURTHER THAT the recommendation be forwarded to Council for their consideration and approval at the November 14th, 2016 Council meeting.**

4. Proposed Schedule

- Committee Council Presentation – November 14th, 2016 - Rob Parsons, Chair
- Consultant Engagement – November 15th, 2016
- Presentation of Consultant Work Plan to MURC Ad Hoc Committee - Wednesday, December 14th, 2016
- Phase One – Community Recreation Facility Needs Study Begins – January 2017

6 Next Meeting

Wednesday, December 14th, 2016 - Town Hall, JC Herbert Room (Upstairs)

6:30 pm - Ad Hoc Committee Arrival

7:00 pm - Nicholson Sheffield Architects – Presentation of Work Plan

7. Adjournment



INGERSOLL POLICE SERVICES BOARD

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

MINUTES OF GENERAL BOARD MEETING

OF

September 26, 2016

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday September 26, 2016 at 5:00 pm in the Board room at 110 Mutual Street.

Present:

Rick Eus, Chair
Mhairi Kersel, Vice Chair
Fred Freeman, Member,
Reagan Franklin, Member REGRETS
Sherri Wiebe, Secretary

Also Present:

Inspector S. Nash, Oxford OPP (temporary)
Sergeant G. Dhillon, Oxford OPP
Staff Sergeant D. Cameron, Oxford OPP

Meeting called to order at 5:03pm, welcome everyone.

Delegation : Kevin Bylsma High School resource officer, history with Oxford County and went to CASS Jan 91 with Belleville, 1997 Woodstock City Police, 2009 OPP, uniform patrol officer, Job Shadowed with Constable Brady, meeting staff at high school and fusion centre. Wanted a change in career, it can be very challenging, with drama and involvement. Jim Robb started at Town of Ingersoll and then OPP Analyst Programmer in Western Region, Intelligence dedicated analyst to each detachment and very multi dimensional.

-0 conflicts declared

Motion: Moved by MK, seconded by FF to accept and approve agenda with amendments. **CARRIED**

MOTION: Moved by FF, seconded by MK to accept and approve the past minutes of July 25, 2016.
CARRIED

"Dedicated to Excellence"

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

- O.P.P. Contract Policing hours =July 360 calls for service, 90% clearance; Aug 286 calls for service and 89.8% clearance
- Crime Statistics reports
- Drug Enforcement
- Tickets written
- Crime Stoppers
- Community service report
- Auxiliary hours
- Oxford County public complaints
- Prisoners cheques sent to town \$225.00
- Progress report
- Traffic Stop report
- OPP media release.
- **CARRIED.**

MOTION: Moved by FF, seconded by MK the police board accepts and pays the expenses for the secretary and board members in the amount of \$341.39 as presented. **CARRIED.**

Miscellaneous discussions and follow up items: Board members asked if we could ask town to auto pay my internet directly monthly vs asking for payment by the board. Still looking for next appointee from the Ministry if you know anyone? Tim moved to Western Region and interview process in line for Sept 26, 2016. Discussed about the Crimestoppers Gala and who could attend, Cathy (Ricks wife) Fred, and will ask Inspector and others. No attendance for the zone 4 meeting on Oct 28, 2016. Next meeting Rick gave his regrets and Mhairi will run the meeting on Nov 1, 2016

Motion to adjourn meeting and moved by MK at 6:50pm.

Dates of upcoming meetings: Nov 1, 2016, November 28, 2016

Respectfully submitted by:

Rick Eus, Chair

Sherri Wiebe, Secretary

Harvest Festival Committee
Meeting Minutes
October 26, 2016
6:30 pm at the Museum

Attending: Kathleen Young, Ron Moore, Chelsea Jibb, Hugh Montgomery, Mike Bowman, Jon Bowman, Scott Gillies

Regrets: Chris Beacham, Carol Sharpe, Ian McClintock, Bill Woodcock, Dave McKenzie

1. Welcome & Call to Order

Mike Bowman to chair the meeting. Chair of meeting welcomes all members of the committee and calls the meeting to order at 6:35 pm.

2. Approval of the Agenda for October 26, 2016

Moved by Jon/ Seconded by Kathleen - Carried

3. Approval of the Minutes

Deferred to next meeting.

4. Budget & Expenses

Committee informed of final expenses, as well as total revenues to date. Festival is slightly over budget, which may be due to a full accounting of staff time dedicated to the event.

Motion to approve the final expenses and total revenues to date.

Moved by Kathleen/ Seconded by Ron - Carried

5. Outstanding Business

Discussion of making a donation to Chris Yates for providing horse drawn wagon rides during the festival.

Motion to donate \$200.00 to Chris Yates for services provided during the festival.

Moved by Jon/ Seconded by Ron – Carried

6. Event Debriefing

Discussion of changing the date to later in the summer. Concerns raised about number of events and activities coinciding with the Harvest Festival. Suggestion made to schedule the 2017 festival the same week as 2016 to allow participants and visitors normally attending the Woodstock Fair to participate at the Harvest Festival. Suggestions to bring back the petting zoo for 2017 event, as well as to continue the arrangement with SOLTRA. Discussion of keeping event exhibit focused with interactive, hands-on activities. Suggestion made to seek additional equipment for historic display. Direction to send out save the date to collectors and clubs. Suggestion made to contact the rural high schools who host tractor day. Discussion on how to improve equipment displays and to encourage interaction with historic equipment. Suggestion made to set up a 'safety barrier' for physical and psychological comfort of festival goers. Suggestion also made to have an interpreter available to answer questions and inform visitors about farming practices and equipment. Suggestion made to host two threshing demonstrations per day, with a half wagon of grain threshed per demo, per day. New events and activities suggested for 2017 event include a pie throwing contest (fundraising idea), a toy tractor display, milking demos and contests, jam sessions on stage, Middlesex Agility Club Show, and the mini engine steam tractor. Other suggestions include hosting a beer tent and a sports challenge.

Motion to continue with schedule of August 16 to 20, 2017.

Moved by Jon/ Seconded by Kathleen - Carried

7. Adjournment

Meeting adjourned at 8:00

Next meeting is November 30, 2016

Ingersoll Cheese and Agricultural Museum

MINUTES

Monthly Committee Meeting

October 20, 2016

Present: Mike, Ted, Terry, Brian, Michael, Chelsea, Scott

Regrets: Gord, Jon, Dave

1. Welcome

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

2. Approval of the Agenda for October 20, 2016

Moved by Brian/ Seconded by Ted – CARRIED

3. Approval of the Minutes of July 21, 2016

Moved by Mike/ Seconded by Terry - CARRIED

4. Business Arising from the Minutes of July 21, 2016

None

5. Curator's Report

Report was circulated to members. Discussion stemming from the report focused on upcoming tours and special events, as well as current attendance statistics.

6. Correspondence

Ontario Ministry of Tourism, Culture & Sport

Letter informing the museum of the approval of its Community Museum Operating Grant application.

7. Business

Pavilion

Staff have investigated various avenues including hiring modern builders, the Amish and the Timber Builders Guild. Drawings will be required to obtain a building permit; however, the engineer will require further direction regarding joint preference (tradition wood to wood, modern steel plate, etc) before he is able to complete the drawings. Direction to follow up with proposed building firms regarding preferred joinery method. Discussion about pavilion focused on cost of traditional build using the historic beams as structural timbers versus modern build using the historic beams as cladding. Concerns that if a traditional build is too costly, it is appropriate to build a modern structure using the historic beams as decorative cladding. Staff have estimated that the concrete pad required for the pavilion will cost approximately \$15,000.00. Direction to ask engineer about continued storage of wood outdoors.

HVAC

Staff have drafted a tender for the museum HVAC upgrades. Once reviewed and approved, the tender will be open for bids. Staff expect to have unit installed before the end of 2016.

Pumpkin Fest

Pumpkin Fest event was one the museum's most successful events with over 2,000 people attending. Level of community partnership made the event possible (volunteers, community groups, etc).

Suggestions for Pumpkin Fest 2017 include increasing way finding and event signage, gating off event area to control entrance and access points, increasing community participation and partnerships. Suggestion to order the same number of pumpkins and to continue with one pumpkin per family limit.

Cheese Plaque Unveiling

Unveiling scheduled for October, 24, 2016 at 3:00 pm. Parks Dept. will assist with installation of plaque. Staff will install the plaque on Monday morning. A reception at the Elm Hurst Inn will follow the installation.

Christmas Parade

The theme for the Christmas parade float is A Christmas Carol. Museum will recreate Scrooge's bedroom on the float, complete with Marley and Scrooge characters, with the ghosts of Christmas walking beside the float.

Sports Hall of Fame

Letter regarding the recent achievements and passing of a local youth athlete was shared. Suggestion made to honour the athlete with induction into the Sports Hall of Fame. The Ingersoll Museum Advisory Committee and the Chair of the Ingersoll Sports Hall of Fame agree to induct the athlete into the Sports Hall of Fame during 2017. Direction to discuss the details with the individual's family.

8. Historical Perspective

William Barker Sword

Sword dating to the Rebellion of 1837 has been accessioned into the museum's collection. The sword belonged to William Barker, a soldier who served under Nelson at the Battle of Copenhagen and who founded one of the earliest Baptist churches in Ingersoll. The sword is fair condition with some corrosion and wear to the sheath and pommel. The sword is engraved with various motifs and includes the insignia of Queen Victoria.

9. Adjournment

Meeting adjourned at 8:00 pm

Next meeting November 24, 2016



Ingersoll Business Improvement Area (BIA)

Minutes

Monthly Board Meeting

Wednesday, October 12, 2016

Following AGM at 6:30 PM – Council Chambers - Town Hall

Board Member	Attendance
Kathleen Young – President	Present
Sue Reintjes	Present
Bob Mott	Present
Gord Lesser	Present
Councilor Mike Bowman	Present
Lisa Janssen	Present
Dom Ricciuto	Present
Amanda Evely	Regrets
Cheryl Cole	Regrets
Pat Frey	Regrets
Chelsea Jibb - Staff	Present

Also present: Andrea – Carlson Wagonlit

1. **Welcome/Introductions – Kathleen Young, President**
Meeting called to order at 8:00 pm.
2. **Disclosure of Pecuniary Interest**
None
3. **Approval of BIA Agenda of October 12, 2016**
Approved.
Moved by Dom/ Seconded by Gord - Carried
3. **Approval of BIA Minutes September 13, 2016**
Minutes circulated and to be posted to the website.
Moved by Gord/ Seconded by Sue - Carried
4. **Business arising from BIA Minutes September 13, 2016**
None
7. **Financial Statements and Report to September 30, 2016**
Financial statements circulated and approved.

8. Correspondence

OBIAA

October newsletter.

Ingersoll District Chamber of Commerce

Letter requesting BIA continue its sponsorship of Chamber of Commerce Awards of Excellence for \$250.

Motion to sponsor the 2016 Ingersoll Chamber of Commerce Awards of Excellence for \$250.00.

Moved by Dom/ Seconded by Bob – Carried

Ingersoll Rotary Club

Letter requesting the BIA continue its sponsorship of the Ingersoll Rotary Christmas Parade for a total of \$2500.00. Discussion regarding sponsorship and suggestion raised about increasing contribution for 2017.

Motion to sponsor the 2016 Ingersoll Rotary Christmas Parade for \$2500.00.

Moved by Sue/ Seconded by Bob – Carried

9. Committee Reports – Ingersoll Festivals and Special Events

Moonlight Madness

Planning for the event continues. Discussion of scavenger hunt with prizes donated by the BIA. Direction to continue planning efforts.

10. Any Other Business

AGM Debrief

Annual General Meeting held on October 12, 2016. Meeting had a number of participants with attendance totaled at over 20 people. 2015 Business of Distinction Awards were presented to businesses. Presentation by the Brick Painters was well received, with several questions from the attendees.

Update on Oxford Street Parking Lot

Letter from the BIA regarding the parking issues in the lot was received by Council and was forwarded to the Transportation Committee. Following their meeting in September, a report went to Council in October suggesting a change to the bylaw and enforcement strategy. The Town parking enforcement officer will now work one 8 hour shift per week, as well as will walk the BIA region (weather permitting).

Update on Oxford Street Back Alley

Permission has been granted to have the survey completed of the back alley registered. Once registered, the survey will be made public.

Festive Seasons Calendar

Almost all advertising spaces have been reserved and purchased. Only 5 ad spaces remain. Event dates and details have been returned for inclusion in calendar.

Retail Calendar

Discussion of retail holiday calendar. Direction to leave store times blank for completion by stores. Extended hours are scheduled to begin December 8, 2016.

Holiday Décor

Staff are currently seeking quotes for holiday décor. Direction to include more ornaments and sparkle. Suggestion made to update bows for holiday lamppost wreaths.

2017 Events

Brief discussion of 2017 events and new formats.

11. Adjournment

Meeting adjourned at 9:00 PM.

NEXT MEETING – November 22, 2016

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

From: **Morton, Rob** <rob.morton@pc.ola.org>

Date: Sat, Nov 12, 2016 at 11:03 AM

Subject: Bill 9 MPP Lorne Coe

Good Morning:

On September 29th, 2016, Bill 9, entitled, *End Age Discrimination Against Stroke Recovery Patients Act, 2016.*, the legislation that MPP Lorne Coe earlier introduced, was debated and passed second reading in the Ontario Legislature. It has now been referred to the Standing Committee on Social Policy for its consideration.

The Bill is short and to the point. It says simply:

1. *Subsection 6(1) of the Ministry of Health and Long-Term Care Act is amended by adding the following paragraph:*
12. *To ensure that any treatment recommended by a physician for a patient who is recovering from a stroke is provided to that patient promptly, regardless of the patient's age.*

This makes it mandatory that any treatment recommended by a physician, for a patient recovering from a stroke, be provided to that patient promptly, regardless of the patient's age. Under current Regulations, stroke survivors are not entitled to publicly funded treatment, if they are between the ages of nineteen and sixty-four.

On September 26th, 2016, The Corporation of the Township of Uxbridge passed a Resolution supporting Bill 9. The Town of Whitby and the City of Oshawa have followed suit. It read as follows:

THAT the Council of the Township of Uxbridge support Bill 9 which states that all stroke victims receive care regardless of their age.

The Township then sent a letter of confirmation to the Health and Long Term Care Minister, Eric Hoskins.

MPP Coe would ask that your municipality consider placing a similar resolution before Council for its consideration, and then send a letter acknowledging same, to the Minister of Health and Long Term Care. It is important that we have a broad base of support for this Legislation as it moves through the Committee process.

Thank you for your anticipated co-operation and support.

Regards,

Rob

Rob Morton
Executive Assistant
Lorne Coe, MPP Whitby-Oshawa
Official Opposition Critic, Advanced Education and Skills Development
Room 430, Main Legislative Building
Queen's Park
Toronto, ON M7A 1A8
Telephone: [416-325-1331](tel:416-325-1331)



Ingersoll Block Parent Program

109 Francis Street

Ingersoll, ON N5C 2H2

519-485-2062

cathymott@execulink.com

November 30, 2016

Dear Mayor Comiskey and Councilors,

Ingersoll Block Parents is sad to announce that it is shutting down its safe house program.

First started in 1981, the Ingersoll program ran until 1987. Then, in 1996, it was revitalized by BettyLu Dustow and Wilma Mutsaers. At its peak, more than 75 households proudly displayed the familiar red and white sign, showing a helpful woman holding a young boy's hand, in their front windows to indicate that they were willing to extend a helping hand. Local Block Parents also went into primary classrooms to teach safety lessons, ran child fingerprinting clinics, and awarded Grade 8 students with prizes for volunteerism at their commencement ceremonies. In fact, the volunteers entered floats in Christmas parades, booths at Harvest Fest, and hosted safety-themed colouring contests for Block Parent Week.

The cities of London and Niagara Falls have also folded their Block Parent programs this autumn. The lack of new and returning Block Parents is attributed to more mothers working outside their homes, a reluctance to deal with the red tape of police checks, and a reliance on children carrying cell phones with 911 just one button-push away.

The Board of Directors of Ingersoll Block Parents would like to thank all of the people who supported our program over the years: our volunteer families for being our front line, the Town of Ingersoll for its financial and moral support, the school teachers who shared their classrooms, Millcreek Printing for reams of printing, the Ingersoll OPP for its school liaison officers and free background checks, and BettyLu Dustow for tireless leadership. We have not entered into this decision to shut down lightly, but society has changed and we must move forward.

Sincerely,

Cathy Mott

Chair, Ingersoll Block Parents

To the world you might be just one person; but to one person you might be the world.

Town of Ingersoll
 Monthly Cheque Disbursements
 November 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
2430174 ONTARIO INC.						
81,003	48190	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT HOSES	\$538.10	
81,003	48190	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HOSES	\$59.43	
81,003	48190	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HOSES	\$0.00	\$597.53
AAR-CON EXCAVATING						
81,011	48191	01-0000-0250-61075	GC15-927-GEORGE-WTRMN	GEORGE ST WATERMAIN	\$7,560.78	
81,011	48191	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	GEORGE ST WATERMAIN	\$24,641.20	
81,011	48191	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE ST WATERMAIN	\$3,556.84	
81,011	48191	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE ST WATERMAIN	\$0.00	\$35,758.82
ABELL PEST CONTROL INC						
80,437	48192	01-5000-6020-41550	MAINTENANCE CONTRACTS	ARENA PEST CONTROL	\$139.17	
80,437	48192	01-0000-0400-00280	PREPAID EXPENSES	ARENA PEST CONTROL	\$139.17	
80,437	48192	01-0000-0200-00325	HST RECEIVABLE100%	ARENA PEST CONTROL	\$18.09	
80,437	48192	01-0000-0200-00325	HST RECEIVABLE100%	ARENA PEST CONTROL	\$18.09	
80,437	48192	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA PEST CONTROL	\$0.00	\$314.52
ACAPULCO ***						
81,048	48193	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$1,947.65	
81,048	48193	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$253.19	
81,048	48193	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$2,200.84
81,149	48193	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC POOL CHEMICAL	\$568.77	
81,149	48193	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$73.94	
81,149	48193	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$642.71
ACKLANDS GRAINGER						
81,123	48194	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW SAFETY GEARS	\$153.12	
81,123	48194	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SAFETY GEARS	\$16.91	
81,123	48194	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SAFETY GEARS	\$0.00	\$170.03
AKIRA STUDIO LTD						
80,962	48195	01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	BUILDER GROUP MODEL TOUR PROMO	\$254.40	
80,962	48195	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUILDER GROUP MODEL TOUR PROMO	\$28.10	
80,962	48195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDER GROUP MODEL TOUR PROMO	\$0.00	\$282.50
81,055	48195	01-1002-4000-41550	MAINTENANCE CONTRACTS	WEBSITE MAINT	\$305.28	
81,055	48195	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEBSITE MAINT	\$33.72	
81,055	48195	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBSITE MAINT	\$0.00	\$339.00
AL'S TIRE INGERSOLL						
81,084	48196	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TIRE REPAIR	\$160.91	
81,084	48196	01-0000-0200-00325	HST RECEIVABLE100%	TIRE REPAIR	\$20.92	
81,084	48196	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE REPAIR	\$0.00	\$181.83
AQUAM						

**Town of Ingersoll
Monthly Cheque Disbursements
November 2016**

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,044	48197 01-5100-6060-40270	NEW EQUIPMENT	NEW EQUIPMENT	\$934.89	
	81,044	48197 01-0000-0200-00325	HST RECEIVABLE100%	NEW EQUIPMENT	\$121.54	
	81,044	48197 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW EQUIPMENT	\$0.00	\$1,056.43
AMCTO ZONE 3 SECRETARY						
	81,095	48198 01-1000-4000-40610	MEETINGS AND CONFERENCES	FALL ZONE 3 MEETING	\$75.00	
	81,095	48198 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FALL ZONE 3 MEETING	\$0.00	\$75.00
JAMES BAIN PLUMBING						
	81,144	48199 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BATHROOM REPAIRS	\$109.65	
	81,144	48199 01-0000-0200-00325	HST RECEIVABLE100%	OPP BATHROOM REPAIRS	\$14.25	
	81,144	48199 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BATHROOM REPAIRS	\$0.00	\$123.90
BENEDICT RAITHBY						
	80,950	48200 01-4000-4000-40810	STUDIES & SURVEYS	BAR REPLACEMENT	\$834.74	
	80,950	48200 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BAR REPLACEMENT	\$89.92	
	80,950	48200 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BAR REPLACEMENT	\$0.00	\$924.66
	80,951	48200 01-4000-4000-40810	STUDIES & SURVEYS	BACK ALLEY SURVEY	\$267.12	
	80,951	48200 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BACK ALLEY SURVEY	\$29.51	
	80,951	48200 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACK ALLEY SURVEY	\$0.00	\$296.63
BINNENDYK ORCHARDS						
	80,969	48201 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$84.00	
	80,969	48201 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$84.00
B N H TRUCK & TRAILER SERVICE						
	81,073	48202 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	AERIAL 1 SAFETY INSPECTION	\$445.29	
	81,073	48202 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AERIAL 1 SAFETY INSPECTION	\$49.19	
	81,073	48202 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AERIAL 1 SAFETY INSPECTION	\$0.00	\$494.48
	81,074	48202 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUMPER 1 SAFETY INSPECTION	\$499.41	
	81,074	48202 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMPER 1 SAFETY INSPECTION	\$55.16	
	81,074	48202 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMPER 1 SAFETY INSPECTION	\$0.00	\$554.57
	81,075	48202 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUMPER 2 SAFETY INSPECTION	\$615.27	
	81,075	48202 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMPER 2 SAFETY INSPECTION	\$67.96	
	81,075	48202 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMPER 2 SAFETY INSPECTION	\$0.00	\$683.23
	81,076	48202 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	GM PICKUP SAFETY INSPECTION	\$323.02	
	81,076	48202 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GM PICKUP SAFETY INSPECTION	\$35.68	
	81,076	48202 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GM PICKUP SAFETY INSPECTION	\$0.00	\$358.70
	81,077	48202 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	SUPPORT TRAILER SAFETY INSPECT	\$237.61	
	81,077	48202 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SUPPORT TRAILER SAFETY INSPECT	\$26.25	
	81,077	48202 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPORT TRAILER SAFETY INSPECT	\$0.00	\$263.86
OXFORD COUNTY ***						
	81,156	48203 01-1000-4000-40820	PLANNING ACT EXPENSES	OFFICIAL PLAN AMEND	\$2,180.00	
	81,156	48203 01-0000-0100-00100	BANK	OFFICIAL PLAN AMEND	\$0.00	\$2,180.00

**Town of Ingersoll
Monthly Cheque Disbursements
November 2016**

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ABC RECREATION LTD ***						
	81,275	48204 01-5000-6050-41530	EQUIP REPAIRS & MAINT	VPCC SPLASH PAD REPAIR	\$1,082.86	
	81,275	48204 01-0000-0200-00325	HST RECEIVABLE100%	VPCC SPLASH PAD REPAIR	\$140.77	
	81,275	48204 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC SPLASH PAD REPAIR	\$0.00	\$1,223.63
A-CAM/1422809 ONTARIO LTD.						
	81,198	48205 01-0000-0250-61296	UG16-1148-382 WONHAM S-SEWER	CAMERA INSPECTION-.79 WONHAM	\$264.58	
	81,198	48205 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CAMERA INSPECTION-.79 WONHAM	\$29.22	
	81,198	48205 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAMERA INSPECTION-.79 WONHAM	\$0.00	\$293.80
ACTIVE NETWORK LTD, THE						
	81,260	48206 01-0000-0400-00280	PREPAID EXPENSES	CLASS MAINT. JAN-NOV'2017	\$6,973.01	
	81,260	48206 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLASS MAINT. JAN-NOV'2017	\$770.21	
	81,260	48206 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLASS MAINT. JAN-NOV'2017	\$0.00	\$7,743.22
ADVANTAGE FITNESS SALES INC.						
	81,300	48207 01-5100-6070-41530	EQUIP REPAIRS & MAINT	VPCC TREADMILL REPAIR	\$796.66	
	81,300	48207 01-0000-0200-00325	HST RECEIVABLE100%	VPCC TREADMILL REPAIR	\$103.57	
	81,300	48207 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC TREADMILL REPAIR	\$0.00	\$900.23
AFFORDABLE PORTABLES						
	81,312	48208 01-5000-6030-41540	RENTAL	PORTA POTTY RENTAL	\$90.50	
	81,312	48208 01-0000-0200-00325	HST RECEIVABLE100%	PORTA POTTY RENTAL	\$11.77	
	81,312	48208 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PORTA POTTY RENTAL	\$0.00	\$102.27
AKIRA STUDIO LTD						
	81,261	48209 01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	MODEL HOME TOUR	\$101.76	
	81,261	48209 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MODEL HOME TOUR	\$11.24	
	81,261	48209 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MODEL HOME TOUR	\$0.00	\$113.00
BACKYARD BY DESIGN						
	81,309	48210 01-5000-6050-41720	HORTICULTURAL SUPPLIES	POTTING SOIL	\$73.57	
	81,309	48210 01-0000-0200-00325	HST RECEIVABLE100%	POTTING SOIL	\$9.56	
	81,309	48210 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POTTING SOIL	\$0.00	\$83.13
B N H TRUCK & TRAILER SERVICE						
	81,201	48211 01-4500-4230-46388	938800 T8-09 PETERBILT D TRUCK	TRUCK#8 REPAIR	\$447.43	
	81,201	48211 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#8 REPAIR	\$49.42	
	81,201	48211 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#8 REPAIR	\$0.00	\$496.85
BUTTERWORTH'S SERVICE CENTRE						
	81,194	48212 01-4500-4230-46382	938200 T2-07 DODGE 3500	TRUCK #2 ANNUAL INSPECTION	\$198.43	
	81,194	48212 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #2 ANNUAL INSPECTION	\$21.92	
	81,194	48212 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #2 ANNUAL INSPECTION	\$0.00	\$220.35
	81,311	48212 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	OIL	\$20.50	
	81,311	48212 01-0000-0200-00325	HST RECEIVABLE100%	OIL	\$2.67	
	81,311	48212 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL	\$0.00	\$23.17

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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>
CANADIAN NATIONAL RAILWAYS						
	81,195	48213 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	OCT SIGNALS W. GATES MAINT	\$776.25	
	81,195	48213 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT SIGNALS W. GATES MAINT	\$0.00	\$776.25
CAPITAL PAVING INC.						
	81,245	48214 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	INV#14003-4 10% HOLDBACK	\$745.81	
	81,245	48214 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INV#14003-4 10% HOLDBACK	\$82.38	
	81,245	48214 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INV#14003-4 10% HOLDBACK	\$0.00	\$828.19
	81,320	48214 10-0000-3246-80000	MATERIALS	HOLDBACK RELEASE 2-2014	\$71.16	
	81,320	48214 10-0000-3253-80000	MATERIALS	HOLDBACK RELEASE 2-2014	\$40.87	
	81,320	48214 10-0000-3236-80000	MATERIALS-THAMES ST S RECON	HOLDBACK RELEASE 2-2014	\$19.62	
	81,320	48214 01-0000-0250-60755	ET14-607-KING E-HYDRO MANHOLE	HOLDBACK RELEASE 2-2014	\$0.32	
	81,320	48214 01-0000-0250-60756	C14-608-WHITING-CATCH BASIN	HOLDBACK RELEASE 2-2014	\$0.50	
	81,320	48214 01-0000-0250-60757	C14-609-KING-ASPH REPAIR	HOLDBACK RELEASE 2-2014	\$3.22	
	81,320	48214 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	HOLDBACK RELEASE 2-2014	\$7,708.71	
	81,320	48214 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HOLDBACK RELEASE 2-2014	\$866.44	
	81,320	48214 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOLDBACK RELEASE 2-2014	\$0.00	\$8,710.84
CHECKERS CLEANING SUPPLY						
	81,239	48215 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC CLEANING CHEMICALS	\$320.56	
	81,239	48215 01-0000-0200-00325	HST RECEIVABLE100%	VPCC CLEANING CHEMICALS	\$41.67	
	81,239	48215 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC CLEANING CHEMICALS	\$0.00	\$362.23
CHUBB SECURITY SYSTEMS						
	81,282	48216 01-2000-4025-41550	MAINTENANCE CONTRACTS	TOWN HALL ALARM NOV'16-JAN'17	\$80.62	
	81,282	48216 01-0000-0400-00280	PREPAID EXPENSES	TOWN HALL ALARM NOV'16-JAN'17	\$40.31	
	81,282	48216 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL ALARM NOV'16-JAN'17	\$8.91	
	81,282	48216 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL ALARM NOV'16-JAN'17	\$4.45	
	81,282	48216 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL ALARM NOV'16-JAN'17	\$0.00	\$134.29
COCA-COLA BOTTLING COMPANY						
	81,240	48217 01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$604.05	
	81,240	48217 01-0000-0200-00325	HST RECEIVABLE100%	CANTEEN SUPPLIES	\$61.89	
	81,240	48217 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$665.94
COMFORT INN & SUITES (CN783)						
	81,316	48218 01-0000-0090-99910	TAXES - CLEARING	SECTION 357-'14 RM RENO REFUND	\$56,906.25	
	81,316	48218 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SECTION 357-'14 RM RENO REFUND	\$0.00	\$56,906.25
COMMISSIONAIRES						
	81,279	48219 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 9/25-10/08	\$751.80	
	81,279	48219 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 9/25-10/08	\$83.04	
	81,279	48219 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 9/25-10/08	\$0.00	\$834.84
	81,280	48219 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 9/11-9/24	\$751.80	
	81,280	48219 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 9/11-9/24	\$83.04	

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81,280	48219	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 9/11-9/24	\$0.00	\$834.84
DATA GROUP						
81,168	48220	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	PARKING TICKETS	\$580.03	
81,168	48220	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARKING TICKETS	\$64.07	
81,168	48220	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKING TICKETS	\$0.00	\$644.10
SCOTT DEMPSEY LOGISTICS INC.						
81,257	48221	10-0000-3161-80000	MATERIALS	MOVE RAIL CAR TO FIRE DEPT	\$1,228.75	
81,257	48221	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOVE RAIL CAR TO FIRE DEPT	\$135.73	
81,257	48221	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOVE RAIL CAR TO FIRE DEPT	\$0.00	\$1,364.48
DEPENDABLE EMERGENCY VEHICLES						
81,169	48222	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT THERMAL CAMERA	\$5,479.78	
81,169	48222	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT THERMAL CAMERA	\$605.27	
81,169	48222	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT THERMAL CAMERA	\$0.00	\$6,085.05
81,284	48222	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT PICK AXE	\$400.88	
81,284	48222	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PICK AXE	\$44.28	
81,284	48222	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PICK AXE	\$0.00	\$445.16
MUSICIAN						
81,187	48223	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE ENTERTAIN. 11/26	\$750.00	
81,187	48223	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN. 11/26	\$97.50	
81,187	48223	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN. 11/26	\$0.00	\$847.50
DOTSY'S ENTERTAINMENT COMPANY						
81,190	48224	01-5000-6100-40500	SPECIAL EVENTS	SANTA VILLAGE ENTERTAIN.	\$2,480.00	
81,190	48224	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN.	\$322.40	
81,190	48224	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN.	\$0.00	\$2,802.40
DRENNAN REFRIGERATION INC.						
81,270	48225	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ADD AMMONIA	\$730.50	
81,270	48225	01-0000-0200-00325	HST RECEIVABLE100%	ADD AMMONIA	\$94.97	
81,270	48225	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADD AMMONIA	\$0.00	\$825.47
FORMER TOWN RESIDENT						
81,317	48226	01-0000-0090-99910	TAXES - CLEARING	PAP PMT REFUND	\$457.00	
81,317	48226	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAP PMT REFUND	\$0.00	\$457.00
EDPRO ENERGY GROUP INC ***						
81,241	48227	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$60.51	
81,241	48227	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.87	
81,241	48227	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$68.38
EMPLOYEE REIMBURSEMENT						
81,229	48228	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$14.59	
81,229	48228	10-0000-3228-80010	LABOUR & BURDEN	MILEAGE-ENG	\$113.79	
81,229	48228	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	MILEAGE-ENG	\$10.69	

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	81,229	48228 10-0000-3271-80010	LABOUR & BURDEN	MILEAGE-ENG	\$45.71	
	81,229	48228 10-0000-3255-80010	LABOUR & BURDEN	MILEAGE-ENG	\$55.44	
	81,229	48228 01-0000-0250-61144	GC16-996-ETNA-WATERMN	MILEAGE-ENG	\$13.62	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.61	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$12.57	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.19	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$5.05	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$6.12	
	81,229	48228 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$1.50	
	81,229	48228 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$281.88
EMBREE INDUSTRIES LIMITED						
	81,290	48229 01-3600-4000-41010	GRAPHICS & PRINTING	2017 TOWN ISSUE DOG TAGS	\$168.92	
	81,290	48229 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2017 TOWN ISSUE DOG TAGS	\$18.66	
	81,290	48229 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 TOWN ISSUE DOG TAGS	\$0.00	\$187.58
FASTENAL CANADA ***						
	81,181	48230 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$236.01	
	81,181	48230 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$30.68	
	81,181	48230 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$266.69
	81,182	48230 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$24.74	
	81,182	48230 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$3.22	
	81,182	48230 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$27.96
	81,183	48230 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$159.00	
	81,183	48230 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$20.67	
	81,183	48230 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$179.67
	81,305	48230 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$264.55	
	81,305	48230 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$34.39	
	81,305	48230 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$298.94
FORM & BUILD SUPPLY ***						
	81,207	48231 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	EXPANSION JOINT	\$85.48	
	81,207	48231 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	EXPANSION JOINT	\$9.44	
	81,207	48231 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXPANSION JOINT	\$0.00	\$94.92
G & L PRINTING SERVICES						
	81,262	48232 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE FLYERS	\$247.21	
	81,262	48232 01-6200-4000-41010	GRAPHICS AND PRINTING	HAUNTED HOUSE FLYERS	\$247.21	
	81,262	48232 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE FLYERS	\$32.13	
	81,262	48232 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE FLYERS	\$32.14	
	81,262	48232 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE FLYERS	\$0.00	\$558.69
GIANT TIGER						
	81,251	48233 01-5100-6090-40420	PROGRAM SUPPLIES	YOGA PADS	\$18.90	

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81,251	48233	01-0000-0200-00325	HST RECEIVABLE100%	YOGA PADS	\$2.46	
81,251	48233	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	YOGA PADS	\$0.00	\$21.36
GLASSFORD MOTORS LTD						
81,202	48234	01-4500-4230-46390	939000 T10-09 DODGE 2500	TRUCK#10 ETEST	\$30.53	
81,202	48234	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#10 ETEST	\$3.37	
81,202	48234	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#10 ETEST	\$0.00	\$33.90
GOARLEY FIRE						
81,287	48235	01-3000-4000-41520	COMMUNICATION	FIRE DEPT BATTERIES	\$104.81	
81,287	48235	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BATTERIES	\$11.58	
81,287	48235	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BATTERIES	\$0.00	\$116.39
MUSICIAN						
81,189	48236	01-5000-6100-40500	SPECIAL EVENTS	SANTA VILLAGE ENTERTAIN. 12/09	\$100.00	
81,189	48236	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN. 12/09	\$0.00	\$100.00
MUSICIAN						
81,172	48237	01-5000-6100-40500	SPECIAL EVENTS	PERFORM @ SANTA VILLAGE	\$50.00	
81,172	48237	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PERFORM @ SANTA VILLAGE	\$0.00	\$50.00
GRA - HAM ENERGY						
81,184	48238	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$42.12	
81,184	48238	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$5.48	
81,184	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$47.60
81,185	48238	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$104.71	
81,185	48238	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$13.61	
81,185	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$118.32
81,214	48238	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$569.96	
81,214	48238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$62.95	
81,214	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$632.91
81,215	48238	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$382.48	
81,215	48238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$42.25	
81,215	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$424.73
81,216	48238	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$266.43	
81,216	48238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$29.43	
81,216	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$295.86
81,217	48238	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$664.60	
81,217	48238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$73.41	
81,217	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$738.01
81,218	48238	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$642.37	
81,218	48238	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$70.95	
81,218	48238	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$713.32
81,219	48238	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$508.69	

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	81,219	48238 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$56.19	
	81,219	48238 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$564.88
	81,258	48238 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$57.00	
	81,258	48238 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$6.29	
	81,258	48238 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$63.29
	81,286	48238 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT FUEL	\$50.91	
	81,286	48238 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FUEL	\$5.62	
	81,286	48238 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FUEL	\$0.00	\$56.53
	81,306	48238 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$146.96	
	81,306	48238 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$19.10	
	81,306	48238 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$166.06
A.F. HAMILTON CRANE RENTAL						
	81,254	48239 10-0000-3159-80000	MATERIALS	FIRE DEPT HOIST RAIL CAR	\$508.80	
	81,254	48239 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HOIST RAIL CAR	\$56.20	
	81,254	48239 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HOIST RAIL CAR	\$0.00	\$565.00
	81,255	48239 01-3000-4000-40630	STAFF TRAINING	FIRE DEPT HOIST RAIL CAR 10/27	\$1,994.50	
	81,255	48239 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HOIST RAIL CAR 10/27	\$220.30	
	81,255	48239 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HOIST RAIL CAR 10/27	\$0.00	\$2,214.80
EMPLOYEE REIMBURSEMENT						
	81,230	48240 01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$38.90	
	81,230	48240 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$4.30	
	81,230	48240 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$43.20
EMPLOYEE REIMBURSEMENT						
	81,288	48241 01-5200-4100-40620	MILEAGE	MILEAGE-FUSION STAFF	\$69.77	
	81,288	48241 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$9.07	
	81,288	48241 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$78.84
	81,289	48241 01-5200-4100-40620	MILEAGE	MILEAGE-FUSION STAFF	\$26.76	
	81,289	48241 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$3.48	
	81,289	48241 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$30.24
HILLSIDE KENNELS						
	81,267	48242 01-3600-4000-41560	CONTRACTS	OCT ANIMAL CONTROL	\$1,348.32	
	81,267	48242 01-3600-4000-41557	VETERINARY SERVICES	OCT ANIMAL CONTROL	\$96.05	
	81,267	48242 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ANIMAL CONTROL	\$148.93	
	81,267	48242 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT ANIMAL CONTROL	\$0.00	\$1,593.30
HM PIPE PRODUCTS INC						
	81,200	48243 01-0000-0250-61296	UG16-1148-382 WONHAM S-SEWER	PVC RUBBER COUPLERS	\$101.76	
	81,200	48243 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	PVC RUBBER COUPLERS	\$101.76	
	81,200	48243 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PVC RUBBER COUPLERS	\$11.24	
	81,200	48243 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PVC RUBBER COUPLERS	\$11.24	

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,200	48243 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PVC RUBBER COUPLERS	\$0.00	\$226.00
HURON TRACTOR LTD						
	81,307	48244 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRACTOR REPAIR	\$191.55	
	81,307	48244 01-0000-0200-00325	HST RECEIVABLE100%	TRACTOR REPAIR	\$24.90	
	81,307	48244 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRACTOR REPAIR	\$0.00	\$216.45
IDEAL SUPPLY COMPANY LTD						
	81,276	48245 01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE BULBS	\$65.02	
	81,276	48245 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE BULBS	\$8.45	
	81,276	48245 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE BULBS	\$0.00	\$73.47
IMAGES PUPPET PRODUCTIONS INC.						
	81,188	48246 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE ENTERTAIN. 12/02	\$450.00	
	81,188	48246 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ENTERTAIN. 12/02	\$58.50	
	81,188	48246 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ENTERTAIN. 12/02	\$0.00	\$508.50
INCLUSIVE HOUSING CORPORATION						
	81,318	48247 01-0000-0090-99910	TAXES - CLEARING	SECTION 40 EXEMPT STATUS REFUN	\$4,431.57	
	81,318	48247 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SECTION 40 EXEMPT STATUS REFUN	\$0.00	\$4,431.57
INGERSOLL DISTRICT CHAMBER ***						
	81,265	48248 01-7000-4000-41000	ADVERTISING	AWARD OF EXCELLENCE SPONSOR	\$2,000.00	
	81,265	48248 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AWARD OF EXCELLENCE SPONSOR	\$0.00	\$2,000.00
INGERSOLL RENT-ALL ***						
	81,192	48249 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	PW SUPPLIES	\$61.56	
	81,192	48249 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$6.80	
	81,192	48249 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$68.36
	81,193	48249 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	PW SUPPLIES	\$111.94	
	81,193	48249 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SUPPLIES	\$12.36	
	81,193	48249 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SUPPLIES	\$0.00	\$124.30
INGERSOLL SENIORS ACTIVITY CEN						
	81,298	48250 01-5000-6040-41140	INGERSOLL SENIOR CENTRE PROGRAM	2016 OPERATING GRANT	\$36,000.00	
	81,298	48250 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2016 OPERATING GRANT	\$0.00	\$36,000.00
INGERSOLL VACUUM						
	81,278	48251 01-5100-4100-41530	EQUIP REPAIRS & MAINT	VACCUM REPAIR	\$33.00	
	81,278	48251 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VACCUM REPAIR	\$0.00	\$33.00
JC GRAPHICS						
	81,171	48252 01-5000-6100-41000	ADVERTISING	AD ON THAMESFORD VOICE	\$1,730.00	
	81,171	48252 01-0000-0200-00325	HST RECEIVABLE100%	AD ON THAMESFORD VOICE	\$224.90	
	81,171	48252 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AD ON THAMESFORD VOICE	\$0.00	\$1,954.90
K&H DISTRIBUTING						
	81,186	48253 01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE FIREWORKS BAL.	\$2,200.00	
	81,186	48253 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE FIREWORKS BAL.	\$286.00	

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	81,186	48253 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE FIREWORKS BAL.	\$0.00	\$2,486.00
KOFFEE KORNER INGERSOLL						
	81,319	48254 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$31.50	
	81,319	48254 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$31.50
LAW ENGINEERING (LONDON) INC						
	81,224	48255 10-0000-3255-80000	MATERIALS	GEOTECH-ETNA ST	\$900.07	
	81,224	48255 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-ETNA ST	\$99.42	
	81,224	48255 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH-ETNA ST	\$0.00	\$999.49
	81,225	48255 01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	GEOTECH-CONCESSION ST	\$97.35	
	81,225	48255 01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	GEOTECH-CONCESSION ST	\$97.34	
	81,225	48255 10-0000-3271-80000	MATERIALS	GEOTECH-CONCESSION ST	\$97.35	
	81,225	48255 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-CONCESSION ST	\$10.75	
	81,225	48255 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-CONCESSION ST	\$10.76	
	81,225	48255 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEOTECH-CONCESSION ST	\$10.76	
	81,225	48255 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEOTECH-CONCESSION ST	\$0.00	\$324.31
LIFESAVING SOCIETY						
	81,313	48256 01-5100-6060-41450	LEADERSHIP	BRONZE CROSS	\$109.62	
	81,313	48256 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRONZE CROSS	\$0.00	\$109.62
TIM LOVETT INSTALLATIONS INC.						
	81,259	48257 01-1002-4000-41530	EQUIPMENT REPAIRS & MAINTENANCE	PROJECTOR TOGGLE SWITCH	\$353.11	
	81,259	48257 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PROJECTOR TOGGLE SWITCH	\$39.00	
	81,259	48257 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROJECTOR TOGGLE SWITCH	\$0.00	\$392.11
LPL PLUMBING						
	81,271	48258 01-5200-4100-41700	BLDG REPAIRS AND MAINT	FIX FUSION PLUGGED URINAL	\$367.70	
	81,271	48258 01-0000-0200-00325	HST RECEIVABLE100%	FIX FUSION PLUGGED URINAL	\$47.80	
	81,271	48258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIX FUSION PLUGGED URINAL	\$0.00	\$415.50
	81,272	48258 01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE TOILET REPAIR	\$120.70	
	81,272	48258 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE TOILET REPAIR	\$15.69	
	81,272	48258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE TOILET REPAIR	\$0.00	\$136.39
	81,273	48258 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC FLUSH VALVE REPLACE	\$513.45	
	81,273	48258 01-0000-0200-00325	HST RECEIVABLE100%	VPCC FLUSH VALVE REPLACE	\$66.75	
	81,273	48258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FLUSH VALVE REPLACE	\$0.00	\$580.20
	81,274	48258 01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA URINAL DRAIN CLEANING	\$223.76	
	81,274	48258 01-0000-0200-00325	HST RECEIVABLE100%	ARENA URINAL DRAIN CLEANING	\$29.09	
	81,274	48258 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA URINAL DRAIN CLEANING	\$0.00	\$252.85
LWR AUTOMOTIVE						
	81,175	48259 01-5000-6050-41530	EQUIP REPAIRS & MAINT	TUBE CUTTER	\$25.99	
	81,175	48259 01-0000-0200-00325	HST RECEIVABLE100%	TUBE CUTTER	\$3.38	
	81,175	48259 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUBE CUTTER	\$0.00	\$29.37

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EMPLOYEE REIMBURSEMENT						
81,291	48260	01-1002-4000-40620	MILEAGE	MILEAGE-IT STAFF	\$85.10	
81,291	48260	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT STAFF	\$9.40	
81,291	48260	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT STAFF	\$0.00	\$94.50
EMPLOYEE REIMBURSEMENT						
81,303	48261	01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO+YOGA ALIANCE MEMBER	\$78.00	
81,303	48261	01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO+YOGA ALIANCE MEMBER	\$55.00	
81,303	48261	01-0000-0200-00325	HST RECEIVABLE100%	CANFIT PRO+YOGA ALIANCE MEMBER	\$10.14	
81,303	48261	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANFIT PRO+YOGA ALIANCE MEMBER	\$0.00	\$143.14
EMPLOYEE REIMBURSEMENT						
81,293	48262	01-5100-6060-40620	MILEAGE	MILEAGE-VPCC STAFF	\$8.60	
81,293	48262	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$1.12	
81,293	48262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$9.72
81,294	48262	01-5100-6060-40620	MILEAGE	MILEAGE-VPCC STAFF	\$9.08	
81,294	48262	01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$1.18	
81,294	48262	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$10.26
AL McCULLOCH'S LOCK SERVICE						
81,191	48263	01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	PW DOOR REPAIR	\$140.94	
81,191	48263	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW DOOR REPAIR	\$15.56	
81,191	48263	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW DOOR REPAIR	\$0.00	\$156.50
MCKIM HARDWARE						
81,209	48264	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	TURNOUT GEAR SNAPS	\$16.77	
81,209	48264	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TURNOUT GEAR SNAPS	\$1.85	
81,209	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TURNOUT GEAR SNAPS	\$0.00	\$18.62
81,210	48264	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM LIGHT BULBS	\$24.01	
81,210	48264	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM LIGHT BULBS	\$3.12	
81,210	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM LIGHT BULBS	\$0.00	\$27.13
81,211	48264	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW PAINT	\$45.82	
81,211	48264	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW PAINT	\$5.06	
81,211	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW PAINT	\$0.00	\$50.88
81,212	48264	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	PW SEALANT	\$10.44	
81,212	48264	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SEALANT	\$1.15	
81,212	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SEALANT	\$0.00	\$11.59
81,213	48264	01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	PW GARBAGE CAN	\$61.04	
81,213	48264	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW GARBAGE CAN	\$6.74	
81,213	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW GARBAGE CAN	\$0.00	\$67.78
81,247	48264	01-5000-6020-40210	JANITORIAL SUPPLIES	GARBAGE CAN	\$28.74	
81,247	48264	01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE CAN	\$3.74	
81,247	48264	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE CAN	\$0.00	\$32.48

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MINISTER OF FINANCE - EHT ***						
81,314	48265	01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	EHT PREMIUM	\$7,626.55	
81,314	48265	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EHT PREMIUM	\$0.00	\$7,626.55
MINISTRY OF FINANCE - M.T.O. *						
81,266	48266	01-1000-4240-01627	VIOLATIONS - M.O.T.	OCT COURT COST	\$8.25	
81,266	48266	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT COURT COST	\$0.00	\$8.25
MINISTRY OF FINANCE (OPP)***						
81,315	48267	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE OCT 8	\$781.56	
81,315	48267	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE OCT 8	\$0.00	\$781.56
VOLUNTEER REIMBURSEMENT						
81,222	48268	40-8000-6900-40570	MIDNIGHT MADNESS	MOONLIT MADNESS CANDY CANES	\$146.56	
81,222	48268	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS CANDY CANES	\$16.19	
81,222	48268	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS CANDY CANES	\$0.00	\$162.75
NETHERCOTT PRESS INC						
81,301	48269	01-5100-4000-40200	OFFICE SUPPLIES	VPCC LETTERHEAD	\$158.00	
81,301	48269	01-0000-0200-00325	HST RECEIVABLE100%	VPCC LETTERHEAD	\$20.54	
81,301	48269	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LETTERHEAD	\$0.00	\$178.54
OLDE BAKERY CAFE						
81,277	48270	01-5000-4000-42900	MISCELLANEOUS EXPENSE	MURC COMMITTEE MEETING SNACKS	\$168.55	
81,277	48270	01-0000-0200-00325	HST RECEIVABLE100%	MURC COMMITTEE MEETING SNACKS	\$21.91	
81,277	48270	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MURC COMMITTEE MEETING SNACKS	\$0.00	\$190.46
OLDE TYME TAXI						
81,268	48271	01-1001-4000-41560	CONTRACTS	OCT PARA TRANSIT	\$2,861.32	
81,268	48271	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT PARA TRANSIT	\$316.05	
81,268	48271	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT PARA TRANSIT	\$0.00	\$3,177.37
OMEGA CONTRACTORS						
81,170	48272	10-0000-3271-80100	PRIME CONTRACT	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$30,061.55	
81,170	48272	01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$16,204.25	
81,170	48272	01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$26,568.20	
81,170	48272	10-0000-3228-80100	PRIME CONTRACT	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$100,083.23	
81,170	48272	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$81,480.50	
81,170	48272	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$85,525.45	
81,170	48272	10-0000-3255-80100	PRIME CONTRACT	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$24,878.22	
81,170	48272	01-0000-0250-61143	GC16-995-ETNA-SANITARY	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$10,380.44	
81,170	48272	01-0000-0250-61144	GC16-996-ETNA-WATERMN	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$19,171.62	
81,170	48272	10-0000-3255-80100	PRIME CONTRACT	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$25,037.33	
81,170	48272	10-0000-3255-80100	PRIME CONTRACT	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$33,006.60	
81,170	48272	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$0.00	\$45,239.74
81,170	48272	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$44,972.11	

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81,170	48272	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS ST, CONCESSION, ETANA ST, PC#5	\$0.00	\$452,129.76
ONTARIO SOUTHLAND RAILWAY INC.						
81,196	48273	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	FLASHLIT MAINT	\$2,970.90	
81,196	48273	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLASHLIT MAINT	\$0.00	\$2,970.90
ONTARIO ONE CALL LTD.						
81,223	48274	01-4000-5020-41500	CONTRACTED SERVICES	OCT LOCATES	\$171.26	
81,223	48274	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT LOCATES	\$18.92	
81,223	48274	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT LOCATES	\$0.00	\$190.18
ORCO SIGNS						
81,252	48275	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC POOL RULES UPDATE	\$690.00	
81,252	48275	01-0000-0200-00325	HST RECEIVABLE 100%	VPCC POOL RULES UPDATE	\$89.70	
81,252	48275	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL RULES UPDATE	\$0.00	\$779.70
ORKIN CANADA CORP.						
81,264	48276	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM PEST CONTROL	\$139.00	
81,264	48276	01-0000-0200-00325	HST RECEIVABLE 100%	MUSEUM PEST CONTROL	\$18.07	
81,264	48276	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$157.07
PARKSMART INC.						
81,281	48277	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	SEP TRAFFIC ENFORCE	\$471.66	
81,281	48277	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP TRAFFIC ENFORCE	\$52.10	
81,281	48277	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP TRAFFIC ENFORCE	\$0.00	\$523.76
PERMANENT PAVING						
81,243	48278	10-0000-3278-80100	PRIME CONTRACT	TOPCOAT ASPHALT PC#2	\$2,063.41	
81,243	48278	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TOPCOAT ASPHALT PC#2	\$27,251.73	
81,243	48278	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOPCOAT ASPHALT PC#2	\$3,237.97	
81,243	48278	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOPCOAT ASPHALT PC#2	\$0.00	\$32,553.11
PHOENIX MEASUREMENT SOLUTIONS						
81,227	48279	01-4000-4000-40270	NEW EQUIPMENT	GRAPHIC POLE	\$516.94	
81,227	48279	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GRAPHIC POLE	\$57.10	
81,227	48279	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRAPHIC POLE	\$0.00	\$574.04
PUBLIC SECTOR DIGEST INC.						
81,263	48280	01-7000-4000-40260	SUBSCRIP AND PUBLICATIONS	MEMBERSHIP SEP'16-AUG'17	\$100.07	
81,263	48280	01-0000-0400-00280	PREPAID EXPENSES	MEMBERSHIP SEP'16-AUG'17	\$200.12	
81,263	48280	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEMBERSHIP SEP'16-AUG'17	\$11.05	
81,263	48280	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MEMBERSHIP SEP'16-AUG'17	\$22.11	
81,263	48280	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MEMBERSHIP SEP'16-AUG'17	\$0.00	\$333.35
PUROLATOR COURIER LTD						
81,234	48281	01-4000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$29.24	
81,234	48281	01-4000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$28.08	
81,234	48281	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$3.23	

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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>
81,234	48281	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$3.10	
81,234	48281	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$63.65
81,283	48281	01-1000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$16.00	
81,283	48281	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$1.76	
81,283	48281	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$17.76
REGIS AUTO PARTS						
81,203	48282	01-4500-4230-46395	939500 ELGIN SWEEPER	AIR FILTER	\$16.50	
81,203	48282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AIR FILTER	\$1.82	
81,203	48282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AIR FILTER	\$0.00	\$18.32
81,204	48282	01-4500-4230-46395	939500 ELGIN SWEEPER	FUEL FILTER + AIR FILTER	\$153.17	
81,204	48282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL FILTER + AIR FILTER	\$16.92	
81,204	48282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL FILTER + AIR FILTER	\$0.00	\$170.09
81,205	48282	01-4500-4230-46381	938100 T1-14 DODGE RAM	OIL FILTER + LUBE	\$165.76	
81,205	48282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER + LUBE	\$18.31	
81,205	48282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER + LUBE	\$0.00	\$184.07
81,206	48282	01-4500-4230-46389	938900 T9-13 CHEV SIERRA	OIL FILTERS	\$7.90	
81,206	48282	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTERS	\$0.87	
81,206	48282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTERS	\$0.00	\$8.77
81,246	48282	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	TIRE REPAIR KIT	\$7.55	
81,246	48282	01-0000-0200-00325	HST RECEIVABLE100%	TIRE REPAIR KIT	\$0.98	
81,246	48282	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE REPAIR KIT	\$0.00	\$8.53
RESIDEX CANADA INC.						
81,310	48283	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FIELDS FERTILIZER	\$1,680.00	
81,310	48283	01-0000-0200-00325	HST RECEIVABLE100%	FIELDS FERTILIZER	\$218.40	
81,310	48283	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIELDS FERTILIZER	\$0.00	\$1,898.40
SAFEDESIGN APPAREL LTD						
81,167	48284	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT HELMET	\$436.26	
81,167	48284	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HELMET	\$48.19	
81,167	48284	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HELMET	\$0.00	\$484.45
EMPLOYEE REIMBURSEMENT						
81,228	48285	01-4000-4000-40620	MILEAGE	MILEAGE-ENG	\$23.34	
81,228	48285	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG	\$2.58	
81,228	48285	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG	\$0.00	\$25.92
BALLOON ARTIST						
81,302	48286	01-1000-4000-41160	HONOURS & AWARDS	RETIREMENT DECOR	\$55.81	
81,302	48286	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETIREMENT DECOR	\$6.17	
81,302	48286	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETIREMENT DECOR	\$0.00	\$61.98
SINGLE SOURCE SUPPLIES INC.						
81,221	48287	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	SAND BINS	\$1,479.71	

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	81,221	48287 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SAND BINS	\$163.45	
	81,221	48287 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SAND BINS	\$0.00	\$1,643.16
SOAK IT UP INC						
	81,235	48288 01-2000-4015-41540	RENTAL	CARRS WLKWKY MAT RENTAL	\$11.00	
	81,235	48288 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWKY MAT RENTAL	\$1.43	
	81,235	48288 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWKY MAT RENTAL	\$0.00	\$12.43
	81,236	48288 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	81,236	48288 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
	81,236	48288 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
SPECTRUM COMMUNICATIONS LTD.						
	81,285	48289 01-3000-4000-41520	COMMUNICATION	FIRE DEPT RADIOS	\$2,597.17	
	81,285	48289 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT RADIOS	\$286.87	
	81,285	48289 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT RADIOS	\$0.00	\$2,884.04
STAPLES ADVANTAGE						
	81,176	48290 01-5100-4000-40200	OFFICE SUPPLIES	VPCC KEY CABINET	\$49.99	
	81,176	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC KEY CABINET	\$6.50	
	81,176	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC KEY CABINET	\$0.00	\$56.49
	81,177	48290 01-5100-4000-40200	OFFICE SUPPLIES	VPCC ADDRESS LABELS	\$66.58	
	81,177	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC ADDRESS LABELS	\$8.66	
	81,177	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC ADDRESS LABELS	\$0.00	\$75.24
	81,178	48290 01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	\$9.40	
	81,178	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	\$1.22	
	81,178	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	\$0.00	\$10.62
	81,292	48290 01-1000-4000-40270	NEW EQUIPMENT	SIT-STAND WORKSTATION	\$1,670.34	
	81,292	48290 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIT-STAND WORKSTATION	\$184.50	
	81,292	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIT-STAND WORKSTATION	\$0.00	\$1,854.84
	81,295	48290 01-5100-4100-40270	NEW EQUIPMENT	VPCC UTILITY CART	\$195.98	
	81,295	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC UTILITY CART	\$25.48	
	81,295	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC UTILITY CART	\$0.00	\$221.46
	81,296	48290 01-5100-4000-40200	OFFICE SUPPLIES	VPCC STATIONARIES	\$53.82	
	81,296	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC STATIONARIES	\$7.00	
	81,296	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STATIONARIES	\$0.00	\$60.82
	81,297	48290 01-5100-4000-40200	OFFICE SUPPLIES	VPCC PLANNERS	\$22.60	
	81,297	48290 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PLANNERS	\$2.94	
	81,297	48290 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PLANNERS	\$0.00	\$25.54
STONETOWN SUPPLY SERVICES(ING)						
	81,237	48291 01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA JANITORIAL SUPPLIES	\$81.84	
	81,237	48291 01-0000-0200-00325	HST RECEIVABLE100%	ARENA JANITORIAL SUPPLIES	\$10.64	
	81,237	48291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA JANITORIAL SUPPLIES	\$0.00	\$92.48

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	81,256	48291 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$72.41	
	81,256	48291 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$8.00	
	81,256	48291 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$80.41
STUMPS 'R US						
	81,250	48292 01-0000-2375-00741	DOG PARK COMMITTEE DEPOSIT	DOG PARK STUMPS REMOVAL	\$1,000.00	
	81,250	48292 01-0000-0200-00325	HST RECEIVABLE100%	DOG PARK STUMPS REMOVAL	\$130.00	
	81,250	48292 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DOG PARK STUMPS REMOVAL	\$0.00	\$1,130.00
SUN MEDIA, A DIVISION OF POSTM						
	81,269	48293 01-1000-4000-41000	ADVERTISING	COMMUNITY DEVEL. APP. AD	\$251.31	
	81,269	48293 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COMMUNITY DEVEL. APP. AD	\$27.75	
	81,269	48293 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COMMUNITY DEVEL. APP. AD	\$0.00	\$279.06
SUPERIOR ROAD PRODUCTS						
	81,208	48294 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ROAD CRACK SEALER	\$2,339.46	
	81,208	48294 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD CRACK SEALER	\$258.41	
	81,208	48294 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD CRACK SEALER	\$0.00	\$2,597.87
EMPLOYEE REIMBURSEMENT						
	81,174	48295 01-5000-6100-40420	PROGRAM SUPPLIES	SANTA'S VILLAGE CASH FLOAT	\$100.00	
	81,174	48295 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA'S VILLAGE CASH FLOAT	\$0.00	\$100.00
	81,299	48295 01-5000-6100-40420	PROGRAM SUPPLIES	SANTA VILLAGE CANDY CANES	\$256.00	
	81,299	48295 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE CANDY CANES	\$33.28	
	81,299	48295 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE CANDY CANES	\$0.00	\$289.28
SWAN DUST CONTROL						
	81,173	48296 01-5000-6100-41500	CONTRACTED SERVICES	SANTA'S VILLAGE RUGS	\$667.00	
	81,173	48296 01-0000-0200-00325	HST RECEIVABLE100%	SANTA'S VILLAGE RUGS	\$86.71	
	81,173	48296 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA'S VILLAGE RUGS	\$0.00	\$753.71
TABOR BROS & SONS LTD ***						
	81,226	48297 10-0000-3255-80000	MATERIALS	ETNA ST TREE REMOVAL	\$4,599.55	
	81,226	48297 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ETNA ST TREE REMOVAL	\$508.05	
	81,226	48297 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ETNA ST TREE REMOVAL	\$0.00	\$5,107.60
	81,308	48297 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	GARNET PARK FOLDING BALL NETS	\$290.00	
	81,308	48297 01-0000-0200-00325	HST RECEIVABLE100%	GARNET PARK FOLDING BALL NETS	\$37.70	
	81,308	48297 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARNET PARK FOLDING BALL NETS	\$0.00	\$327.70
THE COFFEE MAN SALES & SERVICE						
	81,238	48298 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA COFFEE SUPPLIES	\$86.50	
	81,238	48298 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COFFEE SUPPLIES	\$0.00	\$86.50
EMPLOYEE REIMBURSEMENT						
	81,231	48299 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$81.69	
	81,231	48299 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$9.03	
	81,231	48299 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$90.72

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81,232	48299	01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$584.52	
81,232	48299	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$64.56	
81,232	48299	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$649.08
WALMSLEY BROS LTD						
81,220	48300	01-0000-0250-61240	C16-1092-24 WOODHATCH-BRKN WTRMN	ASPHALT	\$160.77	
81,220	48300	01-0000-0250-61100	C15-952-LOT 2-FLORENCE-NEWSERV	ASPHALT	\$80.39	
81,220	48300	01-0000-0250-61099	C15-951-LOT 5-FLORENCE-NEWSERV	ASPHALT	\$80.39	
81,220	48300	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$23,779.78	
81,220	48300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$17.77	
81,220	48300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$8.88	
81,220	48300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$8.88	
81,220	48300	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$2,626.60	
81,220	48300	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$26,763.46
EMPLOYEE REIMBURSEMENT						
81,304	48301	01-5000-4000-40220	TELEPHONE	REIMBURSE-PARKS & REC	\$35.00	
81,304	48301	01-5000-4000-40620	MILEAGE	REIMBURSE-PARKS & REC	\$109.91	
81,304	48301	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-PARKS & REC	\$14.29	
81,304	48301	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-PARKS & REC	\$0.00	\$159.20
EMPLOYEE REIMBURSEMENT						
81,244	48302	01-1000-4000-40610	MEETINGS AND CONFERENCES	REIMBURSE-CLERK	\$200.81	
81,244	48302	01-1000-4000-40620	MILEAGE	REIMBURSE-CLERK	\$149.78	
81,244	48302	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-CLERK	\$21.14	
81,244	48302	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-CLERK	\$16.54	
81,244	48302	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-CLERK	\$0.00	\$388.27
XEROX CANADA LTD.						
81,179	48303	01-5100-4000-40250	PHOTOCOPIER	VPCC COPIES 7/25-10/26	\$1,281.35	
81,179	48303	01-0000-0200-00325	HST RECEIVABLE100%	VPCC COPIES 7/25-10/26	\$166.58	
81,179	48303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COPIES 7/25-10/26	\$0.00	\$1,447.93
81,199	48303	01-4500-4000-40250	PHOTOCOPIER	PW COPIES 7/26-10/26	\$25.25	
81,199	48303	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW COPIES 7/26-10/26	\$2.79	
81,199	48303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW COPIES 7/26-10/26	\$0.00	\$28.04
81,233	48303	01-4500-4000-40250	PHOTOCOPIER	ENG COPIES 7/26-10/26	\$24.68	
81,233	48303	01-4000-4000-40250	PHOTOCOPIER	ENG COPIES 7/26-10/26	\$29.63	
81,233	48303	01-3400-4000-40250	PHOTOCOPIER	ENG COPIES 7/26-10/26	\$44.44	
81,233	48303	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 7/26-10/26	\$2.73	
81,233	48303	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 7/26-10/26	\$3.27	
81,233	48303	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENG COPIES 7/26-10/26	\$4.91	
81,233	48303	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENG COPIES 7/26-10/26	\$0.00	\$109.66
81,242	48303	01-5000-4000-40250	PHOTOCOPIER	ARENA COPIES 7/26-10/26	\$21.35	

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VENDOR NAME	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	81,242	48303 01-0000-0200-00325	HST RECEIVABLE100%	ARENA COPIES 7/26-10/26	\$2.78	
	81,242	48303 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COPIES 7/26-10/26	\$0.00	\$24.13
	81,248	48303 01-1300-4000-40250	PHOTOCOPIER	QUARTERLY LEASE	\$457.92	
	81,248	48303 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	QUARTERLY LEASE	\$50.58	
	81,248	48303 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUARTERLY LEASE	\$0.00	\$508.50
	81,249	48303 01-1300-4000-40250	PHOTOCOPIER	ADMIN COPIES 7/26-10/25	\$738.78	
	81,249	48303 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ADMIN COPIES 7/26-10/25	\$81.60	
	81,249	48303 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ADMIN COPIES 7/26-10/25	\$0.00	\$820.38
	81,253	48303 01-3000-4000-40250	PHOTOCOPIER	FIRE DEPT COPIES 7/26-10/26	\$29.26	
	81,253	48303 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT COPIES 7/26-10/26	\$3.23	
	81,253	48303 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT COPIES 7/26-10/26	\$0.00	\$32.49
COURTLAND RENTALS						
	81,321	48304 40-8000-6900-40570	MIDNIGHT MADNESS	MOONLIT MADNESS COSTUME RENT	\$123.01	
	81,321	48304 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS COSTUME RENT	\$13.58	
	81,321	48304 01-0000-0100-00100	BANK	MOONLIT MADNESS COSTUME RENT	\$0.00	\$136.59
BALLOON ARTIST						
	81,322	48305 40-8000-6900-40570	MIDNIGHT MADNESS	MOONLIT MADNESS BALLOON TWIST	\$228.96	
	81,322	48305 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS BALLOON TWIST	\$25.29	
	81,322	48305 01-0000-0100-00100	BANK	MOONLIT MADNESS BALLOON TWIST	\$0.00	\$254.25
AKIRA STUDIO LTD						
	81,350	48306 01-5200-6090-41000	ADVERTISING	FUSION WEB SUPPORT	\$95.00	
	81,350	48306 01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEB SUPPORT	\$12.35	
	81,350	48306 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEB SUPPORT	\$0.00	\$107.35
	81,351	48306 01-5200-6090-41000	ADVERTISING	FUSION WEB SUPPORT	\$95.00	
	81,351	48306 01-0000-0200-00325	HST RECEIVABLE100%	FUSION WEB SUPPORT	\$12.35	
	81,351	48306 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION WEB SUPPORT	\$0.00	\$107.35
JAMES BAIN PLUMBING						
	81,469	48307 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN BATHROOM PLUM	\$1,371.20	
	81,469	48307 01-0000-0200-00325	HST RECEIVABLE100%	OPP STN BATHROOM PLUM	\$178.26	
	81,469	48307 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN BATHROOM PLUM	\$0.00	\$1,549.46
BELL CANADA ***						
	81,501	48308 01-1000-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$683.12	
	81,501	48308 01-2000-4025-40220	TELEPHONE	OCT PHONE CHRGS	\$141.54	
	81,501	48308 01-1001-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$71.86	
	81,501	48308 01-1001-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$59.65	
	81,501	48308 01-1002-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$204.44	
	81,501	48308 01-3000-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$230.79	
	81,501	48308 01-4500-4100-40220	TELEPHONE	OCT PHONE CHRGS	\$217.78	
	81,501	48308 01-5000-6020-40220	TELEPHONE	OCT PHONE CHRGS	\$188.88	

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	81,501	48308 01-5000-6050-40220	TELEPHONE	OCT PHONE CHRGS	\$71.23	
	81,501	48308 01-5100-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$655.18	
	81,501	48308 01-5100-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$199.74	
	81,501	48308 01-5200-6090-40220	TELEPHONE	OCT PHONE CHRGS	\$463.50	
	81,501	48308 01-6200-4000-40220	TELEPHONE	OCT PHONE CHRGS	\$56.52	
	81,501	48308 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT PHONE CHRGS	\$177.80	
	81,501	48308 01-0000-0200-00325	HST RECEIVABLE100%	OCT PHONE CHRGS	\$212.60	
	81,501	48308 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT PHONE CHRGS	\$0.00	\$3,634.63
BELL-CAMP MANUFACTURING INC.						
	81,498	48309 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ROLLED CYLINDER	\$40.70	
	81,498	48309 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROLLED CYLINDER	\$4.50	
	81,498	48309 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLLED CYLINDER	\$0.00	\$45.20
BES-OXFORD UPHOLSTERY LTD.						
	81,338	48310 01-5100-6070-41530	EQUIP REPAIRS & MAINT	UPHOLSTERY OF BENCHES	\$675.50	
	81,338	48310 01-0000-0200-00325	HST RECEIVABLE100%	UPHOLSTERY OF BENCHES	\$87.82	
	81,338	48310 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	UPHOLSTERY OF BENCHES	\$0.00	\$763.32
BLANDFORD-BLENHEIM , THE TOWNS						
	81,485	48311 01-4500-4000-40630	STAFF TRAINING	PW WINTER MAINT. TRAINING	\$334.72	
	81,485	48311 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW WINTER MAINT. TRAINING	\$0.00	\$334.72
BOBCAT OF BRANTFORD INC.						
	81,473	48312 01-3000-4100-41530	EQUIP REPAIRS & MAINTENANCE	BOBCAT REPAIRS	\$81.23	
	81,473	48312 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BOBCAT REPAIRS	\$8.98	
	81,473	48312 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOBCAT REPAIRS	\$0.00	\$90.21
EMPLOYEE REIMBURSEMENT						
	81,431	48313 01-5200-6090-40620	MILEAGE	MILEAGE-FUSION STAFF	\$78.37	
	81,431	48313 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$10.19	
	81,431	48313 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$88.56
CONTRACTED CLEANER						
	81,358	48314 01-2000-4015-41550	MAINTENANCE CONTRACTS	NOV CARR WLKWy CLEANING	\$600.00	
	81,358	48314 01-0000-0200-00325	HST RECEIVABLE100%	NOV CARR WLKWy CLEANING	\$78.00	
	81,358	48314 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV CARR WLKWy CLEANING	\$0.00	\$678.00
CANADIAN RED CROSS-MISSISSAUGA						
	81,472	48315 01-3000-4000-40600	MEMBERSHIP FEES	FIRE DEPT FIRST AID RENEWAL	\$100.00	
	81,472	48315 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FIRST AID RENEWAL	\$0.00	\$100.00
CANADIAN TIRE ASSOCIATE STORE						
	81,404	48316 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE SUPPLIES	\$19.99	
	81,404	48316 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$2.60	
	81,404	48316 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$22.59
	81,407	48316 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	TIRE GAUGE	\$10.93	

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81,407	48316	01-0000-0200-00325	HST RECEIVABLE100%	TIRE GAUGE	\$1.42	
81,407	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIRE GAUGE	\$0.00	\$12.35
81,408	48316	01-5000-6020-41700	BLDG REPAIRS & MAINT	HOSE+KEY CUTTING	\$11.96	
81,408	48316	01-5100-4100-41700	BLDG REPAIRS AND MAINT	HOSE+KEY CUTTING	\$35.99	
81,408	48316	01-0000-0200-00325	HST RECEIVABLE100%	HOSE+KEY CUTTING	\$1.55	
81,408	48316	01-0000-0200-00325	HST RECEIVABLE100%	HOSE+KEY CUTTING	\$4.68	
81,408	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE+KEY CUTTING	\$0.00	\$54.18
81,409	48316	01-5000-6020-41700	BLDG REPAIRS & MAINT	SCREWDRIVER SET	\$19.99	
81,409	48316	01-0000-0200-00325	HST RECEIVABLE100%	SCREWDRIVER SET	\$2.60	
81,409	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWDRIVER SET	\$0.00	\$22.59
81,410	48316	01-5100-4100-41700	BLDG REPAIRS AND MAINT	SPRAYER	\$15.99	
81,410	48316	01-0000-0200-00325	HST RECEIVABLE100%	SPRAYER	\$2.08	
81,410	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRAYER	\$0.00	\$18.07
81,411	48316	01-5100-4100-41700	BLDG REPAIRS AND MAINT	RAGS+LED LIGHT	\$39.48	
81,411	48316	01-0000-0200-00325	HST RECEIVABLE100%	RAGS+LED LIGHT	\$5.13	
81,411	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAGS+LED LIGHT	\$0.00	\$44.61
81,412	48316	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC BLDG SUPPLIES	\$96.45	
81,412	48316	01-0000-0200-00325	HST RECEIVABLE100%	VPCC BLDG SUPPLIES	\$12.54	
81,412	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BLDG SUPPLIES	\$0.00	\$108.99
81,413	48316	01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$12.78	
81,413	48316	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$1.66	
81,413	48316	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$14.44
CANSEL - TORONTO*****						
81,357	48317	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$264.58	
81,357	48317	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$29.22	
81,357	48317	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$293.80
81,453	48317	01-4000-4000-40270	NEW EQUIPMENT	NEW MEASURING WHEEL	\$210.64	
81,453	48317	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW MEASURING WHEEL	\$23.27	
81,453	48317	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW MEASURING WHEEL	\$0.00	\$233.91
CAREY'S PRODUCE						
81,457	48318	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$677.75	
81,457	48318	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$677.75
CARLETON UNIFORMS INC.						
81,468	48319	01-3000-4000-40290	UNIFORMS & CLOTHING	FIRE DEPT UNIFORMS	\$713.95	
81,468	48319	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT UNIFORMS	\$78.86	
81,468	48319	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT UNIFORMS	\$0.00	\$792.81
CEDAR SIGNS						
81,452	48320	10-0000-3228-80000	MATERIALS	NEW BYLAW SIGNS	\$366.57	
81,452	48320	10-0000-3271-80000	MATERIALS	NEW BYLAW SIGNS	\$183.29	

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	81,452	48320 10-0000-3255-80000	MATERIALS	NEW BYLAW SIGNS	\$183.29	
	81,452	48320 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW BYLAW SIGNS	\$40.49	
	81,452	48320 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW BYLAW SIGNS	\$20.24	
	81,452	48320 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW BYLAW SIGNS	\$20.25	
	81,452	48320 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW BYLAW SIGNS	\$0.00	\$814.13
COCA-COLA BOTTLING COMPANY						
	81,344	48321 01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$435.55	
	81,344	48321 01-0000-0200-00325	HST RECEIVABLE 100%	CANTEEN SUPPLIES	\$41.55	
	81,344	48321 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$477.10
COUNCIL REIMBURSEMENT						
	81,475	48322 01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCIL	\$80.62	
	81,475	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$97.26	
	81,475	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$7.31	
	81,475	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$10.74	
	81,475	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$195.93
	81,476	48322 01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCIL	\$80.92	
	81,476	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$40.36	
	81,476	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$7.62	
	81,476	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$4.46	
	81,476	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$133.36
	81,477	48322 01-0100-4000-40610	MEETINGS & CONFERENCES	REIMBURSE-COUNCIL	\$135.08	
	81,477	48322 01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCIL	\$52.64	
	81,477	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$213.97	
	81,477	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$14.92	
	81,477	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$5.82	
	81,477	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$23.63	
	81,477	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$446.06
	81,478	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$40.36	
	81,478	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$4.46	
	81,478	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$44.82
	81,479	48322 01-0100-4000-41020	PROMOTION & MEALS	REIMBURSE-COUNCIL	\$270.16	
	81,479	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$358.39	
	81,479	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$29.84	
	81,479	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$39.59	
	81,479	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$697.98
	81,480	48322 01-0100-4000-40620	MILEAGE	REIMBURSE-COUNCIL	\$200.35	
	81,480	48322 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-COUNCIL	\$22.13	
	81,480	48322 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-COUNCIL	\$0.00	\$222.48
COMMISSIONAIRES						

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	81,443	48323 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 10/09-10/22	\$751.80	
	81,443	48323 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 10/09-10/22	\$83.04	
	81,443	48323 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 10/09-10/22	\$0.00	\$834.84
COURTNEY'S						
	81,416	48324 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA CANTEEN SUPPLIES	\$135.20	
	81,416	48324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CANTEEN SUPPLIES	\$0.00	\$135.20
	81,417	48324 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA CANTEEN SUPPLIES	\$627.40	
	81,417	48324 01-0000-0200-00325	HST RECEIVABLE100%	ARENA CANTEEN SUPPLIES	\$81.56	
	81,417	48324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CANTEEN SUPPLIES	\$0.00	\$708.96
	81,418	48324 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA CANTEEN SUPPLIES	\$772.55	
	81,418	48324 01-0000-0200-00325	HST RECEIVABLE100%	ARENA CANTEEN SUPPLIES	\$100.43	
	81,418	48324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CANTEEN SUPPLIES	\$0.00	\$872.98
	81,419	48324 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA CANTEEN SUPPLIES	\$136.00	
	81,419	48324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CANTEEN SUPPLIES	\$0.00	\$136.00
	81,420	48324 01-5100-6090-40420	PROGRAM SUPPLIES	VPCC PROGRAM SUPPLIES	\$386.95	
	81,420	48324 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PROGRAM SUPPLIES	\$50.30	
	81,420	48324 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PROGRAM SUPPLIES	\$0.00	\$437.25
CRIME STOPPERS OF OXFORD INC.						
	81,502	48325 01-3230-4000-41105	PUBLIC RELATIONS	CRIMESTOPPERS GALA TABLE	\$750.00	
	81,502	48325 01-0000-0010-00350	DUE TO/FROM ACCOUNT	CRIMESTOPPERS GALA TABLE	\$0.00	\$750.00
CULLIGAN						
	81,481	48326 01-0100-4000-41020	PROMOTION & MEALS	WATER FOR COOLER	\$83.30	
	81,481	48326 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER FOR COOLER	\$0.29	
	81,481	48326 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER FOR COOLER	\$0.00	\$83.59
DAYTRIPPING IN SOUTHERN ONTARI						
	81,337	48327 01-5000-6100-41000	ADVERTISING	SANTA VILLAGE AD	\$250.00	
	81,337	48327 01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE AD	\$32.50	
	81,337	48327 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE AD	\$0.00	\$282.50
DEKRA-LITE						
	81,462	48328 01-5000-6110-40420	PROGRAM SUPPLIES	ROPE LIGHT	\$2,216.61	
	81,462	48328 01-0000-0200-00325	HST RECEIVABLE100%	ROPE LIGHT	\$288.16	
	81,462	48328 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE LIGHT	\$0.00	\$2,504.77
DEPENDABLE EMERGENCY VEHICLES						
	81,439	48329 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT HELMET LIGHTS	\$261.52	
	81,439	48329 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT HELMET LIGHTS	\$28.89	
	81,439	48329 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT HELMET LIGHTS	\$0.00	\$290.41
	81,440	48329 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT LAMP	\$36.17	
	81,440	48329 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT LAMP	\$4.00	
	81,440	48329 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT LAMP	\$0.00	\$40.17

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DIRECTOR OF FAMILY RESPONSIBL						
81,371	48330	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 1005697	\$2,061.00	
81,371	48330	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 1005697	\$0.00	\$2,061.00
81,372	48330	01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE 648113	\$192.00	
81,372	48330	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE 648113	\$0.00	\$192.00
DRENNAN REFRIGERATION INC.						
81,421	48331	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ICE PLANT SERVICES	\$384.50	
81,421	48331	01-0000-0200-00325	HST RECEIVABLE100%	ICE PLANT SERVICES	\$49.99	
81,421	48331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE PLANT SERVICES	\$0.00	\$434.49
81,422	48331	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	DEHUMIDIFIER REPAIR	\$539.19	
81,422	48331	01-0000-0200-00325	HST RECEIVABLE100%	DEHUMIDIFIER REPAIR	\$70.09	
81,422	48331	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEHUMIDIFIER REPAIR	\$0.00	\$609.28
DUFFERIN CONSTRUCTION COMPANY						
81,496	48332	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLD MIX	\$1,924.10	
81,496	48332	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLD MIX	\$207.77	
81,496	48332	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLD MIX	\$0.00	\$2,131.87
EASY WAY CLEANING PRODUCTS LIM						
81,359	48333	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$164.51	
81,359	48333	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$18.17	
81,359	48333	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$182.68
81,360	48333	01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$171.53	
81,360	48333	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$18.94	
81,360	48333	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$190.47
ECO SOLUTIONS						
81,495	48334	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	BRINE	\$3,943.20	
81,495	48334	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRINE	\$435.55	
81,495	48334	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRINE	\$0.00	\$4,378.75
EDPRO ENERGY GROUP INC ***						
81,329	48335	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$79.60	
81,329	48335	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$10.35	
81,329	48335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$89.95
81,365	48335	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$57.66	
81,365	48335	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$7.50	
81,365	48335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$65.16
81,366	48335	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$39.62	
81,366	48335	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$5.15	
81,366	48335	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$44.77
81,367	48335	01-5000-6020-41590	EQUIPMENT FUEL	PROPANE	\$79.84	
81,367	48335	01-0000-0200-00325	HST RECEIVABLE100%	PROPANE	\$10.38	

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	81,367	48335 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPANE	\$0.00	\$90.22
ERTH HOLDINGS INC.						
	81,355	48336 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	CENTRE & TUNIS LIT TRANSFER	\$2,014.00	
	81,355	48336 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CENTRE & TUNIS LIT TRANSFER	\$222.46	
	81,355	48336 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CENTRE & TUNIS LIT TRANSFER	\$0.00	\$2,236.46
	81,356	48336 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	OCT ST LIT MAINT	\$402.46	
	81,356	48336 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ST LIT MAINT	\$44.46	
	81,356	48336 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT ST LIT MAINT	\$0.00	\$446.92
FABRIZONE CLEANING PROFESSIONA						
	81,444	48337 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN TILE CLEANING	\$660.00	
	81,444	48337 01-0000-0200-00325	HST RECEIVABLE100%	OPP STN TILE CLEANING	\$85.80	
	81,444	48337 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN TILE CLEANING	\$0.00	\$745.80
FASTENAL CANADA ***						
	81,458	48338 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$52.45	
	81,458	48338 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$6.82	
	81,458	48338 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$59.27
	81,459	48338 01-5000-6110-40420	PROGRAM SUPPLIES	CABLE TIES	\$131.12	
	81,459	48338 01-0000-0200-00325	HST RECEIVABLE100%	CABLE TIES	\$17.05	
	81,459	48338 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CABLE TIES	\$0.00	\$148.17
	81,489	48338 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	STOCK BOLTS	\$92.85	
	81,489	48338 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STOCK BOLTS	\$10.25	
	81,489	48338 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STOCK BOLTS	\$0.00	\$103.10
	81,494	48338 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	RAKE	\$28.03	
	81,494	48338 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RAKE	\$3.10	
	81,494	48338 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RAKE	\$0.00	\$31.13
FLORAL OCCASIONS ***						
	81,395	48339 40-8000-6950-41430	STREET DECORATIONS	HOLIDAY DECOR	\$2,136.96	
	81,395	48339 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HOLIDAY DECOR	\$236.04	
	81,395	48339 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOLIDAY DECOR	\$0.00	\$2,373.00
GRA - HAM ENERGY						
	81,445	48340 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT FUEL	\$119.75	
	81,445	48340 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT FUEL	\$13.23	
	81,445	48340 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT FUEL	\$0.00	\$132.98
	81,465	48340 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$246.33	
	81,465	48340 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$32.02	
	81,465	48340 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$278.35
	81,466	48340 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$107.25	
	81,466	48340 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$13.94	
	81,466	48340 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$121.19

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	81,467	48340 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT GAS	\$7.84	
	81,467	48340 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GAS	\$0.87	
	81,467	48340 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GAS	\$0.00	\$8.71
GUNN'S HILL ARTISAN CHEESE LTD						
	81,446	48341 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$123.09	
	81,446	48341 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$123.09
	81,447	48341 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$141.83	
	81,447	48341 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$141.83
EMPLOYEE REIMBURSEMENT						
	81,438	48342 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECT	\$210.07	
	81,438	48342 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECT	\$23.21	
	81,438	48342 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECT	\$0.00	\$233.28
HOT,COLD & FREEZING						
	81,334	48343 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA REPLACE HEATER FANS	\$1,907.85	
	81,334	48343 01-0000-0200-00325	HST RECEIVABLE100%	ARENA REPLACE HEATER FANS	\$248.02	
	81,334	48343 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA REPLACE HEATER FANS	\$0.00	\$2,155.87
	81,335	48343 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA OFFICE HEATER REPAIR	\$120.00	
	81,335	48343 01-0000-0200-00325	HST RECEIVABLE100%	ARENA OFFICE HEATER REPAIR	\$15.60	
	81,335	48343 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA OFFICE HEATER REPAIR	\$0.00	\$135.60
	81,352	48343 01-5200-4100-41530	EQUIP REPAIRS & MAINT	FUSION MOTOR PUMP REPAIR	\$435.96	
	81,352	48343 01-0000-0200-00325	HST RECEIVABLE100%	FUSION MOTOR PUMP REPAIR	\$56.67	
	81,352	48343 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION MOTOR PUMP REPAIR	\$0.00	\$492.63
IDEAL SUPPLY COMPANY LTD						
	81,343	48344 01-5000-6040-41700	BLDG REPAIRS & MAINT	BLDG SUPPLIES	\$241.44	
	81,343	48344 01-0000-0200-00325	HST RECEIVABLE100%	BLDG SUPPLIES	\$31.39	
	81,343	48344 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG SUPPLIES	\$0.00	\$272.83
INGERSOLL DISTRICT CHAMBER ***						
	81,482	48345 01-0100-4000-41020	PROMOTION & MEALS	RETAILER'S BREAKFAST-BOWMAN	\$13.50	
	81,482	48345 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETAILER'S BREAKFAST-BOWMAN	\$1.50	
	81,482	48345 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETAILER'S BREAKFAST-BOWMAN	\$0.00	\$15.00
	81,483	48345 01-0100-4000-41020	PROMOTION & MEALS	RETAILER BREAKFAST	\$27.02	
	81,483	48345 01-0900-4000-41020	PROMOTION & MEALS	RETAILER BREAKFAST	\$13.50	
	81,483	48345 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETAILER BREAKFAST	\$2.98	
	81,483	48345 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RETAILER BREAKFAST	\$1.50	
	81,483	48345 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RETAILER BREAKFAST	\$0.00	\$45.00
INGERSOLL HOME CENTRE LTD						
	81,376	48346 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE SUPPLIES	\$118.59	
	81,376	48346 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$15.42	
	81,376	48346 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$134.01

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81,377	48346	01-5200-4100-41700	BLDG REPAIRS AND MAINT	LAMP+BLADES	\$16.98	
81,377	48346	01-0000-0200-00325	HST RECEIVABLE100%	LAMP+BLADES	\$2.21	
81,377	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAMP+BLADES	\$0.00	\$19.19
81,378	48346	01-5200-4100-41700	BLDG REPAIRS AND MAINT	BLADES	\$3.79	
81,378	48346	01-0000-0200-00325	HST RECEIVABLE100%	BLADES	\$0.49	
81,378	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLADES	\$0.00	\$4.28
81,379	48346	10-0000-3161-80000	MATERIALS	FIRE SAFETY VILLAGE MATERIAL	\$72.44	
81,379	48346	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE MATERIAL	\$8.00	
81,379	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE MATERIAL	\$0.00	\$80.44
81,380	48346	10-0000-3161-80000	MATERIALS	FIRE SAFETY VILLAGE WOOD	\$128.12	
81,380	48346	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE WOOD	\$14.15	
81,380	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE WOOD	\$0.00	\$142.27
81,381	48346	10-0000-3161-80000	MATERIALS	FIRE SAFETY VILLAGE	\$330.72	
81,381	48346	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE	\$36.53	
81,381	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE	\$0.00	\$367.25
81,383	48346	01-3000-4000-40630	STAFF TRAINING	WOOD FOR TRAINING	\$67.83	
81,383	48346	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD FOR TRAINING	\$7.50	
81,383	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD FOR TRAINING	\$0.00	\$75.33
81,385	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PLYWOOD	\$77.24	
81,385	48346	01-0000-0200-00325	HST RECEIVABLE100%	PLYWOOD	\$10.04	
81,385	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLYWOOD	\$0.00	\$87.28
81,386	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SCREWS + TRIM	\$34.94	
81,386	48346	01-0000-0200-00325	HST RECEIVABLE100%	SCREWS + TRIM	\$4.54	
81,386	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS + TRIM	\$0.00	\$39.48
81,387	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SCREWS	\$31.62	
81,387	48346	01-0000-0200-00325	HST RECEIVABLE100%	SCREWS	\$4.11	
81,387	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS	\$0.00	\$35.73
81,388	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ANTIFREEZE	\$57.48	
81,388	48346	01-0000-0200-00325	HST RECEIVABLE100%	ANTIFREEZE	\$7.47	
81,388	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANTIFREEZE	\$0.00	\$64.95
81,389	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	TAPE + PLIERS	\$33.95	
81,389	48346	01-0000-0200-00325	HST RECEIVABLE100%	TAPE + PLIERS	\$4.41	
81,389	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE + PLIERS	\$0.00	\$38.36
81,390	48346	01-5000-6050-41700	BLDG REPAIRS AND MAINT	GLUE + TAPE	\$17.39	
81,390	48346	01-0000-0200-00325	HST RECEIVABLE100%	GLUE + TAPE	\$2.26	
81,390	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLUE + TAPE	\$0.00	\$19.65
81,391	48346	01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE LIGHTS	\$46.56	
81,391	48346	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE LIGHTS	\$6.05	
81,391	48346	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE LIGHTS	\$0.00	\$52.61

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	81,392	48346 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	WOOD	\$75.81	
	81,392	48346 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$8.38	
	81,392	48346 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$84.19
	81,393	48346 01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	WOOD	\$30.04	
	81,393	48346 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WOOD	\$3.32	
	81,393	48346 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WOOD	\$0.00	\$33.36
	81,394	48346 01-6200-4000-41020	PROMOTION & MEALS	CHEESE PLAQUE MATERIAL	\$43.02	
	81,394	48346 01-0000-0200-00325	HST RECEIVABLE100%	CHEESE PLAQUE MATERIAL	\$5.59	
	81,394	48346 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHEESE PLAQUE MATERIAL	\$0.00	\$48.61
INGERSOLL RENT-ALL ***						
	81,423	48347 01-5000-6020-41540	RENTALS	SCISSOR LIFT RENTAL	\$217.50	
	81,423	48347 01-0000-0200-00325	HST RECEIVABLE100%	SCISSOR LIFT RENTAL	\$28.27	
	81,423	48347 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCISSOR LIFT RENTAL	\$0.00	\$245.77
	81,424	48347 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE CISSOR LIFT RENT	\$80.00	
	81,424	48347 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE CISSOR LIFT RENT	\$10.40	
	81,424	48347 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE CISSOR LIFT RENT	\$0.00	\$90.40
EMPLOYEE REIMBURSEMENT						
	81,398	48348 40-8000-6950-41430	STREET DECORATIONS	REIMBURSE-ECON DEVEL	\$388.21	
	81,398	48348 01-6200-4000-41020	PROMOTION & MEALS	REIMBURSE-ECON DEVEL	\$3.00	
	81,398	48348 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-ECON DEVEL	\$42.89	
	81,398	48348 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ECON DEVEL	\$0.39	
	81,398	48348 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ECON DEVEL	\$0.00	\$434.49
	81,399	48348 40-8000-6900-40570	MIDNIGHT MADNESS	REIMBURSE-ECON DEVEL	\$826.18	
	81,399	48348 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-ECON DEVEL	\$91.26	
	81,399	48348 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ECON DEVEL	\$0.00	\$917.44
	81,456	48348 40-8000-6900-40570	MIDNIGHT MADNESS	REIMBURSE-ECON DEVEL	\$35.03	
	81,456	48348 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-ECON DEVEL	\$3.87	
	81,456	48348 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ECON DEVEL	\$0.00	\$38.90
JOHNSON BROS						
	81,497	48349 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	WINTER SAND	\$1,406.69	
	81,497	48349 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WINTER SAND	\$155.38	
	81,497	48349 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINTER SAND	\$0.00	\$1,562.07
KOFFEE KORNER INGERSOLL						
	81,370	48350 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$31.50	
	81,370	48350 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$31.50
KONECRANES CANADA INC.						
	81,484	48351 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	CRANE MAINT.	\$1,180.42	
	81,484	48351 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CRANE MAINT.	\$130.38	
	81,484	48351 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CRANE MAINT.	\$0.00	\$1,310.80

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PETTY CASH - TREASURY						
81,332	48352	40-8000-6900-42900	MISCELLANEOUS EXPENSE	PETTY CASH-TREASURY	\$120.00	
81,332	48352	01-1000-4000-41160	HONOURS & AWARDS	PETTY CASH-TREASURY	\$42.03	
81,332	48352	01-0900-4000-41030	STAFF CHRISTMAS PARTY	PETTY CASH-TREASURY	\$17.30	
81,332	48352	01-1300-4000-40755	PENNY SHORT/OVER	PETTY CASH-TREASURY	\$0.03	
81,332	48352	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-TREASURY	\$0.23	
81,332	48352	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH-TREASURY	\$1.91	
81,332	48352	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-TREASURY	\$0.00	\$181.50
LONDON CIVIC EMPLOY,LOCAL 107						
81,368	48353	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	NOV UNION DUES	\$1,424.43	
81,368	48353	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV UNION DUES	\$0.00	\$1,424.43
LONDON FIRE EQUIPMENT LTD ***						
81,425	48354	01-5000-6020-41700	BLDG REPAIRS & MAINT	EMERGENCY LIT BATTERY PKS	\$475.00	
81,425	48354	01-0000-0200-00325	HST RECEIVABLE100%	EMERGENCY LIT BATTERY PKS	\$61.75	
81,425	48354	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EMERGENCY LIT BATTERY PKS	\$0.00	\$536.75
81,433	48354	01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE FIRE EXT RENT	\$120.00	
81,433	48354	01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE FIRE EXT RENT	\$15.60	
81,433	48354	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE FIRE EXT RENT	\$0.00	\$135.60
TIM LOVETT INSTALLATIONS INC.						
81,346	48355	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LIGHTS REPAIR	\$420.08	
81,346	48355	01-0000-0200-00325	HST RECEIVABLE100%	VPCC LIGHTS REPAIR	\$54.61	
81,346	48355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LIGHTS REPAIR	\$0.00	\$474.69
81,460	48355	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CENT PARK ELECTRICAL REPAIR	\$338.18	
81,460	48355	01-0000-0200-00325	HST RECEIVABLE100%	CENT PARK ELECTRICAL REPAIR	\$43.96	
81,460	48355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CENT PARK ELECTRICAL REPAIR	\$0.00	\$382.14
81,461	48355	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SANTA VILLAGE ELECTRIC REPAIR	\$90.00	
81,461	48355	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE ELECTRIC REPAIR	\$11.70	
81,461	48355	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE ELECTRIC REPAIR	\$0.00	\$101.70
LWR AUTOMOTIVE						
81,487	48356	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PW SMALL TOOLS	\$57.26	
81,487	48356	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW SMALL TOOLS	\$6.33	
81,487	48356	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW SMALL TOOLS	\$0.00	\$63.59
MINISTER OF FINANCE						
81,403	48357	01-0900-4000-40630	STAFF TRAINING	2016 WEST ON CAO FORUM	\$45.02	
81,403	48357	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2016 WEST ON CAO FORUM	\$4.98	
81,403	48357	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2016 WEST ON CAO FORUM	\$0.00	\$50.00
MINISTRY OF FINANCE - M.T.O. *						
78,492	48358	10-0000-3657-80000	MATERIALS	TOWN ENTRANCE SIGN PERMIT	\$191.82	
78,492	48358	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN ENTRANCE SIGN PERMIT	\$0.00	\$191.82

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MINISTRY OF FINANCE (OPP)***						
81,396	48359	01-3200-4000-41070	R.I.D.E. EXPENSES	RIDE OCT 29, 2016	\$781.56	
81,396	48359	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RIDE OCT 29, 2016	\$0.00	\$781.56
81,397	48359	01-3200-4000-40450	OPP CONTRACTED SERVICES	NOV OPP SERVICES	\$211,869.00	
81,397	48359	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV OPP SERVICES	\$0.00	\$211,869.00
NATURAL RESOURCE SOLUTIONS INC						
81,414	48360	01-0900-4000-40810	STUDIES & SURVEYS	INDUSTRIAL LAND NRSI FEES	\$2,147.38	
81,414	48360	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INDUSTRIAL LAND NRSI FEES	\$237.19	
81,414	48360	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INDUSTRIAL LAND NRSI FEES	\$0.00	\$2,384.57
NETWORK TELECOM						
81,331	48361	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC PHONE REPAIR	\$383.50	
81,331	48361	01-0000-0200-00325	HST RECEIVABLE100%	VPCC PHONE REPAIR	\$49.86	
81,331	48361	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PHONE REPAIR	\$0.00	\$433.36
OLDE BAKERY CAFE						
81,339	48362	01-5100-6090-40420	PROGRAM SUPPLIES	PD DAY COOKIES	\$12.00	
81,339	48362	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PD DAY COOKIES	\$0.00	\$12.00
81,347	48362	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$32.00	
81,347	48362	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$32.00
81,348	48362	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$16.00	
81,348	48362	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$16.00
81,463	48362	01-5000-6100-40420	PROGRAM SUPPLIES	SANTA VILLAGE COOKIE DECOR	\$45.00	
81,463	48362	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE COOKIE DECOR	\$0.00	\$45.00
OMEGA CONTRACTORS						
81,405	48363	10-0000-3271-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST, PC#6	\$14,715.01	
81,405	48363	01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	TUNIS, CONCESSION, ETNA ST, PC#6	\$1,987.72	
81,405	48363	10-0000-3228-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST, PC#6	\$49,085.50	
81,405	48363	01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	TUNIS, CONCESSION, ETNA ST, PC#6	\$1,708.78	
81,405	48363	01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	TUNIS, CONCESSION, ETNA ST, PC#6	\$2,738.76	
81,405	48363	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST, PC#6	\$18,377.27	
81,405	48363	01-0000-0250-61143	GC16-995-ETNA-SANITARY	TUNIS, CONCESSION, ETNA ST, PC#6	\$2,492.85	
81,405	48363	01-0000-0250-61144	GC16-996-ETNA-WATERMN	TUNIS, CONCESSION, ETNA ST, PC#6	\$2,314.51	
81,405	48363	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST, PC#6	\$7,340.35	
81,405	48363	10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST, PC#6	\$571.04	
81,405	48363	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TUNIS, CONCESSION, ETNA ST, PC#6	\$0.00	\$10,133.18
81,405	48363	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS, CONCESSION, ETNA ST, PC#6	\$10,073.23	
81,405	48363	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS, CONCESSION, ETNA ST, PC#6	\$0.00	\$101,271.84
O.M.E.R.S. ***						
81,369	48364	01-0000-2100-00704	OMERS (15000)	NOV OMERS	\$57,228.01	
81,369	48364	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV OMERS	\$0.00	\$57,228.01

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WOODSTOCK STABLE						
81,330	48365	01-5000-6100-40500	SPECIAL EVENTS	SANTA VILLAGE HORSE RIDES	\$1,800.00	
81,330	48365	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE HORSE RIDES	\$0.00	\$1,800.00
ONTARIO SOUTHLAND RAILWAY INC.						
81,493	48366	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	NOV FLASH LIT MAINT	\$2,970.90	
81,493	48366	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV FLASH LIT MAINT	\$0.00	\$2,970.90
OXFORD COUNTY ***						
81,434	48367	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT #5113-2009A	\$104,139.19	
81,434	48367	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT #5113-2009A	\$43,955.13	
81,434	48367	01-0000-2550-00921	DEBENTURE PAYABLE-CMHC 2009	DB PMT #5113-2009A	\$104,139.19	
81,434	48367	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT #5113-2009A	\$0.00	\$104,139.19
81,434	48367	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT #5113-2009A	\$0.00	\$148,094.32
81,435	48367	01-0000-2550-00940	DEBT-HARRIS ST CTY BL5193-2010	COUNTY DB PMT 5215-2010LAI	\$11,166.52	
81,435	48367	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COUNTY DB PMT 5215-2010LAI	\$0.00	\$11,166.52
81,436	48367	01-1600-4090-42400	PRINCIPLE - DEBT REPAYMENT	DB PMT 5114-2009	\$34,497.65	
81,436	48367	01-1600-4090-42500	INTEREST - DEBT REPAYMENT	DB PMT 5114-2009	\$5,061.37	
81,436	48367	01-0000-2550-00922	DEBENTURE PAYABLE- COUNTY OXFORD 2009	DB PMT 5114-2009	\$34,497.65	
81,436	48367	01-0000-0200-00275	AMOUNTS TO BE RECOVERED IN FUTURE YRS	DB PMT 5114-2009	\$0.00	\$34,497.65
81,436	48367	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DB PMT 5114-2009	\$0.00	\$39,559.02
OXFORD SAND & GRAVEL LTD						
81,491	48368	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ASPHALT	\$1,359.19	
81,491	48368	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$150.13	
81,491	48368	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$1,509.32
PARKSMART INC.						
81,442	48369	01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	OCT TRAFFIC ENFORCE	\$483.11	
81,442	48369	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT TRAFFIC ENFORCE	\$53.36	
81,442	48369	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT TRAFFIC ENFORCE	\$0.00	\$536.47
PERMANENT PAVING						
81,333	48370	10-0000-3228-80000	MATERIALS	TUNIS ST DRWY MATERIAL	\$413.61	
81,333	48370	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS ST DRWY MATERIAL	\$45.69	
81,333	48370	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS ST DRWY MATERIAL	\$0.00	\$459.30
PK SNACKS						
81,340	48371	01-5000-6020-40430	CANTEEN SUPPLIES	ARENA CANTEEN POPCORN	\$85.50	
81,340	48371	01-0000-0200-00325	HST RECEIVABLE100%	ARENA CANTEEN POPCORN	\$0.39	
81,340	48371	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CANTEEN POPCORN	\$0.00	\$85.89
PROGRESSIVE WASTE SOLUTIONS						
81,470	48372	01-3000-4100-41550	MAINTENANCE CONTRACTS	GARBAGE PICKUP	\$171.47	
81,470	48372	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GARBAGE PICKUP	\$18.94	
81,470	48372	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE PICKUP	\$0.00	\$190.41

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PUROLATOR COURIER LTD						
81,471	48373	01-3000-4000-40290	UNIFORMS & CLOTHING	BADGES FOR UNIFORM	\$5.24	
81,471	48373	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BADGES FOR UNIFORM	\$0.58	
81,471	48373	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BADGES FOR UNIFORM	\$0.00	\$5.82
RELIANCE HOME COMFORT						
81,345	48374	01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENTAL	\$384.93	
81,345	48374	01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENTAL	\$50.05	
81,345	48374	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENTAL	\$0.00	\$434.98
RIETTA'S DECOR & DESIGN CENTRE						
81,464	48375	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN PAINT	\$117.20	
81,464	48375	01-0000-0200-00325	HST RECEIVABLE100%	OPP STN PAINT	\$15.24	
81,464	48375	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN PAINT	\$0.00	\$132.44
ROCK SOLID DESIGNS						
81,400	48376	40-8000-6950-41430	STREET DECORATIONS	INSTAL PAVING STONES	\$246.77	
81,400	48376	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INSTAL PAVING STONES	\$27.26	
81,400	48376	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSTAL PAVING STONES	\$0.00	\$274.03
81,488	48376	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CANTERBURY ST WALL REMOVAL	\$20,992.37	
81,488	48376	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CANTERBURY ST WALL REMOVAL	\$2,318.72	
81,488	48376	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTERBURY ST WALL REMOVAL	\$0.00	\$23,311.09
SCOR FOOD HUB						
81,426	48377	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$614.60	
81,426	48377	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$614.60
SHAW DIRECT						
81,474	48378	01-3000-4000-40300	UTILITIES	FIRE DEPT SATELLITE	\$110.92	
81,474	48378	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SATELLITE	\$12.25	
81,474	48378	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SATELLITE	\$0.00	\$123.17
SHOPPERS DRUG MART						
81,354	48379	01-5200-6090-40460	NUTRITION PURCHASES	FUSION SUPPLIES	\$2.79	
81,354	48379	01-5200-6090-40550	FUND RAISING	FUSION SUPPLIES	\$11.94	
81,354	48379	01-0000-0200-00325	HST RECEIVABLE100%	FUSION SUPPLIES	\$1.55	
81,354	48379	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION SUPPLIES	\$0.00	\$16.28
R & B SHULMAN INC.						
81,415	48380	10-0000-3657-80000	MATERIALS	HWY 401 SIGNAGE	\$697.06	
81,415	48380	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HWY 401 SIGNAGE	\$76.99	
81,415	48380	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HWY 401 SIGNAGE	\$0.00	\$774.05
SOAK IT UP INC						
81,361	48381	01-2000-4025-41540	RENTAL	TOWN CENTRE MAT RENTAL	\$29.00	
81,361	48381	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN CENTRE MAT RENTAL	\$3.21	
81,361	48381	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN CENTRE MAT RENTAL	\$0.00	\$32.21

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	81,362	48381 01-2000-4015-41540	RENTAL	CARR WLKWKY MAT RENTAL	\$11.00	
	81,362	48381 01-0000-0200-00325	HST RECEIVABLE100%	CARR WLKWKY MAT RENTAL	\$1.43	
	81,362	48381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARR WLKWKY MAT RENTAL	\$0.00	\$12.43
	81,449	48381 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	81,449	48381 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	81,449	48381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
	81,450	48381 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	81,450	48381 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	81,450	48381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
	81,451	48381 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	81,451	48381 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	81,451	48381 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
SPOT MARKETING GROUP						
	81,342	48382 01-0000-0400-00280	PREPAID EXPENSES	2017 WINTER INGERSOLL CONNECTN	\$5,999.00	
	81,342	48382 01-0000-0200-00325	HST RECEIVABLE100%	2017 WINTER INGERSOLL CONNECTN	\$779.87	
	81,342	48382 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 WINTER INGERSOLL CONNECTN	\$0.00	\$6,778.87
	81,448	48382 01-6200-4000-41000	ADVERTISING	MUSEUM WINTER AD	\$125.00	
	81,448	48382 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM WINTER AD	\$16.25	
	81,448	48382 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM WINTER AD	\$0.00	\$141.25
STAPLES ADVANTAGE						
	81,401	48383 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$147.57	
	81,401	48383 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$16.30	
	81,401	48383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL STATIONARIES	\$0.00	\$163.87
	81,402	48383 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL STATIONARIES	\$57.86	
	81,402	48383 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL STATIONARIES	\$6.39	
	81,402	48383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL STATIONARIES	\$0.00	\$64.25
	81,427	48383 01-5100-4000-40200	OFFICE SUPPLIES	VPCC RUBBER BANDS	\$45.84	
	81,427	48383 01-0000-0200-00325	HST RECEIVABLE100%	VPCC RUBBER BANDS	\$5.96	
	81,427	48383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC RUBBER BANDS	\$0.00	\$51.80
	81,428	48383 01-5200-6090-40200	OFFICE SUPPLIES	FUSION STATIONARIES	\$364.15	
	81,428	48383 01-0000-0200-00325	HST RECEIVABLE100%	FUSION STATIONARIES	\$47.34	
	81,428	48383 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION STATIONARIES	\$0.00	\$411.49
STEWART OVERHEAD DOOR CO. LTD						
	81,336	48384 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA ROLL-UP DOOR REPAIR	\$135.00	
	81,336	48384 01-0000-0200-00325	HST RECEIVABLE100%	ARENA ROLL-UP DOOR REPAIR	\$17.55	
	81,336	48384 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ROLL-UP DOOR REPAIR	\$0.00	\$152.55
ST.MARYS CEMENT INC.						
	81,437	48385 01-0000-0250-61203	C16-1055-THAMES S-LOT 347-SEWR	SIDEWALK CONCRETE	\$210.64	
	81,437	48385 01-0000-0250-61300	UG16-1152-149 KING SOLOMON-SIDEWALK	SIDEWALK CONCRETE	\$47.83	

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81,437	48385	01-0000-0250-61302	UG16-1154-200-211 OXFORD ST-SIDEWALK	SIDEWALK CONCRETE	\$210.64	
81,437	48385	01-0000-0250-61255	C16-1107-205-211 OXFORD ST-WATER	SIDEWALK CONCRETE	\$373.46	
81,437	48385	01-0000-0250-61269	C16-1121-57 FRANCES-SEWER	SIDEWALK CONCRETE	\$210.64	
81,437	48385	01-0000-0250-61288	C16-1140-14 VICTORIA-WATER	SIDEWALK CONCRETE	\$47.83	
81,437	48385	01-0000-0250-61278	C16-1130-10 PRIN PARK-WTRMN	SIDEWALK CONCRETE	\$210.64	
81,437	48385	01-0000-0250-61301	UG16-1153-3 CROSS-GAS SERV	SIDEWALK CONCRETE	\$47.83	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$23.27	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$5.28	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$23.27	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$41.25	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$23.27	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$5.28	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$23.27	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$5.28	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$23.27	
81,437	48385	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK CONCRETE	\$5.28	
81,437	48385	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK CONCRETE	\$0.00	\$1,509.68
STONETOWN SUPPLY SERVICES(ING)						
81,341	48386	01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$33.10	
81,341	48386	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$4.30	
81,341	48386	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$37.40
81,353	48386	01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$236.98	
81,353	48386	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$30.81	
81,353	48386	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$267.79
81,441	48386	01-3000-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$198.92	
81,441	48386	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$21.97	
81,441	48386	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$220.89
STRADA SIGN SUPPLY INC.						
81,492	48387	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	SIGNS	\$2,141.33	
81,492	48387	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIGNS	\$236.52	
81,492	48387	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIGNS	\$0.00	\$2,377.85
SUN LIFE OF CANADA						
81,373	48388	01-0000-2100-00716	HEALTH CARE PAYABLE	NOV PREMIUM	\$43,443.87	
81,373	48388	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOV PREMIUM	\$0.00	\$43,443.87
SWAN DUST CONTROL						
81,374	48389	01-5000-6100-41500	CONTRACTED SERVICES	SANTA VILLAGE MAT	\$220.00	
81,374	48389	01-0000-0200-00325	HST RECEIVABLE100%	SANTA VILLAGE MAT	\$28.60	
81,374	48389	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA VILLAGE MAT	\$0.00	\$248.60
THAMESFORD PIZZA						
81,349	48390	01-5200-6090-40420	PROGRAM SUPPLIES	LEON'S MOVIE NITE PIZZA	\$47.64	
81,349	48390	01-0000-0200-00325	HST RECEIVABLE100%	LEON'S MOVIE NITE PIZZA	\$2.38	

Town of Ingersoll
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,349	48390 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEON'S MOVIE NITE PIZZA	\$0.00	\$50.02
THOMAS TREE REMOVAL						
	81,500	48391 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	TREE REMOVAL	\$500.00	
	81,500	48391 01-0000-0200-00325	HST RECEIVABLE100%	TREE REMOVAL	\$65.00	
	81,500	48391 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL	\$0.00	\$565.00
TOROMONT INDUSTRIES LTD						
	81,490	48392 01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	FILTERS	\$492.26	
	81,490	48392 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILTERS	\$54.38	
	81,490	48392 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTERS	\$0.00	\$546.64
TREMBLETT'S YOUR INDEPENDENT G						
	81,323	48393 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$4.00	
	81,323	48393 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$30.32	
	81,323	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$34.32
	81,324	48393 01-5200-6090-40550	FUND RAISING	HAUNTED HOUSE SUPPLIES	\$17.00	
	81,324	48393 01-0000-0200-00325	HST RECEIVABLE100%	HAUNTED HOUSE SUPPLIES	\$0.37	
	81,324	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HAUNTED HOUSE SUPPLIES	\$0.00	\$17.37
	81,325	48393 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$25.30	
	81,325	48393 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$30.44	
	81,325	48393 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	81,325	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$55.75
	81,326	48393 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$5.28	
	81,326	48393 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$42.74	
	81,326	48393 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	81,326	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$48.03
	81,327	48393 01-5100-4000-42900	MISCELLANEOUS EXPENSE	VPCC SUPPLIES	\$4.98	
	81,327	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC SUPPLIES	\$0.00	\$4.98
	81,328	48393 01-5100-4000-42900	MISCELLANEOUS EXPENSE	VPCC SUPPLIES	\$23.97	
	81,328	48393 01-0000-0200-00325	HST RECEIVABLE100%	VPCC SUPPLIES	\$3.12	
	81,328	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC SUPPLIES	\$0.00	\$27.09
	81,363	48393 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$17.82	
	81,363	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$17.82
	81,364	48393 01-1000-4000-41160	HONOURS & AWARDS	STAFF RETIREMENT OPEN HOUSE	\$137.46	
	81,364	48393 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAFF RETIREMENT OPEN HOUSE	\$5.46	
	81,364	48393 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF RETIREMENT OPEN HOUSE	\$0.00	\$142.92
WALMSLEY BROS LTD						
	81,486	48394 01-0000-0250-61274	GC16-1126-3 CROSS-CCUT	OCT ASPHALT	\$160.78	
	81,486	48394 01-0000-0250-61269	C16-1121-57 FRANCES-SEWER	OCT ASPHALT	\$369.80	
	81,486	48394 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	OCT ASPHALT	\$80.39	
	81,486	48394 01-0000-0250-61296	UG16-1148-382 WONHAM S-SEWER	OCT ASPHALT	\$755.67	

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 November 2016

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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>
	81,486	48394 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	OCT ASPHALT	\$3,971.29	
	81,486	48394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ASPHALT	\$17.76	
	81,486	48394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ASPHALT	\$40.84	
	81,486	48394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ASPHALT	\$8.88	
	81,486	48394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ASPHALT	\$83.47	
	81,486	48394 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT ASPHALT	\$438.65	
	81,486	48394 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT ASPHALT	\$0.00	\$5,927.53
WASTE MANAGEMENT						
	81,499	48395 01-4500-4100-41550	MAINTENANCE CONTRACTS	OCT SERVICES	\$56.67	
	81,499	48395 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT SERVICES	\$6.26	
	81,499	48395 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT SERVICES	\$0.00	\$62.93
PSB REIMBURSEMENT						
	81,503	48396 01-3230-4000-41520	COMMUNICATION	REIMBURSE-PSB	\$117.94	
	81,503	48396 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB	\$13.02	
	81,503	48396 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-PSB	\$0.00	\$130.96
WORKPLACE SAFETY & INS. BOARD						
	81,406	48397 01-0000-2100-00708	WSIB PAYABLE	NOVEMBER PREMIUM	\$9,746.23	
	81,406	48397 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOVEMBER PREMIUM	\$0.00	\$9,746.23
XEROX CANADA LTD.						
	81,429	48398 01-5200-6170-40250	PHOTOCOPIER	FUSION COPIES 7/26-10/25	\$56.72	
	81,429	48398 01-0000-0200-00325	HST RECEIVABLE100%	FUSION COPIES 7/26-10/25	\$7.37	
	81,429	48398 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION COPIES 7/26-10/25	\$0.00	\$64.09
	81,430	48398 01-5200-6090-40250	PHOTOCOPIER	FUSION OFFICE COPIES7/25-10/25	\$271.61	
	81,430	48398 01-0000-0200-00325	HST RECEIVABLE100%	FUSION OFFICE COPIES7/25-10/25	\$35.31	
	81,430	48398 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION OFFICE COPIES7/25-10/25	\$0.00	\$306.92
	81,454	48398 01-6200-4000-40250	PHOTOCOPIER	MUSEUM COPIES 7/25-10/25	\$14.12	
	81,454	48398 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM COPIES 7/25-10/25	\$1.84	
	81,454	48398 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM COPIES 7/25-10/25	\$0.00	\$15.96
DONATION						
	81,455	48399 01-6200-6810-42900	MISCELLANEOUS EXPENSE	HORSE RIDES DONATION	\$200.00	
	81,455	48399 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HORSE RIDES DONATION	\$0.00	\$200.00
ROYAL BANK VISA						
	81,504 EFT	01-1300-4000-42900	MISCELLANEOUS EXPENSE	VISA OCT 2016-TREASURY	\$12.00	
	81,504 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-TREASURY	\$0.00	\$12.00
ROYAL BANK VISA						
	81,505 EFT	01-6200-4000-40240	COURIER CHARGES	VISA OCT 2016-MUSEUM	\$29.88	
	81,505 EFT	01-6200-4000-41590	EQUIPMENT FUEL	VISA OCT 2016-MUSEUM	\$7.81	
	81,505 EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA OCT 2016-MUSEUM	\$9.99	
	81,505 EFT	01-6200-4000-40270	NEW EQUIPMENT	VISA OCT 2016-MUSEUM	\$29.99	

Town of Ingersoll
 Monthly Cheque Disbursements
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,505 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-MUSEUM	\$1.30	
	81,505 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-MUSEUM	\$1.01	
	81,505 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-MUSEUM	\$1.30	
	81,505 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-MUSEUM	\$3.90	
	81,505 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-MUSEUM	\$0.00	\$85.18
ROYAL BANK VISA						
	81,506 EFT	01-5200-6090-40550	FUND RAISING	VISA OCT 2016-FUSION	\$120.78	
	81,506 EFT	01-5200-6090-41500	CONTRACTED SERVICES	VISA OCT 2016-FUSION	\$9.99	
	81,506 EFT	01-5200-6090-40550	FUND RAISING	VISA OCT 2016-FUSION	\$30.00	
	81,506 EFT	01-5200-6090-40550	FUND RAISING	VISA OCT 2016-FUSION	\$62.19	
	81,506 EFT	01-5200-6090-42900	MISCELLANEOUS EXPENSE	VISA OCT 2016-FUSION	\$12.00	
	81,506 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-FUSION	\$15.70	
	81,506 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-FUSION	\$3.90	
	81,506 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-FUSION	\$8.09	
	81,506 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-FUSION	\$0.00	\$262.65
ROYAL BANK VISA						
	81,507 EFT	01-0900-4000-40630	STAFF TRAINING	VISA OCT 2016-CAO	\$171.97	
	81,507 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA OCT 2016-CAO	\$109.59	
	81,507 EFT	01-1000-4008-41000	ADVERTISING	VISA OCT 2016-CAO	\$432.48	
	81,507 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA OCT 2016-CAO	\$183.42	
	81,507 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CAO	\$19.00	
	81,507 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CAO	\$16.52	
	81,507 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CAO	\$47.77	
	81,507 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CAO	\$20.26	
	81,507 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-CAO	\$0.00	\$1,001.01
ROYAL BANK VISA						
	81,508 EFT	01-4500-4000-40630	STAFF TRAINING	VISA OCT 2016-PUBLIC WORKS	\$503.71	
	81,508 EFT	01-1000-4000-40850	HEALTH & SAFETY COMMITTEE E	VISA OCT 2016-PUBLIC WORKS	\$503.71	
	81,508 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-PUBLIC WORKS	\$55.64	
	81,508 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-PUBLIC WORKS	\$55.64	
	81,508 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-PUBLIC WORKS	\$0.00	\$1,118.70
ROYAL BANK VISA						
	81,509 EFT	01-3000-4000-40630	STAFF TRAINING	VISA OCT 2016-FIRE DEPT	\$503.71	
	81,509 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA OCT 2016-FIRE DEPT	\$0.00	\$543.81
	81,509 EFT	01-3000-4000-40630	STAFF TRAINING	VISA OCT 2016-FIRE DEPT	\$73.17	
	81,509 EFT	01-3000-4000-40630	STAFF TRAINING	VISA OCT 2016-FIRE DEPT	\$1,120.37	
	81,509 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-FIRE DEPT	\$55.64	
	81,509 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-FIRE DEPT	\$0.00	\$60.06
	81,509 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-FIRE DEPT	\$118.49	

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	81,509 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-FIRE DEPT	\$0.00	\$1,267.51
ROYAL BANK VISA						
	81,510 EFT	01-3400-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2016-BLDG INSPECT	\$1,126.47	
	81,510 EFT	01-3400-4000-40630	STAFF TRAINING	VISA OCT 2016-BLDG INSPECT	\$101.76	
	81,510 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-BLDG INSPECT	\$123.79	
	81,510 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-BLDG INSPECT	\$11.24	
	81,510 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-BLDG INSPECT	\$0.00	\$1,363.26
ROYAL BANK VISA						
	81,511 EFT	01-5100-6090-40270	NEW EQUIPMENT	VISA OCT 2016-PARKS & REC	\$90.74	
	81,511 EFT	01-5100-6070-41530	EQUIP REPAIRS & MAINT	VISA OCT 2016-PARKS & REC	\$466.30	
	81,511 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA OCT 2016-PARKS & REC	\$239.12	
	81,511 EFT	01-5100-6090-40420	PROGRAM SUPPLIES	VISA OCT 2016-PARKS & REC	\$15.67	
	81,511 EFT	01-5100-6060-40630	STAFF TRAINING	VISA OCT 2016-PARKS & REC	\$510.00	
	81,511 EFT	01-5100-4000-40435	PRO SHOP SUPPLIES	VISA OCT 2016-PARKS & REC	\$184.36	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$11.80	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$60.62	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$13.04	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$0.86	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$66.30	
	81,511 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-PARKS & REC	\$14.51	
	81,511 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-PARKS & REC	\$0.00	\$1,673.32
ROYAL BANK VISA						
	81,512 EFT	01-4000-4000-40630	STAFF TRAINING	VISA OCT 2016-ENG	\$1,620.24	
	81,512 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-ENG	\$202.98	
	81,512 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-ENG	\$0.00	\$1,823.22
ROYAL BANK VISA						
	81,513 EFT	01-1000-4000-40610	MEETINGS AND CONFERENCES	VISA OCT 2016-CLERK	\$305.28	
	81,513 EFT	01-0000-0400-00280	PREPAID EXPENSES	VISA OCT 2016-CLERK	\$386.16	
	81,513 EFT	01-0900-4000-41020	PROMOTION & MEALS	VISA OCT 2016-CLERK	\$32.52	
	81,513 EFT	01-1000-4000-40710	LEGAL FEES	VISA OCT 2016-CLERK	\$59.44	
	81,513 EFT	01-1000-4000-40400	MARRIAGE LICENSES	VISA OCT 2016-CLERK	\$2,400.00	
	81,513 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CLERK	\$33.72	
	81,513 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CLERK	\$42.66	
	81,513 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CLERK	\$3.59	
	81,513 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-CLERK	\$4.70	
	81,513 EFT	01-0000-0100-00100	BANK	VISA OCT 2016-CLERK	\$0.00	\$3,268.07
ROYAL BANK VISA						
	81,514 EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA OCT 2016-IT	\$730.66	
	81,514 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA OCT 2016-IT	\$225.87	

Town of Ingersoll
 Monthly Cheque Disbursements
 November 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 151,726.05

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
81,514 EFT		01-1002-4000-40270	NEW EQUIPMENT	VISA OCT 2016-IT	\$38.36	
81,514 EFT		01-1002-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2016-IT	\$122.11	
81,514 EFT		01-1002-4000-40610	MEETINGS & CONFERENCES	VISA OCT 2016-IT	\$1,606.40	
81,514 EFT		01-1002-4000-40630	STAFF TRAINING	VISA OCT 2016-IT	\$3,614.31	
81,514 EFT		01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA OCT 2016-IT	\$679.09	
81,514 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-IT	\$0.64	
81,514 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-IT	\$4.24	
81,514 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA OCT 2016-IT	\$13.49	
81,514 EFT		01-0000-0200-00325	HST RECEIVABLE100%	VISA OCT 2016-IT	\$78.52	
81,514 EFT		01-0000-0100-00100	BANK	VISA OCT 2016-IT	\$0.00	\$7,113.69
UNION GAS						
81,515 EFT		01-5000-6020-40350	NATURAL GAS	GAS SEP-OCT	\$519.39	
81,515 EFT		01-3200-4100-40350	NATURAL GAS	GAS SEP-OCT	\$35.06	
81,515 EFT		01-3000-4000-40350	NATURAL GAS	GAS SEP-OCT	\$30.66	
81,515 EFT		01-5000-6050-40350	NATURAL GAS	GAS SEP-OCT	\$145.10	
81,515 EFT		01-4500-4100-40350	NATURAL GAS	GAS SEP-OCT	\$169.18	
81,515 EFT		01-5000-6040-40350	NATURAL GAS	GAS SEP-OCT	\$119.90	
81,515 EFT		01-5000-6040-40350	NATURAL GAS	GAS SEP-OCT	\$74.14	
81,515 EFT		01-5100-4100-40350	NATURAL GAS	GAS SEP-OCT	\$2,649.06	
81,515 EFT		01-5200-4100-40350	NATURAL GAS	GAS SEP-OCT	\$130.38	
81,515 EFT		01-6200-4100-40350	NATURAL GAS	GAS SEP-OCT	\$42.65	
81,515 EFT		01-6200-4100-40350	NATURAL GAS	GAS SEP-OCT	\$17.57	
81,515 EFT		01-2000-4020-40350	NATURAL GAS	GAS SEP-OCT	\$30.83	
81,515 EFT		01-2000-4025-40350	NATURAL GAS	GAS SEP-OCT	\$751.64	
81,515 EFT		01-2000-4015-40350	NATURAL GAS	GAS SEP-OCT	\$65.80	
81,515 EFT		01-2000-4015-40350	NATURAL GAS	GAS SEP-OCT	\$21.00	
81,515 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS SEP-OCT	\$105.09	
81,515 EFT		01-0000-0200-00325	HST RECEIVABLE100%	GAS SEP-OCT	\$500.58	
81,515 EFT		01-0000-0100-00100	BANK	GAS SEP-OCT	\$0.00	\$5,408.03
DISTRIBUTION TOTALS:					\$1,708,628.36	\$1,708,628.36



DEPARTMENT: Chief Administrative Officer

REPORT NO: A-027-16

COUNCIL DATE: December 12th, 2016

TITLE: Chief Administrative Officer Monthly Report

OBJECTIVE: To provide Council with highlights of monthly activity.

Attended the first Canadian Foreign Direct Investment Conference as a Member of SOMA, who was a major event sponsor.

The conference was informative as many multinational executives were in attendance as well as many U.S. industry site selectors. They provided critical information on what companies are looking for when considering investment in foreign countries.

Canada's attraction of direct foreign investment has decreased fairly significantly as a percentage in the last forty years, but that is primarily due to other countries now doing a better job of competing within a global economy. Canada is still attracting more investment as a percentage than its percentage of World GDP.

Facilitated two rounds of interviews for the vacant position of Economic Development Officer. The competition drew a number of qualified candidates. The second round was limited to the top two candidates and a decision has been made on the preferred candidate with final references being completed. It is anticipated that an announcement on the new appointment will be made before the Christmas Holidays, with a start date in the early New Year.

There was a meeting held with Ingrox, with the Mayor and the Chief Building Official in attendance, that discussed a number of proposed building/development proposals being considered by the Company. Numerous questions about the Town's processes and requirements were discussed.

The Town conducted its annual emergency management exercise which was held at the Fire Hall. A thought provoking and realistic scenario that was developed by the Chief and the Deputy Chief raised a number of questions and provided the control group with some significant challenges. The process was well done and will help

should the Town be faced with such an emergency in the future with the need to respond.

The CBO and I met to with the Owner of Rock Solid Designs, to discuss issues with the implementation of the site plan agreement and questions around building process and permit requirements. I believe, although not completely satisfied the owner left with a better understanding of the situation and the requirements of the Town.

The Treasurer and myself along with the Mayor met with two of ERTH's senior executives to discuss and gain a better understanding of the Solar initiative that is being proposed. Although there were not many answers provided at that time, there was a sense that the concerns of the Town's administration was being heard and resonated at some level. The offer was made to attend the Council Meeting on the twelfth, so that they could explain ERTH's position and make their request directly to Council. However based on this discussion and concerns expressed by other shareholders the following was sent suggesting that they would attend at some later point in time for that purpose.

ERTH will be sending out an update to the shareholders shortly about the upcoming CEO breakfast. Following our board meeting last week, it was decided to defer requesting approval of the limited partnership (LP) structure of the solar initiative until 2017. The consensus was that the shareholders would like more information on the LP structure before approving. At the breakfast on the 15th, we'll explain the projects in more detail and provide written information that can be shared with councils after the meeting. In early 2017, we will appear before our shareholder councils to request approval of the LP structure and explain your investment opportunities in the projects at that time.

The Clerk and I met with some ratepayers who had suffered a sewage blockage and were seeking to identify whether or not the Town shared in any liability for the issue. Staff had reviewed the file and did not find any indication that the Town shared any fault. The ratepayers were distraught and frustrated with the problem and the expense, which Staff shared in their empathy, but were not able to assist beyond that.

The Mayor and I were invited and attended, alongside the Warden, County CAO, Mayor and CAO of Zorra a site plan meeting with executives of Carmeuse to discuss a revision to their aggregate site plan and licensing agreement with the Ministry of Natural Resources.

They provided an overview of their application to amend their currently three licenses and site plans into one to serve their business needs over the next two centuries. Although they are also involved with the Walker Landfill proposal they were very clear that the site plan and licensing renewals were completely independent of the landfill process.

The Mayor and I were invited and attended a meeting of the Mayors and CAOs of Tillsonburg, Ingersoll and Woodstock, in Woodstock to discuss issues of mutual concern.

Topics included boundary adjustments, County initiatives and inter municipal relationships. Overall it was an interesting meeting with shared experiences. Although there were not actions required from the meeting it was suggested and met general agreement that the type of meetings such as this was beneficial and should be held on a more regular basis when issues unique to urban concerns are presented.

Council is well aware of the budget process and that we held the first meeting in that requirement on the thirtieth, setting the stage and scheduling meetings to move forward in developing a 2017 operating and capital budget to meet the needs of the Town.

RECOMMENDATION:

THAT the Council for the Town of Ingersoll receives report numbered A-027-16 as information.

Prepared by: William J. Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-044-16

COUNCIL MEETING DATE: December 12, 2016

SUBJECT: Clerk's Department Monthly Report

1. Closed Session Reporting

There is nothing to report at this time.

2. Upcoming Legislation

Municipal Affairs Minister Introduces Amendments to the Municipal Act, and Municipal Conflict of Interest Act (MCIA)

The review of these Acts has resulted in some amendments that are relatively substantive, and others that are more technical in nature. Many of the changes relate to transparency and accountability, conflict, and behaviour. Some impose a new obligation and others introduce flexibility. AMO will be reviewing the language of the Bill in depth in the coming weeks and will update members accordingly.

Key highlights of the more substantive changes:

- Require that all municipalities provide access to an Integrity Commissioner (IC) and all of the functions of an IC.
- The role of the IC is expanded to: i) conduct inquiries upon complaint or own initiative for MCIA (financial interests of elected officials), and code of conduct matters (ethical behaviour); ii) provide advice to councils and local boards respecting their obligations under the MCIA and code of conduct; and iii) provide educational information to the public, councils and local boards on these matters.
- Under the MCIA, an IC can investigate a complaint from any person concerning an alleged contravention, and upon completion of an investigation, the IC can apply to a judge for a determination as to whether the member has in fact contravened the Act.
- The mandatory penalties for contraventions of the MCIA will be replaced with a broader range of penalties (e.g., fines, suspension). Other new provisions under

MCIA relate to the need for written disclosure of interest, dealing with influence, and a registry.

- All municipal governments will be required to have a Code of Conduct for councils and local boards that informs ethical behaviour (different from the financial interests of the MCIA).
- Councils will also be required to have a formal policy on council-municipal staff relations to address the roles and responsibilities of municipal public service and the interaction with council.
- Definition of Open Meeting: The government is moving to clarify that a meeting with council, local board or committee involves a quorum of council members and that they discuss a matter in a way that "materially advances" the business or decision-making.
- Electronic meetings: Councils and Committees to have the authority to allow electronic participation in their procedural by-law. However, electronic participation will not be counted for quorum purposes.
- Open meeting exceptions to include: i) information supplied in confidence by Canada, a province or territory or a Crown agency; ii) certain third party information supplied in confidence; iii) trade secret or financial, commercial, etc. information that belongs to the municipality or local board and has monetary value or potential monetary value; or iv) instructions, etc. to any negotiations by or on behalf of the municipality or local board.
- Requirement to pass resolution on how Council/Local Board intends to address a meeting investigation report where the situation was contrary to open meeting provisions.
- Regional council composition can now be changed by by-law rather than need for Minister's regulation.
- Regional municipal governments will be required to review their council membership that represent their lower-tier municipalities at least once following every second municipal election, starting after the 2018 municipal election; Minister would have power to make a regulation changing a regional council's composition if a regional municipality is unable to come to a local decision within two years following every second municipal election.
- A lower-tier council can temporarily appoint an alternate member of lower-tier council who is a member of both the lower-tier and upper-tier council to replace the member who is unable to attend an upper-tier council meeting.
- Add a new broad authority to use administrative monetary penalties for municipal bylaw contraventions.
- Repeal a provision so that municipal by-laws will have effect in areas under jurisdiction of conservation authorities.
- Require adoption of a policy for pregnancy leaves and parental leaves for council members.
- Eligible investments framework changes to add a prudent investor standard regime subject to a regulatory design that if done well could take advantage of the One Investment Program of AMO and Municipal Finance Officers Association as a prudent investor.

- Added flexibility to deal with forfeited corporate property and to administer tax sales faster.
- Add a new broad power to deal with climate change (although cannot exceed the Building Code or other provincial statutes) and to clarify the municipal role in energy planning.
- The Minister will have regulation-making authority to prescribe actions (unknown at this point) that municipalities must take to support local integrated planning in order to implement community hubs.
- Require a municipality to meet prescribed conditions before it establishes a small business program instead of obtaining ministerial approval.
- Municipal Election Act to be changed to reduce the time between the election of councils and their first meetings, proposed to be Nov 15; increase the maximum contribution limit to a single candidate or third party advertiser so that it is the same as the province (\$1,200); and introduces formula to limit self-funding.

Fall Budget Bill

While the omnibus Bill was introduced today (Nov. 16) it is not available on Hansard as yet. We understand it contains changes to:

- Require direct election for all regional government chairs (some are currently directly elected through previous specific legislation).
- Interest arbitration regime for fire and police that would remove the requirement for the parties to go through a conciliation process before the interest arbitration process can commence; require pre-hearing submissions; and prohibit boards of arbitration from referring items in dispute back to the parties for further negotiation, unless the items relate to implementation of an award, or if both parties agree that items can be referred back prior to the making of a final award. The municipal priority issue of capacity to pay was not acted upon, however, the Minister will continue to hold discussions with the fire and municipal sector.

Bill 65 Introduces Photo Radar in School and Community Safety Zones

Creates authority for municipal governments to introduce Automated Speed Enforcement (photo radar) in school and community safety zones to reduce speeding infractions. It also allows municipalities to create community safety zones with reduced speed limits to improve pedestrian and cyclist safety, and the flexibility to reduce speed limits below 50 km/h.

This is a scoped application of photo radar and limits local decision-making on where it can be used, rather than give municipal governments the base authority. For example, municipal governments feel photo radar would be helpful in construction zones to protect the safety of road workers.

3. Museum

SUMMARY: November has been another active month but for other reasons. The Curator attended the Ontario Museum Association annual conference. We participated in the annual Christmas Parade. The highlight of this month however was learning that we were voted top small museum in Ontario during the recent Ontario's Choice Award competition!

Tours: We will be busy again in 2017 with group tours. Two companies which have brought busloads of people to the museum have booked repeat visits for next year. One of them has booked 5 separate trips to the museum!

We hosted 68 kids from the Good Beginnings program in Woodstock during the late October PA Day. We now have a group of Home School kids coming for a program with ourselves and the Museum School on December 7th. We also have one bus tour booked for a Winter Lights tour.

Tourism: The Curator attended the awards ceremony at the Tourism Summit in Ottawa this week along with 433 other delegates and was pleasantly surprised to see that we won the Ontario's Choice Award for top small museum. Apparently we raked in 49% of the total votes in our category!

Spirits of Ingersoll: This was well attended; 45 Rotarians and their family took part in the two wagon tour of our town. Special thanks to Brian Pye and John DeBruyn for driving the tractors. There has been some interest expressed by the general public to repeat this tour next year; possibly even as a fundraiser for the museum.

OMA conference: The Curator attended this year's conference in Mississauga. The theme was Inclusion & Diversity. This gave us a few new ideas for public programming and behind the scenes projects.

Santa's Village: This annual event opened on November 18th with 376 people venturing in our door. 10% of that number came in for the second night (as is par for the course). It will continue until December 10th.

Christmas Parade: Many thanks to everyone who helped out with our float in the parade. "A Christmas Carol" was our inspiration; unfortunately we did not win the community category.

Never a cross word should leave our lips but apparently the museum has become a clue for the Toronto Star Saturday Crossword puzzle.

STATS

Total 2016 Attendance as of today is 12,619 Social Media: In last 28 days the Curator has posted 117 tweets on Twitter which were seen 15,600 times, and the number of followers has grown to 502, up from 479 last month. For the same period of time with Facebook, we have a reach number of a little more than 25,000 (includes number of people, # of likes, # of shares). Since our award announcement notices have been shared with other agencies to more than 31,000 followers on Twitter alone.

4. Human Resources

Recruitment

- A total of six new staff members commenced employment with the Town of Ingersoll in the month of November. Four of the six staff are employed with the Fusion Youth Centre and are reported to already be having a positive impact on operations. Commendation is owed to Fusion's management and entire staff team for a successful onboarding effort and transition during one of the Centre's busiest periods.
- Three new staffing requests were received and approved in November. One project is now closed with the preferred candidate hired and having commenced employment in the same month. One project has completed interviews and is in the reference checking stage while the remaining open project will commence interviews in the beginning of December.
- A total of eleven interviews including on-site, phone and secondary interviews were completed in the month.

1. Health and Safety

- Workplace Anti-Harassment, Violence and Discrimination – "Bill 132 Update" employee and supervisor training sessions have begun to be scheduled for early in the New Year. Training will be delivered by the HR Coordinator through a series on on-site training sessions and will focus on appropriate responses, reporting procedures and workplace party roles and responsibilities.

2. HR Reporting and Metrics

- HR now has the capacity to run reports to collect, analyze, and track HR-related data. The intent of this data collection is to help guide various HR initiatives including policy development/amendment, statistical reporting, and trend identification.

3. Senior Management Support

- Human Resources continues to provide ongoing HR support and assistance to the Senior Management team; from contract development and administration to the handling of personnel matters and the provision of general HR guidance, daily aid is provided as requested.

ATTACHMENTS

Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Office

Clerk's Department Monthly Statistics November 2016

	<i>Current Month</i>	<i>Prior Yr. Month</i>	<i>Percentage</i>	<i>Year-to-date</i>	<i>Prior-Year-to-date</i>	<i>Percentage</i>
MARRIAGE LICENCES	6	2	300%	218	207	105%
In Town Marriage Licences	1	1	100%	50	52	96%
Out-of-Town Marriage Licences	5	1	500%	168	155	108%
CIVIL WEDDINGS	3	1	300%	24	40	60%
Ceremonies Held	0	0	0%	13	21	62%
Ceremonies Booked	3	1	300%	12	19	63%
Burial Permits	8	26	31%	136	245	56%
In Town Burial Permits	3	10	30%	48	48	100%
Out-of-Town Burial Permits	5	16	31%	88	197	45%
Commissioners of Oaths	19	11	173%	194	168	115%
Paratransit Tickets	451	344	131%	3532	3694	96%
Parking Passes	1.0	1.0	100%	17.0	23.0	74%
Day Parking Passes	1.0	1.0	100%	6.0	15.5	39%
Evening Parking Passes	0.0	0.0	0%	8.0	7.5	107%
24-Hour Parking Passes	0.0	0.0	0%	3.0	0.0	0%
Plaques Ordered	1	0	0%	8	7	114%
Commemorative Plaques	1	0	0%	8	6	133%
Certificates Ordered	0	0	0%	0	1	0%
Transient Traders Licenses	0	0	0%	1	1	100%
Lottery Licenses	3	2	150%	14	14	100%
Lunch Wagon Permits	1	0	0%	3	1	300%



DEPARTMENT: Ingersoll Fire & Emergency Services

REPORT NO: F-015/16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Month End Report

FIRE CALLS

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

- 3 – Assembly
- 1 – Residential
- 1 – Industrial
- 6 – Vehicles / M.V.C.
- 4 – Rubbish/Dumpster
- 4 – Medical
- 4 – Carbon Monoxide
- 1 – Rescue

There was a \$2,000 content loss and \$20,000 vehicle loss during the month of November.

TRAINING

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

The safe operation of heavy equipment takes a competent operator and the movement of fire apparatus through busy streets is no exception. Your firefighters are periodically

challenged with driver training and the month of November saw them sharpening their driving skills with the use of a driving simulator and refresher training on the rules of the road and how the Highway traffic act applies to fire apparatus.

TRAFFIC ACTIVITY

Traffic Infractions for the month are as follows:

- 10 – Fully paid totaling \$210.00
- 1 – Late Fee totaling \$5.00
- 0 – Partially paid totaling \$0.00
- 9 – Service Fees totaling \$144.00

FIRE PREVENTION INSPECTIONS

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

- 7 – Residential
- 5 – Assembly
- 2 – Business & Personal
- 1 – Commercial

PUBLIC EDUCATION

Firefighter Jordan Kuipers delivered fire extinguisher training to the employees at TFT Global

BY-LAW ENFORCEMENT

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

- 1– Regulating and Restricting Dogs – Bylaw #09-3989

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

OTHER ACTIVITIES

- The Ingersoll Fire & Emergency Service was honoured to participate in the annual Remembrance Day ceremony in Ingersoll;
- Our fire fighters and apparatus took part in the annual Rotary Club Santa Claus Parade.
- The Ingersoll Fire & Emergency Services hosted a training seminar for Oxford County Fire Services on PTSD.
- Chief Holmes attended an Emergency Management Zone meeting hosted at the London Emergency Operations Centre.
- Captain Johnson attended a tower rescue training course.

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



DEPARTMENT: Operations

REPORT NO: OP-034-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: November Operations Report

I attended the Emergency Management Exercise to complete our Emergency Management Training for the year.

I attended the Municipal Engineer Association Workshop. There were a number of seminars on the amended Maintenance Standards, the Municipal Class EA, Working with Millennia's, Aboriginal Consultation on Projects, Update on Asset Management Regulations, Electronic Sidewalk Inspection System, Managing Utility Risks and the new Best Practices Manual for Municipal Concrete Infrastructure.

I held a meeting with the petitioner and the residents of Clark Road dealing with the municipal drain. The consultant from Spriet & Associates reviewed his findings and potential costs and the petitioner (who is also the developer of the lands abutting the Clark Road residents) outlined that he was willing to construct what was needed to drain the surface water off the rear of the Clark Road properties as part of the subdivision development if the owners of the Clark Road properties were willing to sign off on this proposal.

The Electric Vehicle Charging stations are close to operational and the County is looking to do a major communication when they are operational. The Town has been approached by Electric Vehicle Driver from Michigan who is planning his trip around stopping in Ingersoll.

I have been asked by OGRA to take on the Coordinator's Position for the Scott McKay Concrete Technology Course. This would involve about a week of my time in February of each year reviewing the course content, selecting and confirming the presenters for the course and reviewing the students grades and evaluations.

Engineering Services responded to 102 requests for locates or re-locates during November. This included emergency locates.

Respectfully Submitted, Sandra Lawson, P.Eng., Town Engineer

A. Chief Building Official and Facilities Manager

Facilities Management

By-Law Enforcement – November 2016

Total Complaints for 2016	63
Total # of letters sent	32
Total # closed to date, completed	43
Waiting for Compliance/Under Investigation	16
To be investigated	4

Complaint Summary

Total Complaints to Date (2016)	
Property Standards/Lot Maintenance	42
Building without permit	5
Zoning	13
Parking	0
Fencing	5
Swimming Pool	0
November 2016 Complaints	
Total # of Complaints	1
Property Standards	1
Weeds	0
Derelict Vehicles	0

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

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

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

Building Department

Building Facilities

Carrs Walkway

We received 2 quotes for the Custodial work at Carrs Walkway.

The following are the price results from this tender.

<u>Company</u>	<u>Price does not include HST</u>
1. Jeffrey Bragg-Ingersoll	\$600.00/month plus HST
2. Double M & M Enterprise Inc.- London On	\$1653.00/month plus HST

The quote of Jeffrey Bragg was accepted for a two year term from January 1, 2017 till December 31, 2018.

Town Centre

HVAC Maintenance Tender for Town-Owned Facilities -The Town received 1 quote on November 18, 2016 from Hot, Cold & Freezing Ltd. for Heating Cooling and Ventilating Systems Preventative Maintenance in Town owned Facilities. The price quoted was \$5039.80 /year including HST for a two year term from January 1, 2017 till December 31, 2018 at the same hourly rate as 2015- 2016 at \$5039.80 /year including HST. The Town has accepted this quote and awarded the contract.

Carr's Walkway

Spot Marketing Group has given their notice that they will be vacating the 1st and 2nd floor in the New Year.

November 2016 Permits – 18 building permits for construction valued at \$2,982,651.00 were issued for the month of November.

- a. Total permits fees collected **\$36,223.70**
- b. Single and Multi-Unit for November - 16 single family dwellings & 0 Multi-Units (0 units) & 0 Semi-Detached Dwelling (0 units) & 54 Apartment dwellings
- c. **Total Single & Multi units permits over year to date (2016);**
 - **75 Single Family Dwelling permits**
 - **6 Semi-detached Dwelling permits- 12 units**
 - **3 Multi-Unit permits - 14 Units**
 - **54 Apartments**
- d. Total November Sewer Permits - 9
- e. November Permit Comparison Summary and Permit Reports as follows:

Permit Comparison Summary from 11/1/2016 to 11/30/2016

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	7	\$1,200.00	\$0.00	\$0.00	\$0.00	\$47,500	1	\$150.00	\$0.00	\$0.00	\$0.00	\$3,500
Commercial	1	\$536.00	\$0.00	\$0.00	\$0.00	\$26,542	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	1	\$80.00	\$0.00	\$0.00	\$0.00	\$300	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	4	\$9,936.37	\$0.00	\$0.00	\$0.00	\$249,900	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Residential	10	\$22,479.66	\$32,915.00	\$0.00	\$136,566.00	\$2,050,000	17	\$36,073.70	\$56,752.00	\$0.00	\$237,600.00	\$2,979,151

	Previous Year	Current Year
Total Permits Issued	23	18
Total Dwelling Units Created	3	16
Total Permit Value	\$2,374,242.00	\$2,982,651.00
Total Permit Fees	\$34,232.03	\$36,223.70

TOWN OF INGERSOLL Permit Summary From 11/1/2016 to 11/30/2016

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$3,500	1	\$0	0	\$3,500	1	\$0	0	\$0	0	\$0	0
Residential	\$2,979,151	17	\$2,941,151	16	\$38,000	1	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Industrial	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTALS	\$2,982,651	18	\$2,941,151	16	\$41,500	2	\$0	0	\$0	0	\$0	0

Respectfully Submitted, Shannon Vanderydt, Chief Building Official

B. Public Works Manager

MAINTENANCE

Leaf Pick Up

- Leaf collection has been completed; late leaf drop and a truck issue prolonged the collection this year.

Detours

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

Winter Control

- Crews applied salt to frosted bridge decks twice and were dispatched for winter control on streets and sidewalks once in November.
- All salt, sand and anti-icing liquids have been stockpiled and are ready for use.
- The new plow truck is expected to be delivered December 15th.
- Snow fence will be installed by the first week of December.
- Sand barrels are out and filled, salt barrels have been placed at the Town Hall
- 2 staff successfully completed the 3 day OGRA sponsored Snow School this year. Snow School is a very comprehensive course that covers all aspects of winter control.
- Residents are encouraged to visit the Towns website under winter control to refresh their knowledge of our winter operations. The FAQ section is a great resource for finding answers to common questions regarding our operations.

Signs

- All required signs have been installed in the Tunis Street reconstruction area.

Respectfully Submitted, Doug Wituik, Public Works Manager

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

Approved by: William Tigert, CAO



DEPARTMENT: Parks & Recreation

REPORT NO: R-032-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Parks & Recreation 2016 December Monthly Report

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

Oxford Trails Council Meeting

Monday, December 5th, 2016 – 12 noon
Oxford County Building

Ingersoll Recreational Trails Meeting

3rd Wednesday of the Month at 6:30 pm – Town Hall
Wednesday, December 14th, 2016

Ingersoll Safe Cycling Committee Meeting

Thursday, December 8th, 2016 – 6:30 pm – Town Hall

Multi Use Recreation Centre Ad Hoc Committee Meeting

Wednesday, December 14, 2016 – 6:30 pm
Town Hall – JC Herbert Room

Canada Day 150 Celebration Planning Meeting

Thursday, December 15th, 2016 – 11:30 am – Fusion

Fusion Christmas Dinner & Youth Awards

Wednesday, December 14th, 2016 – 5:30 pm

Santa's Festival Village

Every Weekend starting Friday, November 18 to Saturday, December 10, 2016
Fridays – 6 to 9 pm
Saturdays – 5 to 9 pm

Festival of Lights

Thursday, November 17 to Sunday, January 1st, 2017

Daily 5 pm to 11 pm

Over 300 Festive Light Displays featured at 5 local parks.

Free New Year's Eve Family Public Skate – Sponsored by Local Ing

6:30 pm to 8:30 pm

2. 2016 December Additional Work Projects:
 - Multi Use Recreation Centre Ad Hoc Committee – Consultant Work Plan;
 - Coordination and Implementation of Santa's Festival Village and the Festival of Lights;
 - Canada 150th Celebration – Coordination of activities, special events and funding requests;
 - Ingersoll Recreational Trails Committee – Trail Goals & Objectives – Preparation of proposed work projects and cost estimates for capital budget projections;
 - Safe Cycling Committee – Preparation of Bike Friendly Award Program Application and 2017 -2019 Strategic Plan;
 - Ingersoll Rotary Community Ice Rink Installation – Victoria Park.
3. The Grand Opening of Santa's Village was once again a tremendous success with over 6,000 people attending the Fireworks Display and Santa's Village. Special thanks is extended to Darlene Sutherland, Coordinator of Santa's Village, Darryl Capern, Parks Manager, Brian Pye and all the parks staff for your hard work and dedication in preparing for both events.
4. Staff is pleased to report that the Rotary Outdoor Ice Rinks will be operational again this year (pending weather) in Victoria Park. The rink boards are scheduled to be installed on Saturday, December 3rd, 2016.
5. Ingersoll PlayRight has obtained the necessary funding to proceed with the installation of some new playground equipment in Westfield and Kensington Park. Swings will also be installed in Victoria Park at the Teresa Cameron Playground. It is hoped that these installations will take place in the next several weeks.
6. Fusion Highlights
 - On Monday November 21st, 8 GM Cami employees volunteered in the RebuildIT program and helped test computers, clean the space and engaged with youth participants, while volunteering, GM Cami presented Fusion with a donation of \$12,500;
 - On Friday November 25th the Provincial Advocate for Children & Youth, Irwin Elman, made a visit as part of the annual listening to discuss the province's care systems (e.g. child welfare, treatment centres, youth justice). 16 youth participated in the discussion;

- As of November 26th there have been a total of 1367 youth visits;
- As of November 26th there have been a total of 321 youth visits in the community outreach program at local schools;
- On November 17th Andrea Brown participated in a Rotary Club committee meeting for the “Push for Change” event that will be hosted at Fusion on December 12, 2016.
- On November 23rd Andrea Brown presented to Oxford County Council to request funding to support the sustainability of Fusion.

Tim Horton’s Holiday Skate

	Jan. 2 nd	Dec. 27 th Jan. 3 rd	Dec 28 th Jan. 4 th	Dec. 29 th Jan. 5 th	Dec. 30 th Jan. 6 th
Family Times	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm	10:30-12:00pm
Public Times	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm	1:00-2:30pm

*** Parents must be on ice with child during Family Skate Times ***

The Arena is closed December 24, 25, 26, 31, 2016 and January 1, 2017

**FREE New Year’s Eve
Family Skate
Dec. 31/16 6:30-8:30pm**

CHRISTMAS SWIM SCHEDULE Dec. 27, 2016– Jan. 8, 2017

	Monday Jan. 2 nd	Tuesday Dec. 27 th Jan. 3 rd	Wed. Dec. 28 th Jan. 4 th	Thursday Dec. 29 th Jan. 5 th	Friday Dec. 30 th Jan. 6 th	Saturday Jan. 7 th	Sunday Jan. 8 th
Family		6:00-7:00pm		6:00-7:00pm	6:00-7:00pm		
Community	1:30-3:00pm 6:00-7:00pm	1:30-3:00pm 7:00-8:00pm	1:30-3:00pm 6:00-7:00pm	1:30-3:00pm 7:00-8:00pm	1:30-3:00pm 7:15-8:30pm	1:30-3:00pm	1:30-3:00pm

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



DEPARTMENT: Treasury Department

REPORT NO: T-026-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Treasury Department Monthly Report

Mayor Comiskey and Members of Council:

Department Activities and Information for the month of November 2016:

Treasury

1. The OMPF 2017 municipal funding allocations have been released. 2016 was the final phase-down year and the province committed to maintain the funding at \$505 million in 2017. Although the overall funding have not been reduced, the 2017 program will further target support to municipalities with more challenging fiscal circumstances by substantially increasing the Northern and Rural Fiscal Circumstances Component of the OMPF to \$82 million from \$67 million in 2016. The municipalities with the highest levels of farm land will also see enhanced funding. These changes mean that some municipalities will receive more funding through these components in 2017. All municipalities in southern Ontario are guaranteed to receive 85% of 2016 allocations through Transitional Assistance.

The Town of Ingersoll receives only the Transitional Assistance and does not qualify for the other four core grant components. The 2017 allocation for the Town is confirmed at 85% of the 2016 allocation or \$388,800. This is a reduction of \$68,500 from 2016.

2. First drafts of the 2017 operating and capital budget was presented to Council on November 30th. Further departmental budget reviews have been scheduled in December and January with the final approval in February.

3. Finance and Property Tax Statistics:

562	2016 PROPERTY TAX TITLE CHANGES YTD
3	Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2017)
2	Extension Agreements
0	Properties to be sold by tax sale in 2016
\$210,105	Taxes on Supplemental / Omitted Assessments YTD
\$1,516,590	Property Taxes O/S October 31, 2016
\$34,704	Revenue – Treasurer Certificates, Title Changes, Other
\$78,974	Interest Earned
\$215,022	Interest on Overdue Taxes

Information Technology

Assisted departments in many different End of Year projects, from repairing master spread sheets to new game purchases for the Fusion Center.

Monthly Statistics

Closed Tickets - 60
Opened Tickets - 60
Still Outstanding - 4

Website Stats

Users - 6425
Page Views – 22,026

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

Planning Status Tables

P-012-16
Regular Meeting of Council
December 12, 2016

Town of Ingersoll Draft Plan of Subdivision Status Table

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

Town of Ingersoll -Zone Change Status Table

File	Owner/Applicant	Address	Purpose of Application		Application Received	Public Meeting(s)	Council Decision date	Council Decision	STATUS	Comments
			From Zone	To Zone						
ZN 6-16-03	Sifton	35 Chatfield Street	R3	R1 & R3-26	April 14/16	September 12/16	September 12/16	Approved	Appeal Period	
ZN 6-16-04	Sifton	1 Chamberlain Avenue	R3	R3-27 & R2-20(H)	April 29/16	September 12/16	September 12/16	Approved	Appeal Period	
ZN 6-16-05	Town of Ingersoll	140 Clark Road East	Development (D)	OS & MG-special	April 29/16	June 13/16	June 13/16	Deferred		
OP 16-02-6 & ZN 6-16-06	Town of Ingersoll	All industrial lands	MR	amended MR	May 4/16	July 11/16	October 11/16	Approved		
ZN 6-16-08	Reeves Land Corporation	62 Clark Road W.	Development (D)	R1	June 16/16	September 12/16	November 14/16			
OP 16-09-6 & ZN 6-16-11	Town of Ingersoll	All Low Density Residential lands	R1	amended R1	Novemeber 25/16				Circulation	

Town of Ingersoll - Minor Variance Status Table

File	Owner/Applicant	Address	Purpose	Public Meeting(s)	Committee Decision	Notice of Decision	STATUS	Comments
A06-16	Keith Van Geel	165 Mutual Street	To increase the lot coverage for an accessory structure	November 14/16		November 16/16	Approved	
A07-16	Jennifer Story	6 Elm Street	To reduce the front yard setback for a covered porch	November 14/16		November 16/16	Approved	
A08-16	McLaughlin Bros.	50 Chisholm	To reduce the exterior side yard and centreline setback	December 12/16				

Town of Ingersoll Site Plan Control Status Table

File	Owner/Applicant	Address	Purpose	Application Received	Agency Circulation	Revised Drawing Received	Decision	STATUS
SPA-004/14	Universal Vedic Ashram Inc.	37 William St	Convert former Princess Elizabeth Elem. School into Long Term Care Facility (19 beds) & Place of Worship w/ Assembly Hall	June 30/14	July 29/14	Pending	Pending	Waiting for 5th submission
SP 6-14-05	Coilplus Canada Inc.	18 Underwood Road	Proposed 1,858 sq m (20,000 sq ft) warehouse addition	August 19/14	Sept 4/14			Waiting for 2nd submission
SP 6-15-03-2	Taylor-Moyer	11 Underwood Road	Remove landscaped buffer and extend parking lot	July 6/16	July 19/16			Waiting for 2nd submission
SP 6-15-04	Ontario Refrigeraton Services Inc.	450 Thomas St	Amend site plan (c. 2008) to enable expanded warehouse operation & recognize 1 new building, 1 bldg expansion & other works not prevoiusly approved	Dec 11/15	Dec 17/15			waiting for 2nd submission

SP 6-13-1-01	1199794 Ontario Inc.	40 Samnah Cres.	Proposed 828 m2 build	Nov. 2/16	Nov. 9/16			waiting for 2nd submission
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DEPARTMENT: Clerk's Department

REPORT NO: C-046-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Municipal Elections Act Changes

OBJECTIVE

To apprise Council of recent changes to the Municipal Elections Act and to seek direction regarding ranked balloting and the method in the 2018 election

BACKGROUND

The 2014 election utilized the vote-by-mail system for the third election in Ingersoll and it was a successful election process. Costs were kept to a minimum and voter turnout was fairly high at 47%.

On April 4, 2016, the Minister of Municipal Affairs and Housing (M.M.A.H.) tabled Bill 181, the *Municipal Elections Modernization Act* (MEMA) in the Legislature. It was introduced after consultation and input from a variety of stakeholders, including, amongst others, the Association of Municipalities of Ontario, the Association of Municipal Managers, Clerks and Treasurers of Ontario and members of the public.

The MEMA received Royal Assent on June 9, 2016. Ontario Regulation 310/16 under the Municipal Elections Act, 1996, became effective September 16, 2016 that authorizes ranked ballot elections in Ontario for those municipalities that choose this as an option. This is the most significant update to the MEA and the way elections are conducted in the last 20 years.

Significant Amendments to the MEA

Some of these areas will all be analyzed under the analysis portion of the report but the significant changes are as follows:

Ranked balloting

The most extensive change is the establishment of a framework to allow for a ranked ballot election in Ontario for the first time. This change can be implemented and is based on a Council decision and the passing of a bylaw. Additional details on ranked ballot elections is provided below in greater detail.

Changes to the election calendar and timelines

- Changes to the election calendar are as follows (for comparison we showed dates for the upcoming election that would have taken place under the old legislation and what they will be now):

	Old legislation	New provisions
By-law - Use of Alternative Voting Methods	June 1, 2018	May 1, 2017
By-law - Use of Ranked Ballots	N/A	May 1, 2017
Clerk's Policies & Procedures for voting/alternative voting	June 1 st , 2018	Dec. 31, 2017
Clerk determines single or batch elimination – ranked ballots	N/A	Dec. 31, 2017
Approval of Ballot Question:		
Approved by Council by-law	180 days prior to Voting Day	March 1 st , 2018
Ordered by upper-tier/minister	June 1 st , 2018	May 1 st , 2018
Opening of Nominations and registrations for third party advertisers	First day of business after January 1 st (January 2 nd , 2018)	May 1 st , 2018
Use of Corporate Resources Policy	Not previously required	May 1 st , 2018
Final date for Nominations (Nomination Day)	Second Friday in September (September 14 th , 2018)	4 th Friday in July (July 27 th , 2018)
Close of 3 rd party advertising registrations	N/A	Oct. 19, 2018

Note:

Staff will be preparing a policy regarding the Use of Corporate Resources and will provide a report for such at a future meeting.

Election Advertising

Candidates will be required to include specific information on their election advertising in order to make it clear who is responsible for the message provided. This will apply to all advertising regardless of format or method.

Candidates, or those advertising on their behalf, will need to provide broadcasters and publishers with information including name of the candidate, name of the individual or organization taking out the advertisement, as well as, address or telephone number of the individual interacting with the broadcaster or publisher on behalf of the candidate. The broadcaster or publisher is then responsible for retaining this information along with a copy of the ad and invoice for a period of two years and making this information available to the public for inspection in that time period.

Elections Accessibility plan and post-election reporting

The Clerk will now be required to prepare an Elections Accessibility Plan and make it available to the public before voting day. Section 12.1(3) of the MEA has also been amended to require that the Clerk prepare a report within 90 days following the election on identification, removal and prevention of barriers that affect electors and candidates with disabilities and make this report available to the public, rather than submitting it to Council.

Third party involvement in elections

The MEA now includes a framework for the registration and financial filing of third party advertisers. A third party advertisement is a message in any medium (billboard, newspaper, radio, etc.) that supports or opposes a candidate or a "yes" or "no" vote on a question on the ballot. Individuals, corporations and unions can register as third party advertisers and make contributions to third party advertisers.

Third party advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they have to register in each municipality. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for.

Third party advertising must be done independently of candidates, who are not able to direct a third party advertiser. Candidates are not able to register as third party advertisers. Most campaign finance rules that apply to candidates will also apply to third party advertisers. Third party advertisers will have spending limits and there will be contribution limits for those wishing to contribute to a third party advertiser.

Campaign Finance - Financial Statement filing and reporting

Contributions from corporations and trade unions that hold bargaining rights for employees in Ontario are now prohibited.

- Note that money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are deemed to be contributions under the legislation.
- All in-kind contributions or discounted pricing for goods and services by corporations or trade unions will be prohibited, such as space, equipment, advertising, brochures, signs, printing, website design/hosting, food, etc.

Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$750 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.

Candidates will no longer be required to open a bank account if they do not receive contributions or incur expenditures related to their campaign.

After the 2018 Municipal Election, campaign deficits will not be carried forward from the previous election campaign.

A new spending limit for parties and expressions of appreciation after Voting Day will be implemented. The specific amount of the spending limit is to be set out in a regulation.

A candidate will be permitted to resubmit a campaign financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a candidate doesn't file his/her financial statement on time and is willing to pay a \$500 late filing fee, the candidate will be provided an additional 30 day period to file. A candidate exercising this option will not be refunded his/her nomination filing fee.

As soon as possible after April 30, 2019, the Clerk will be required to provide a report and make it available on the municipal website, setting out all candidates in an election and indicating whether each candidate complied with financial reporting requirements.

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Recount policies

In previous municipal elections a recount could only be conducted under the following limited circumstances:

- Where the counting of ballots resulted in a tie vote;
- Where a municipality/ local board or Minister of Municipal Affairs and Housing has passed a resolution to order a recount; or
- Where an electors' request for a recount has been granted by the Superior Court of Justice.

The MEMA now provides the Clerk with the authority to adopt a policy by May 1st of the election year to define circumstances under which a recount would be conducted other than those listed above. The Clerk now has the authority to hold a recount in accordance with the new recount policy.

Nomination Process

The nomination period will be reduced from 37 weeks to 13 weeks, with the opening of nominations occurring on May 1st and ending on the 4th Friday in July (July 27, 2018).

Candidates will be required to obtain 25 endorsement signatures from eligible electors

- Signatures are required to be provided at the time a candidate files his/her nomination paper.
- The person providing an endorsement must be eligible to vote for the office on the day that the person endorses the nomination.
- Individuals will be permitted to endorse more than one nomination.

The Act has also been amended to clearly indicate that a candidate is eligible to be nominated for an office in any ward of the municipality, and not just the ward in which they reside. Note this is not a change - given the number of inquiries the Ministry had received about this matter, the Act was amended to clarify this provision.

Clerk's Authority

Changes to the MEA will provide greater administrative discretion and independence to the Clerk. The following matters, some of which previously required Council approval, will now be entirely under the purview of the Clerk:

- The establishment of advance voting dates, locations and hours;
- The establishment of reduced voting hours for voting places and long term care facilities;
- The management of the voters' list, including the removal of deceased persons, additions of new electors and amendments to existing electors, as well as, the method by which additions, amendments and deletions are completed.

Other changes

The amendments to the legislation included a number of other changes that may be of interest, including but not limited to:

- Prohibiting a person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community from preventing a candidate or his or her representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses;
- Prohibiting persons from taking a photograph or making a video recording of his or her marked ballot or showing a marked ballot to anyone;

- Creating a new offence for any offer, promise or agreement intended to convince an individual to register, withdraw, or avoid becoming a candidate;
- Requiring original signatures only for nominations and proxies;
- Establishing both a minimum and maximum number of days before Nomination Day and Voting Day in a by-election;
- Clarifying the requirements associated with Compliance Audit Committee meetings and decisions; and
- Eliminating the requirement for the use of registered mail related to notifying candidates of financial statement filing requirements and penalties.

ANALYSIS

Ranked Balloting

The Ontario government committed to providing municipalities with the option of using ranked ballots in future elections as an alternative to the current first-past-the-post system. Ranked ballots allow a voter to rank candidates in order of preference (first choice, second choice, third choice, etc.). Votes are distributed based on rankings marked on the ballot. The counting of votes is carried out in one or more rounds, with at least one candidate being elected or eliminated in each round.

Currently no jurisdiction, including any municipality, in Canada uses a ranked ballot election system. Changes to the MEA now give all municipal councils in Ontario the option to pass a bylaw to implement ranked ballot elections starting with the next municipal election in 2018.

Regulations stipulate that ranked ballot elections for offices of a single or lower-tier municipality are authorized only if all offices on the council are elected this way. This means that the position of Mayor, Deputy Mayor and Councillor would all have to be elected using ranked ballot or none of them could be.

There are two types of ranked ballots: single-member ranked ballot elections, also known as instant runoff voting (IRV), and multi-member ranked ballot elections, also known as single transferrable vote (STV). In the Town of Ingersoll, a single-member ranked ballot process would apply only to the election of the Mayor and the Election of the Deputy-Mayor, where only one candidate is elected. A multimember ranked ballot process would apply to election of Councillors, where five candidates are elected for the Town.

According to the ranked ballot approach, a candidate would have to cross a "threshold" of votes to be elected. In the case of a single-member ranked ballot election, the threshold to be elected is 50 per cent plus one of the total number of votes received for a contest, calculated as follows (warning math):

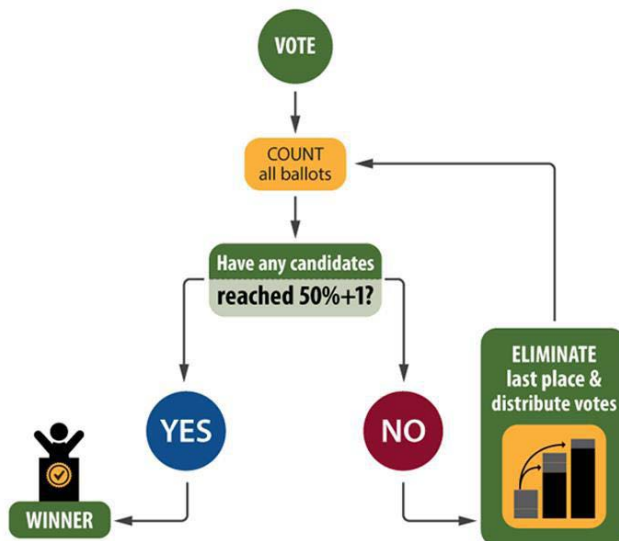
$$\text{Threshold} = \left(\frac{100\% \text{ of Votes Cast}}{1 \text{ Candidate will be elected} + 1} \right) + 1 = 50\% + 1$$

In a multi-member ranked ballot election the threshold to be elected is calculated as follows:

$$\text{Threshold} = \left(\frac{\text{number of votes cast}}{\text{number of candidates being elected} + 1} \right) + 1$$

The image below is taken from the Ministry of Municipal Affairs and Housing's website and gives an example of a single-member ranked ballot election. This example demonstrates how votes are redistributed between candidates to meet the required thresholds.

Single-member ranked balloting to cross the threshold in a single-member ranked ballot election, votes would be distributed among candidates based on the rankings indicated by the voter on the ballot. In the event that a candidate does not receive enough votes to pass the threshold, subsequent rounds of vote counting would be conducted where the candidate(s) who received the lowest number of votes would be dropped from future counts, and his or her votes redistributed based on the rankings assigned to other candidates on the same ballot, until the threshold is met. This single-member process is demonstrated by the following Minnesota Public Radio public education video <https://www.youtube.com/watch?v=oHRPMJmzBBw>.

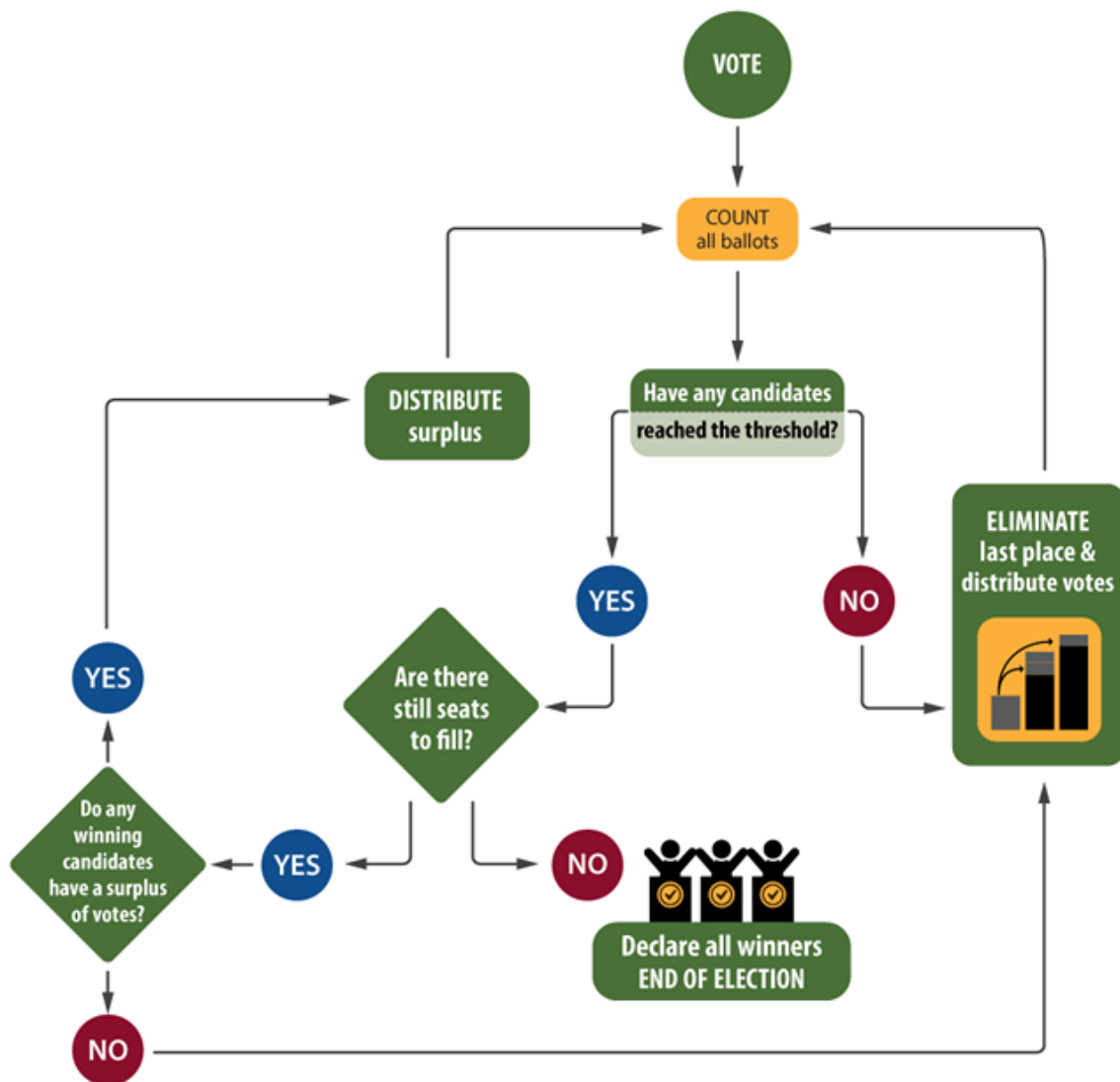


Multi-member ranked balloting

To cross the threshold in a multi-member ranked ballot election, votes would similarly be distributed among candidates based on the rankings indicated by the voter on the ballot. Unique to multi-member elections, if any candidate receives more than the number of votes that they need to be elected, their surplus votes are redistributed according to each voter's next choice. This is to ensure that there are enough votes remaining to elect all candidates with the same threshold.

If a candidate receives more votes than they need to cross the threshold, known as surplus votes, then the voters for the first winning candidate receive a fraction of their vote back to be re-distributed to their second choice candidate based on the number of total voters who voted for that candidate. Surplus votes must be redistributed before eliminating the candidate with the fewest votes. If surplus votes are redistributed and the required number of candidates still have not crossed the threshold then the candidate with the fewest votes is eliminated and those votes are redistributed according to the voter's next choice. Subsequent rounds of elimination would continue until the required number of candidates cross the threshold and are elected. The image below is taken from the Ministry of Municipal Affairs and Housing's website and gives an example a multi-member ranked ballot election. This single transferrable vote process is demonstrated by the following Minnesota Public Radio public education video

<https://www.youtube.com/watch?v=INxwMdi80Ww>



Considerations and Impacts of Ranked Balloting

Public consultation and support

Substantial public consultation and engagement is recommended before implementing such a significant change to the current electoral system. If Council directs staff to proceed with a ranked ballot as an option for the 2018 municipal election, a thorough public consultation process is recommended to gather public feedback. The results of this consultation would be one of several factors taken into consideration in a future decision report that would need to come before Council by spring of 2017.

It is estimated that the public consultation will take significant staff time and given the deadline to pass a by-law for ranked balloting of May 1, 2017 we would need to start immediately.

The ranked ballot system is a fundamental departure from the experience of the average voter who is used to selecting a specified number of candidates for each office. For example, choose one candidate for the Office of Mayor, not a first, second and third choice for the Office of Mayor. A change to the ranked ballot approach may be confusing to experienced and new voters alike. A significant amount of time, effort and election funding would have to be put towards public education and resources to inform voters about this new system. A change to ranked balloting could lead to public confusion and may have a negative impact on voter turnout. Effective communication and public education would be essential to informing the public.

Voting equipment and systems

A change to a ranked ballot approach would effect on the amount of time needed to prepare and test vote counting equipment and systems. Ranked balloting involves multiple rounds of voting based on a more complex mathematical calculation. As with any election, testing would have to be conducted on all vote counting equipment and systems to ensure that votes are counted correctly, as well as, the security and integrity of the systems. Programming tabulators would be more complex and this would increase vendor costs. The logic and accuracy testing phase for voting equipment would need to develop new testing procedures, would take longer as it would have to test for multiple rounds of vote counting and would require additional staffing to complete.

Ballot

A composite ballot is currently used displaying all elected offices on the same ballot face. Offices for Mayor and Councillor may be elected by ranked ballot; however, there are no proposed changes to allow for school board election using a ranked ballot. So that election will be the first-past-the-post-style. Depending on the number of candidates for the Office of Mayor, Deputy-Mayor, Councillor and School Board paper ballots may need to be larger, may need to use the front and back of the ballot face or a voter may need to use multiple ballots to vote.

A ballot using ranked voting will be significantly different than the ballot that voters are familiar with and may cause confusion and increase the time it takes each voter to cast their ballot. Voters may mark ballots incorrectly leading to more spoiled ballots. This will be especially problematic with a vote-by-mail system.

Election results and recount

In order to be transparent with voting results, more in depth information would need to be available with ranked ballots. In addition to the candidates who have been elected and the number of ballots cast, which are currently reported the Clerk would also have to report on the following:

- The number of ballots that were declined or rejected;
- The threshold for each office
- The number of votes each candidate received in the first round of vote counting;
- The results of each round of vote counting, including the number of votes received by each remaining candidate and the number of exhausted ballots

The regulations stipulate that in the event of a tie and it cannot be determined which of the candidates has enough votes to meet or exceed the threshold, the following method will be used to determine the successful candidate:

- The tied candidate with the higher number of votes in the previous round will be considered to have the highest number of votes;
- If candidates were tied in the previous rounds, the vote totals in earlier rounds are used;
- If the candidates were to tie in all previous rounds, the name of the candidate who will be considered to have the highest number of votes is chosen by lot in a draw;
- The same process is applied to ties for candidates with the lowest number of votes in determining which candidate will be eliminated.

In addition, ranked ballot processes will likely delay the time between the close of voting and the release of official results from the Clerk's Office. With the current voting system, election results are typically generated very quickly with unofficial results announced at the end of voting day and official results announced the following business day. With ranked voting, unofficial results may still be available the same night; however, the verification of official results would require more time and could take more than a week.

This delay would be required to ensure results are accurate and can vary significantly depending on the number of rounds of counting required and the vote counting systems implemented. Cambridge, MA, is one of two municipalities in the United States that utilizes multi-member ranked voting for their municipal elections. They produce preliminary results on the night of the election and unofficial results the following day. For the verification and posting of official elections results it takes 10 days to complete.

Accessibility

In previous municipal elections, the Town of Ingersoll has utilized a vote-by-mail system in order to maximize accessibility options to electors. However, the increased instructions, the requirement to write more detail than a simple "x" can reduce accessibility to the elector.

Increased administrative costs

In light of these considerations, increased administrative costs are anticipated based on the following:

Paper ballot production costs will increase based on the size and number of ballot faces required for each voter, as well as, in anticipation of more spoiled ballots and replacements needed.

Additional staff will be needed to support research, planning and implementation of ranked voting with new processes and audit procedures.

Extensive public education will be needed to inform and assist voters and this will require additional staff, as well as, promotional materials and communication initiatives.

This will require additional election workers during the election and the lead up to the election.

Additional training will be required for all election workers to ensure that they are knowledgeable on ranked balloting and can assist voters.

Our preliminary estimates of a ranked ballot election are that due to the cost of more expensive tabulators (estimated at an additional \$20,000) additional education (estimated at \$15,000) and additional staff time (estimated at \$10,000) we anticipate a ranked ballot election to cost \$45,000 more than our last election.

Given this analysis it is staff's suggestion that we not utilize a ranked voting election. Staff also suggest that we continue with our Vote-by-Mail system. The Vote-by-mail system had good voter turnout, people are becoming used to it, it provides excellent accessibility, and in conjunction with tabulators, it creates a fast efficient election.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

No real impacts if Council follows staff's recommendation but if Council choose go to a ranked ballot election Staff will need to budget significantly more for the election.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives Report C-046-16 as information;

AND THAT Council direct staff to proceed with a vote-by-mail election that does not utilize a ranked ballot.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Clerk's Department

REPORT NO: C-047-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Deputy Mayor Position

OBJECTIVE

To provide information to Council in determining if it wishes to maintain the Deputy Mayor Position in the next Municipal Election.

BACKGROUND

At the November Council meeting Council received correspondence from Mr. Tim Lobzun requesting a discussion about ranked balloting and requesting a review of the Deputy Mayor position. Exactly how the council organizes itself goes beyond Staffs terms of reference.

Staff informed Council that they were already bringing forward a report on ranked balloting for its consideration. Ranked Balloting, if it is to be implemented, will need to be adopted by May 1, 2017. Council has directed staff to bring forward a report which included information on the Deputy Mayor position.

The Deputy Mayor position is currently defined in the procedural by-law as:

'Deputy Mayor' means the member of Council elected to act in the place of the head of Council (Mayor) when the head of Council is absent or refuses to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council.

The position was previously called Councillor-at-large but the name was changed to Deputy Mayor in 1997. At that time the Deputy Mayor was also a representative on County Council before the size of County Council was reduced.

ANALYSIS

The Deputy-Mayor position honorarium currently is \$20,900 per year which is \$7,552 above the Councillor honorarium. The additional compensation, is presumably allocated, due to fact that the Deputy Mayor as well as the Mayor are required to represent the Town at more functions and may be called upon to act in the place of the Mayor with little notice as noted above within the procedural bylaw. Council may wish to review the compensation levels as well as the position itself.

Staff understand that the Town of Tillsonburg is considering eliminating the Deputy Mayor position. From discussions with Tillsonburg staff, Ingersoll staff understand that the concern arose around seeing good candidates that may run against each other for the Deputy-Mayor's position and then only one of those candidates being elected thereby causing the community to lose a good representative of the Town on Council.

However, the same could be said of Council members. Often a number of individuals will run for a limited number of spots on Council, which automatically means some candidates will win and some will lose. Arguably, many individuals who would like to, don't get to represent their community due to the election and the democratic process.

Staff can advise that municipalities vary greatly in how they structure their respective Councils under the provisions allowed within the Municipal Act.

Many municipalities, such as Ingersoll, directly elect a Deputy Mayor, some municipalities rotate the position of Deputy Mayor through their Councillors. Other Municipalities have the Council members themselves elect a Deputy Mayor from amongst their membership, either for a year or the duration of the term of Council. Others automatically make the Councillor elected with the greatest vote total the Deputy Mayor. A local example is that the Township of Norwich, rotates the position through the Councillors that are elected to represent specific Wards.

An additional factor Council may wish to consider is the recent proposed legislation from the province, Bill 68.

As reported in the Clerk's Department December report, one of the proposed legislation changes is that:

“A lower-tier council can temporarily appoint an alternate member of lower-tier council who is a member of both the lower-tier and upper-tier council to replace the member who is unable to attend an upper-tier council meeting.”

Having a Deputy Mayor position would simplify this process as The Town could have a standing resolution that the Deputy Mayor would be the replacement for the Mayor in his absence at County Council ensuring Ingersoll representation at the County for every vote.

With this as a possibility, at some point in the future Ingersoll and Oxford Council will have to provide for an alternate as a county representative for Ingersoll, in the absence of the mayor. Should this happen, Staff would consider it essential that any such additional County representative continue to be elected at-large and specifically for this position, so that the incumbent can clearly represent the entire municipality on Local as well as County issues. It would be important for voters to know who is running to act as an alternate for a seat on County Council so that, in this case at least, they could focus their attention as much as possible on regional issues when required to do so.

Ultimately this really is a decision of Council. There is very little financial gain removing the position. As, in the case of the other jurisdictions observed, those municipalities that have a Deputy-Mayor position, through which ever method, pay those Councillors more when they are acting in the capacity of the Deputy-Mayor role. Any financial savings would be minimal, and could as easily be achieved by reviewing the honorarium structure for Council compensation if that is the primary concern.

Further, staff see no significant issues in maintaining the position. In fact there may a benefit in having a built-in alternate for the Mayor at County Council and there may be a benefit if there is a representation change required at the County.

Should Council wish to consider making changes, they should deliberate and make this decision in the very near future, so as to allow Staff to make any changes necessary for the 2018 municipal election.

INTERDEPARTMENTAL IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS: Financial impacts would be less than \$7,000 per year.

RECOMMENDATION:

THAT Council for the Corporation of The Town of Ingersoll receives report numbered C-047-16 as information;

AND FURTHER THAT Council provides direction to staff on the position of Deputy Mayor for the 2018 election in the Town of Ingersoll.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Public Works

REPORT NO: OP-035-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Winter Maintenance Amendment

OBJECTIVE

To present an amendment of the Winter Control Section of the Public Works Maintenance Standards

BACKGROUND

The Provincial Maintenance Standards now require an explanation of the roads within a representative winter roads patrol.

ANALYSIS

The following chart is a detailed account of the roads patrolled during a winter patrol carried out anytime there is a substantial probability of precipitation which is defined under the Provincial Maintenance Standards.

Road Name	Class	Length	Description
Pemberton	4	932m	Bridge, hill
North Town Line	4	256m	No curb or gutter
Beckett	5	175m	Subdivision low vol
Clarence	5	164m	Subdivision low vol
Kensington	5	175m	Low volume
North Town Line	3	2000m	Open north exposure
Bell	3	300m	Higher vol, arterial
Ingersoll North	4	1380m	Hill, 2 Bridges
Ingersoll South	4	1650m	4 lane, west exposure
Thompson Road	4	550m	Curves, elevation
Culloden	3	480m	Higher volume
Clarke Road	4	1175m	Open N exposure, hill
Kirwin	5	900m	Low vol, hill
Pine	5	156m	Low vol
Wellington	4	400m	Hill
Clarke Road	4	705m	Open exposure, hill
Harris	3	860m	Higher vol
Canterbury	3	1060m	Higher vol, curve
Thames St S	3	860m	Main St, bridge
Carnegie	4	310m	Route to Mutual St.
Mutual St	4	405m	Bridge, hill

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

RECOMMENDATION

That information contained in report Number OP-034-16 is adopted into the department's maintenance standards.

Prepared by: Doug Wituik, Public Works Manager

Reviewed by: Sandra Lawson, P.Eng.

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-036-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Assumption of Clover Ridge North Phase I and Harrisview Phase I Subdivision

OBJECTIVE

For Council to assume the subdivision in Clover Ridge North Phase I (Oak County Homes) and Harrisview Phase I (Sifton Properties).

BACKGROUND

The Subdivision Agreement states the assumption of the subdivision must be completed within seven years from the registration of the agreement or once building permits have been issued for seventy percent of the building lots in the subdivision. This condition was met December 9, 2016.

ANALYSIS

Oak Country Homes and Sifton Properties have completed their obligation with regard to the subdivision agreements signed between them the Town and the County.

In the Clover Ridge North Phase I Subdivision the streets in this phase of the development are known as Fuller Drive, and Walker Road.

In the Harrisview Phase I Subdivision the streets in this phase of the development are known as Chamberlain Avenue, Chatfield Street and Hollingshead Road.

Confirmation of the acceptance of the underground services has been received from the County of Oxford for the services to be owned by the County. Final approved "As Constructed" documents have been received by the Town. All above ground services in the Clover Ridge North Phase I subdivision are completed except for a number of sidewalk panels which will be done as part of Phase II which the Town will retain

securities for. All above ground services in the Harrisview Phase I subdivision are completed except for a number of sidewalk panels which will be done in the spring and which the Town will retain securities for. The stormwater management pond will also still be the responsibility of the developer until all the phases of the development have been completed.

FINANCIAL IMPLICATIONS

The Town will assume the financial costs of the two subdivision phases.

RECOMMENDATION

That report Number OP-036-16 be received as information.

And further that Council assumes the subdivision known as Clover Ridge North Phase I and Harrisview Phase I effective December 13, 2016 and that Engineering Services notify all parties involved with the subdivision agreement.

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

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Operations

REPORT NO: OP-037-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Follow-up review of Building Permit Fees

OBJECTIVE

To compare the building permit fees of surrounding Municipalities in Oxford County, review of the Group A, B, D, E & F minor alteration permit fee and to look at the Building By-law as a result of the fee review.

BACKGROUND

At the November 14, 2016 Council meeting, Council directed staff to review and recommend a revised fee for the \$2100 minor alteration fee for Group A, B, D, E & F occupancies, as well as to do a study of neighbouring municipalities in Oxford County. As a result of the fee review the Building By-Law 15-4824 also under went review by our Municipal solicitor.

ANALYSIS

Minor Alteration Fee

In order to recommend a revised fee, a review of how the fee was generated in the building permit fee report by Tunnock Consulting Ltd. was required.

Approximatly 14 hours of building department staff time is spent on a minor alteration permit review and inspections, which equates to \$660, added to that are the indirect costs of \$326, totalling \$986. The remainder of the current \$2,100 fee is made up of cross subsidy and reserve funds. Staff is therefore recommending a minor alteration permit fee of \$950.00 for Group A, B, D, E & F occupancies.

Review of Building By-law

As a result of the review for the fee changes the By-law to provide the administration and enforcement of the Building Code Act within the Town of Ingersoll was sent to the Town solicitor, this resulted in some minor housekeeping amendments being dealt with.

Fee Comparison Chart

Town/City	Service & Fee										
	Comparable Single Family Dwelling	Building Permit - Group C: Low Density Residential	Building Permit - Group C: Medium, High Density Residential	Building Permit - Group C: Major Alterations	Building Permit - Group C: Minor: Pool, Deck	Building Permit - Groups A, B, D, E, Commercial	Building Permit - Group F: Industrial	Building Permit - Groups A,B,D,E,F: Major Alterations	Building Permit - Non-Residential Demolitions	Building Permit - Groups A,B,D,E,F: Minor Alterations	Building Permits - Other Permits: Renew, Moving building, Sign
Ingersoll	\$2,000 +\$0.62/sqft > 2,000sqft		\$4,100 +\$0.62/sqft >2,000sqft	\$150/sqft +\$0.62sqft	\$125/sqft	\$4,000 + \$0.76/sqft >2,500sqft	\$2,900 + \$0.76/sqft >2,500sqft	\$3,200 + \$0.76/sqft >2,500sqft	\$1,800	\$ 2,100.00	\$150
SW Oxford	\$ 644.00	\$100 +\$0.20/sq.ft.	\$100 +\$0.20/sq.ft.	\$100 +\$0.40/sq.ft.	\$100 (+\$0.20/sq.ft. For decks)	\$100 (+\$5-\$7/\$1000 value)	100 (+\$5-\$7/\$1000 value)		\$150		\$100 (sign)
Zorra	\$ 1,188.00	\$100 + \$40/sq ft			\$100	\$100 + \$8 per thousand	\$100 + \$8 per thousand		\$50		\$100 (sign)
Blandford-Blenheim	\$125/sqft			\$150	\$125	\$125/sqft	\$125/sqft	\$125/sqft (additions)	\$50	\$350	
Woodstock	\$ 979.00	\$0.36/sq.ft.	\$0.36/sq.ft.	\$5/\$1000 value (includes HVAC, plumbing, drainage)	\$ 65.00	\$0.76/sq.ft.	\$0.24/sq.ft. (<50000 sq. ft) \$0.12/sq.ft (>50000 sq. ft.)	\$9/\$1000 value (includes HVAC, plumbing, drainage)	\$50		\$50 (sign); \$50 (moving)
Tillsonburg	\$ 1,839.00		\$45 first \$1000 of construction + \$10 for each \$1000 dollars		\$45 first \$1000 of construction + \$10 for each \$1000 dollars	\$45 first \$1000 of construction + \$10 for each \$1000 dollars			\$100		Perm. Sign - \$50 first \$1000 value, \$5/\$1000; Temp. - \$25/month

Woodstock and Tillsonburg have both recently undergone a fee study report, which the results of which have not been made public.

FINANCIAL IMPLICATIONS

By reducing the fee for Group A, B, D, E & F minor alterations by removing the cross subsidy and reserve funds, a financial impact could occur to the cost recovery of services for lower revenue generating permits, as well as adding to the building reserve fund.

RECOMMENDATION

That report OP-037-16 be received as information.

And that the new Group A, B, D, E, & F minor alteration fee be changed to \$950.

And that staff be directed to hold a Public Meeting for the purpose of considering changes to the minor alteration fee and the amendments to the Building By-law.

And that the amended Building By-law be brought forward to the next regular council meeting.

Attachment

Amended building by-law

Prepared by: Shannon Vanderydt, CBO

Reviewed by: Sandra Lawson, P. Eng.

Approved by: William Tigert, Chief Administrative Officer

THE CORPORATION OF THE TOWN OF INGERSOLL

BY-LAW NUMBER 16-

Being a By-law to provide for the administration and enforcement of the *Building Code Act, 1992* within the Town of Ingersoll

WHEREAS Section 7 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended, empowers council to pass By-laws respecting permits for construction, demolition, occupancy, change of use, sewage systems and conditional permits and respecting inspections and the charging of permit fees and other related matters;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL enacts as follows:

1. INTERPRETATION

1.1 Definitions

In this By-law the following definitions shall apply. Words shown in ***bold italicized script*** in this By-law shall have the meaning as defined in the following definitions:

Act means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended.

Applicant means the ***owner*** of a building or property who applies for a ***permit*** or any ***authorized agent*** to apply for a ***permit*** on the ***owner's*** behalf or any person or corporation empowered by statute to cause the ***construction or demolition*** of a ***building or buildings*** and anyone acting under the authority of that person or corporation.

Architect means the holder of a license, certificate of practice or temporary license under the *Architect's Act* as defined in the ***Building Code***.

Authorized Agent means a person(s) who has been authorized in writing to act on the ***owner's*** behalf for matters relating to an application for a ***permit***.

Building means a building as defined in section 1(1) of the ***Act***.

Building Code means regulations made under section 34 of the ***Act***.

Chief Building Official means the Chief Building Official appointed by a By-law of the Corporation of the Town of Ingersoll for the purpose of enforcement of the ***Act***.

Construct means construct and Construction has a corresponding meaning as defined in subsection 1(1) of the **Act**.

Corporation means The Corporation of the Town of Ingersoll.

Demolish means demolish and Demolition has a corresponding meaning as defined in subsection 1(1) of the **Act**.

Inspector means an inspector appointed pursuant to subsection 3(2) of the **Act** and by by-law of the **Corporation** for the purposes of enforcement of the **Act**.

Owner means the registered owner of the land or property and includes a lessee, mortgagee in possession and the person in charge of the property.

Permit means permission or authorization in writing by the **Chief Building Official** to perform work, to change the use of a **building** or part thereof, or to occupy a building or part thereof, as regulated by the **Act** and the **Building Code**.

Permit Holder means the **owner** to whom the **permit** has been issued or where the **permit** has been transferred, the transferee, and shall be the person who assumes the primary responsibility for compliance with the **Act** and the **Building Code**.

Professional Engineer or Engineer means a person who holds a license or a temporary license under the *Professional Engineer's Act*, as defined in the **Building Code**.

Registered Code Agency means a registered code agency as defined in subsection 1(1) of the **Act**.

Sewage System means sewage system as defined in subsection 1(1) of the **Act**.

Town Engineer means the **Professional Engineer** or engineering firm retained by the **Corporation** or his/her designate.

Work means the **construction** or *alteration, addition* or **demolition** of a **building** or part thereof.

1.2 Additional Definitions

Any words, phrases or terms not defined in this By-Law, that is defined in the **Act** or **Building Code** shall have the meaning ascribed to it in the **Act** or the **Building Code**. Should a word or term not be defined in the **Act** or the **Building Code**, it shall have the meaning that is commonly assigned to it in the context in which it is used, taking into account the specialized use of terms by the various trades and professions to which the terminology applies.

2. PERMITS

2.1 Classes of Permits (The Act, Section 7(a))

The classes of *permits* set out in Schedule “A” of this By-Law are hereby established.

2.2 Application Requirements for a Permit

To obtain a *permit*, the *owner* or an *authorized agent*, shall file an application in writing by completing a prescribed form available at the offices of the Town of Ingersoll or from the *Building Code* website (www.obc.mah.gov.on.ca). Forms prescribed by the council of the Town of Ingersoll under Clause 7(f) of the *Act* shall be those forms authorized by the *Chief Building Official* as further set out in Schedule “C” to this By-law.

2.3 Information submitted to the *Chief Building Official*

Every application for a *permit* shall be submitted to the *Chief Building Official* and shall contain the following information:

1. Where application is made for a *building permit* under subsection 8(1) of the *Act*, the application shall:
 - i. Be completed using the provincial application form, “Application for a Permit to Construct or Demolish”;
 - ii. Be accompanied by the plans and specifications prescribed by this By-law, resolution or regulation made under clause 7(1)(b) of the *Act*, and any associated information or approvals required to demonstrate compliance with any applicable law as set out in Div. A-1.4.1.3 of the *Building Code*;
 - iii. Include complete plans and specifications, documents and other information as required by Article 1.3.1.3 (5), Division C of the *Building Code*;
 - iv. Identify and describe in detail the *work* and occupancy to be covered by the *permit* for which application is made;
 - v. Describe the land on which the *work* is to be done by a description that will readily identify and locate the building lot;

- vi. Include completed forms set out in the Schedules to this By-law and plans where deemed required by the **Chief Building Official**, for the **work** to be covered by the **permit**;
- vii. Be accompanied by all fees and deposits that are required, under Schedule “A” of this By-law, resolution or regulation made under clause 7(1)(c) of the **Act**;
- viii. State the names, addresses, telephone numbers, fax numbers and email addresses of the **owner** and of the **architect, engineer, designer, contractor or constructor**, where applicable;
- ix. Be accompanied by a signed acknowledgement of the **owner** that they have retained an **Architect or Professional Engineer** to carry out field review of the **construction** where required by the **Building Code**. This written acknowledgement shall be completed by filling out a “Commitment to General Review Form” and submitting it to the **Chief Building Official** as part of the **permit** application and prior to the issuance of a **permit**;
- x. Be accompanied by a signed acknowledgement of the **Architect(s), Professional Engineer(s)** and/or other professionals as appropriate that they have been retained by the **owner** to carry out field review of the **construction** where required by the **Building Code**. This written acknowledgement shall be completed by filling out a “Commitment to General Review Form” and submitting it to the **Chief Building Official** as part of the **permit** application and prior to the issuance of a **permit**;
- xi. For new single detached, duplex or semi-detached dwellings, except where waived by the **Chief Building Official**, be accompanied by:
 - a. In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the **Town Engineer**, a lot grading plan bearing the signature and seal of the subdivider’s **Professional Engineer** who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the **Town Engineer**;
 - b. In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the **Town Engineer**, a lot grading plan bearing the signature and seal of a **Professional Engineer**, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the

drainage scheme depicted by the plan will be compatible with the existing drainage patterns;

- c. In the case of land to be developed and where Section 51 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, applies, or where Site Plan approval would otherwise be required, a geotechnical report, signed and sealed by a **Professional Engineer**, confirming areas of imported (non-native) soils and the presence of methane, if any;
 - xii. For single detached, duplex, triplex, semi-detached, or row townhouse **buildings** intended to be continuously occupied during the winter season, include a completed Energy Efficiency Design Summary Form,
 - xiii. Be signed by the **owner** or his or her **authorized agent** who shall certify the truth of the contents of the application.
2. Where application is made for a **demolition permit** under subsection 8(1) of the **Act**, the application shall:
- i. Be completed using the provincial application form, "Application for a Permit to Construct or Demolish";
 - ii. Include complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the **Building Code** and as described in this By-law for the **work** to be covered by the **permit**;
 - iii. Be accompanied by proof satisfactory to the **Chief Building Official** that arrangements have been made with the proper authorities where applicable for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services on the form authorized by the **Chief Building Official**, and
 - iv. be accompanied by all fees that are required, under Schedule "A" of this By-law, resolution or regulation made under Clause 7(1) (c) of the **Act**.
3. Where application is made for a conditional **permit** under subsection 8(3) of the **Act**, the application shall:
- i. Be completed using the provincial application form, "Application for a Permit to Construct or Demolish";

- ii. Include complete plans and specifications, documents and other information as required under Article 1.3.1.3(5)-Division C of the **Building Code** and as described in this By-law for the **work** to be covered by the **permit**;
 - iii. Contain such other information, plans and specifications concerning the complete project as the **Chief Building Official** may require;
 - iv. State in writing to the **Chief Building Official** the reasons why the **applicant** believes that unreasonable delays in **construction** would occur if a conditional **permit** is not granted;
 - v. State the necessary approvals which must be obtained in respect of the proposed **building** and the date or time by which such approvals will be obtained;
 - vi. State the time in which plans and specifications of the complete **building** will be filed with the **Chief Building Official**, if a complete **permit** application has not already been made;
 - vii. Be accompanied by a security deposit as prescribed by the **Chief Building Official**. The security shall be used in the event the **building** may need to be removed and the site restored to its original condition. The security amount shall be refunded upon the issuance of a full **permit**;
 - viii. Be accompanied by all fees and deposits that are required, under Schedule "A" of this By-law, resolution or regulation made under Clause 7(1)(c) of the **Act**, and
4. Where application is made for a change of use **permit** issued under subsection 10(1) of the **Act**, the application shall be submitted to the **Chief Building Official** and shall:
- i. Be completed using the provincial application form "Application for a permit to construct or demolish",
 - ii. Describe the **building** in which the occupancy is to be changed by a description that will readily identify and locate the **building**;

- iii. Identify and describe in detail the current and proposed occupancies of the **building** or part of a **building** for which the application is made;
 - iv. Include plans and specifications which show the current and proposed occupancy of all parts of the **building** and which contain sufficient information to establish compliance with the requirements of the **Building Code**, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing **sewage system**, if any;
 - v. Be accompanied by the required fee as contained in Schedule "A" of this By-law;
 - vi. State the name, address, telephone number, fax number and email address of the **owner**, and
 - vii. Be signed by the **owner** or his or her **authorized agent** (who produces written authorization) and who shall certify the truth of the contents of the application.
5. Where application is made for a transfer of **permit** under the **Act**, the application shall:
- i. Be completed using the Transfer of Building Permit Application Form authorized by the **Chief Building Official**;
 - ii. Include the names and addresses of the previous and new **owner**, the date the ownership change took place, a description of the **permit** that is being transferred, and legal documentation confirming proof of new ownership;
 - iii. Be accompanied by the required fee as contained in Schedule "A" of this By-law;
 - iv. Include a written statement from the new **owner** agreeing to responsibility for all conditions of approval upon which the **permit** was issued; and
 - v. Include, where applicable, proof of engagement from the design professional(s) to undertake a field review.
6. Where application is made for occupancy of an unfinished **building** as provided for in Subsection 1.3.3 -Division C of the **Building Code**, the application shall include:

- i. Description of the part of the **building** for which occupancy is requested;
- ii. Plans showing portion(s) of the floor area(s) to be occupied complete with location(s) of temporary exits as applicable;
- iii. When required in the **Building Code**, a signed statement of the **architect** or **professional engineer**, or both undertaking to provide a general review of the **construction** of the **building**; and
- iv. When required in the **Building Code**, a written report from the **architect** or **professional engineer**, or both, stating the status of the **building** or part thereof.

2.4 Conditional Permits

1. When application is made for a conditional **permit** under subsection 8(3) of the **Act**, the **applicant** shall enter into a conditional **permit** agreement with the **Corporation**. In the event the conditions in said agreement have not been satisfied on or before the date(s) prescribed therein. The agreement shall be considered expired, in which case the **permit holder** shall make a request for an extension. The conditional fee shall be paid at the time the extension request is made. **Building** inspections will not be conducted if there are outstanding conditional permit fees.
2. The **Chief Building Official** is authorized to execute, on behalf of the **Corporation**, conditional **permits** as provided for in the **Act**. The issuance of conditional **permits** is at the sole discretion of the **Chief Building Official**.

2.5 Revisions to Permits

1. Where a **permit holder** has made substantial changes to or has deviated from the plans, specifications, documents or other information filed and in respect of which a **permit** has been issued, the **permit holder** shall notify the **Chief Building Official** by filing the following:
 - i. the prescribed application form entitled Application for a Permit to Construct or Demolish;
 - ii. revised plans, specifications, documents and other information sufficient to enable the **Chief Building Official** to determine whether or not the revised **construction, demolition**, or change of use will conform to the **Act**, the **Building Code** and any other

applicable law; and

- iii. the required fee(s) and deposit(s) as contained in Schedule “A” of this By-law.
2. No person shall make a substantial change or cause a substantial change to be made to a plan, specification, document or other information on the basis of which a **permit** was issued without first obtaining the written authorization of the **Chief Building Official**.
3. The **Chief Building Official**, in his/her sole discretion, shall determine if there have been substantial changes to or the **permit holder** has deviated from the plans, specifications, documents or other information filed and in respect of which a **permit** has been issued.

2.6 Revocation of Permits

1. Prior to revoking a **permit** under subsection 8(1) of the **Act**, the **Chief Building Official** may serve a notice by personal or electronic service or by mail at the address the **permit holder** has communicated to the **Chief Building Official** in writing, and following a 30 day period from the date of service, the **Chief Building Official** may revoke the **permit** if grounds to revoke still exist, without any further notice and all submitted plans, specifications, documents and other information may be disposed of or, or upon the written request of the **applicant**, returned to the **applicant**.
2. Where notice is served by electronic or mail service, the **permit holder** shall be conclusively deemed for all purposes to have been served with notice on the fifth day after the day of posting.
3. A **permit holder** may within 30 days from the date of service of a notice under this Part, request in writing that the **Chief Building Official** defer the revocation by stating reasons why the **permit** should not be revoked. The **Chief Building Official** having regard to any changes to the **Act, Building Code** or other applicable law may allow the one-time deferral, applicable to a period of no later than twelve (12) months from the date the deferral is granted by the **Chief Building Official**.
4. A request for deferral shall be accompanied by the non-refundable fee set out in Schedule “A” of this By-law.

2.7 Incomplete Application

1. Where the **Chief Building Official** determines that an application is incomplete, the **Chief Building Official** may refuse to accept the application

or may commence to process the application if the **applicant** acknowledges in writing that the application is incomplete.

2. Where an **applicant** acknowledges that the application is incomplete, the **Chief Building Official** shall not be bound by the timelines prescribed by the **Building Code** within which a **permit** must be issued or refused, until such time as the application is deemed to be complete.

2.8 Inactive or Abandoned Permit Application

1. Where an application for a **permit** remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the **Chief Building Official** to have been abandoned and notice thereof shall be given to the **applicant**.
2. Prior to cancelling an application, the **Chief Building Official** may serve a notice by personal or electronic service or by mail at the address the **applicant** has communicated to the **Chief Building Official** in writing, and following a thirty (30) day period from the date of service, the **Chief Building Official** may cancel the application without any further notice.
3. Where notice is served by electronic or mail service, the **permit holder** shall be conclusively deemed for all purposes to have been served with notice on the fifth day after the day of posting.
4. An **applicant** may within thirty (30) days from the date of service of a notice under this section, request in writing that the **Chief Building Official** defer the cancellation by stating reasons why the application should not be cancelled.
5. The **Chief Building Official** having regard to any changes to the **Act, Building Code** or other applicable law, may allow the deferral, applicable to a period of no later than six (6) months from the date the deferral is granted by the **Chief Building Official**.
6. The **applicant** may by written notice to the **Chief Building Official** withdraw his or her application.
7. If an application is deemed to be abandoned, a new application shall be filed for any **work** proposed in the abandoned application and the required fee(s) and deposit(s) as set out in Schedule "A" of this By-law shall be paid. An inactive **permit** application may also include an application where

information is outstanding, six (6) months or more after it is made, in such a manner that a full or partial **permit** cannot be issued.

8. Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon the written request of the **applicant**, returned to the **applicant**.

2.9 Plans and Specifications

1. Sufficient information shall be submitted with each application for a **permit** to enable the **Chief Building Official** to determine whether or not the proposed **construction, demolition**, change of use or transfer of **permit** will conform to the **Act**, the **Building Code** and any other applicable law and must be accompanied by two (2) complete sets of the plans and specifications as described in this By-law and Schedule "D" of this By-law in order for an application to be deemed as complete, unless otherwise specified by the **Chief Building Official**.
2. Plans shall be drawn to scale (min. 1:75 or 3/16"=1'-0") on paper, electronic media approved by the **Chief Building Official**, or other durable material approved by the **Chief Building Official**, and shall be legible. Free hand drawings are not permitted to be submitted.
3. A Plan of Survey certified by a registered Ontario Land Surveyor shall be submitted to the **Chief Building Official** when required to demonstrate compliance with the **Act, Building Code** or any applicable law.
4. Any site plans submitted to the **Chief Building Official** shall demonstrate compliance with the **Act**, the **Building Code** or any applicable law and shall contain the following information:
 - i. lot size and the dimensions of property lines and setbacks to any existing or proposed **buildings**;
 - ii. Existing and finished ground levels or grades;
 - iii. Natural features including water courses, streams and topographic features;
 - iv. public utilities and existing streets and street names;
 - v. Existing rights-of-way, easements and municipal services;
 - vi. Proposed fire access routes, and existing fire hydrant locations, if applicable, and any information or documentation required to

determine compliance with fire access requirements of the **Building Code** and water supply requirements for fire suppression;

- vii. Scale bar; and
- viii. North marker indicated.

2.10 As Constructed Plans

On completion of the **construction** of the **building(s)**, the **Chief Building Official** may require a set of **as constructed plans** of the **work** be submitted to the **Chief Building Official**, including a plan of survey certified by a registered Ontario Land Surveyor showing the location of the **building(s)**. The **owner** shall submit **as constructed plans** of the **work** if required by the **Chief Building Official**.

2.11 Plans Property of the Corporation

Plans and specifications submitted in accordance with the requirements of this By-law or otherwise required by the **Act** become the property of the **Corporation** and shall be retained or disposed of in accordance with the relevant legislation and the Town's by-laws.

3. FEES

3.1 Fees Payable

1. The **Chief Building Official** shall calculate the required fees for the **work** proposed in accordance with Schedule "A" of this By-law and the **owner** shall pay such fees upon submission of the application for a **permit**. Applications are not complete until all permit fees have been paid.
2. The building permit fees for farm **buildings** as set out in Schedule "A" in this By-law shall only apply to a farm business holding a valid farm business registration number issued pursuant to the provisions of the *Farm Registration and Farm Organizations Funding Act*, 1993, S.O. 1993, chap. 21, as amended.

3.2 Additional Fees

1. Any person who commences **construction, demolition** or changes the use of a **building** or part thereof prior to the issuance of a **permit** to **construct, demolish** or change the use of a **building** or part thereof shall, in addition to any other penalty imposed under the **Act** or **Building Code**, pay a non-refundable Construction without a Permit Fee as set out on Schedule “A” of this By-law.
2. Where an extension request is made, the **owner** shall pay the fee as set out in Schedule “A” of this By-law prior to the **Chief Building Official** approving said extension.
3. Where an application for a **permit** is subject to additional user fees prescribed by the **Corporation**, including but not limited to development charges, the fees so prescribed shall be paid in addition to the fees set out in Schedule “A” of this By-law prior to the issuance of the **permit**.

3.3 Additional Inspection Fee

1. In addition to the fees paid at the time of application, an additional inspection fee shall be payable prior to each inspection being undertaken of any **building** in the amount as set out in Schedule “A” of this By-law where:
 - i. any of the prescribed notice requirements under the **Building Code** or the notices required under this By-law have not been complied with by a **permit holder**;
 - ii. more than two inspections are required due to **construction** being incomplete or not in compliance with the **Building Code**;
 - iii. a **building** or any part of a **building** is occupied prior to occupancy of a **building** or any part of a **building** being permitted by the **Act, Building Code** or the **Chief Building Official**; or,
 - iv. an inspection as requested to confirm that outstanding items have been completed or corrected in respect to a deficient **permit**.

3.4 Re-examination Fee

1. Where in the opinion of the **Chief Building Official** a proposed **building** design of a **permit** application has substantially changed or where the contractor or other person providing professional services changes after the examination of the plans, specifications, documents or other

information filed has been completed, a plan re-examination fee as set out in Schedule "A" of this By-law shall apply to examine revised plans, specifications, documents or other information.

2. Where an alternative solution under the **Building Code** is requested, the **owner** or **permit holder** shall pay a plan re-examination fee as set out in Schedule "A" of this By-law and any additional costs that may be incurred by the **Corporation** in relation to the evaluation process as determined by the **Chief Building Official**.

3.5 Fee Refunds

1. Upon the written request of the **owner** or **permit holder**, as applicable, the **Chief Building Official** shall determine the amount of refund of the paid permit fee, if any, that may be returned to the **owner** or **permit holder** in accordance with Schedule "B" of this By-law where:
 - i. an **owner** withdraws an application for a **permit**;
 - ii. an application is deemed to have been abandoned in accordance with the terms of this By-law;
 - iii. the **Chief Building Official** has refused to issue a **permit** for which an application has been made; or,
 - iv. the **Chief Building Official** has revoked the **permit**.
2. The amount of the paid permit fees that may be refunded shall be the total fee paid less the cumulative percentage of fees applicable to the administration, review and inspection functions undertaken prior to receipt by the **Chief Building Official** of the written request, as set out in Schedule "B" of this By-law.
3. Despite subsection (2), no refund shall be payable where the amount calculated is equal to or less than \$100.00.
4. The fee that may be refunded shall be paid to the person named on the **permit** application, unless the person directs in writing that it be refunded to another person.

3.6 Non-Refundable Fees

1. Despite section 3.5, the following fees shall not be refundable:
 - i. Connection to Sewer;

- ii. Connection to Water;
- iii. Additional Inspection Fees;
- iv. Plan Re-examination Fees; and
- v. Any other fee(s) where the amount is less than \$100.00.

3.7 Annual Fee Adjustment

1. Council may adjust the building permit fees for any or all classes of **permits** in this By-law once annually in accordance with the "*Consumer Price Index*" as published by Statistics Canada. Such adjustment to the fees shall not require an amendment to this By-Law nor require a public meeting.
2. Council may adjust the building permit fees for any or all classes of **permits** in this By-law in the first two years to increase the building reserve. Such adjustment to the fees shall not require an amendment to this By-Law nor require a public meeting.

4. SECURITY DEPOSITS

4.1 Deposits Payable

1. The **Chief Building Official** shall calculate the required deposits for the **work** proposed in accordance with Schedule "A" of this By-law and the **owner** shall pay such deposits upon submission of the application for a **permit**. Applications are not complete until all required deposits have been paid.
2. In addition to the fees described in this By-law, where application is made for a **permit** under the **Act** and the work(s) for which the permit relates includes:
 - i. renovations;
 - ii. the making of addition(s) to any **building**;
 - iii. new **construction** of any **building**;
 - iv. lot grading; or
 - v. any combination of the works described in i to iv above,

a refundable security deposit shall be deposited with the **Corporation** in the amount set out in Schedule "A" of this By-law. The refundable security

deposit is collected by the **Corporation** to provide securities for any potential damage that may occur as the result of improper or incomplete works through the course of the permitted **construction**, for assurance that the works are completed to the satisfaction of the **Chief Building Official**, for assurance that all necessary inspections are completed through the duration of construction and to ensure the **permit** file can be appropriately closed at the conclusion of the works. The refundable security deposit will be held by the **Corporation** without interest until the work for which the **permit** has been issued has been completed in accordance with the stipulated requirements of the **permit** to the satisfaction of the **Chief Building Official**.

4.2 Deposit Refunds

1. The refundable security deposit will be refunded upon successful completion of the project in accordance with the approved **permit** documents which results in closure of such permit file, less any fees and/or costs owing.
2. The deposit that may be refunded shall be paid to the person named on the **permit** application, unless the person directs in writing that it be refunded to another person.

4.3 Deposits Held as Security

1. The deposits identified in this By-law shall be held as security by the **Corporation** until the work for which the permit has been issued has been completed in accordance with the stipulated requirements of the **permit** to the satisfaction of the **Chief Building Official**.
2. The **owner** shall be responsible for any **permit** fees and any damage to the **Corporation's** property or any restriction and the amount of any fees owing and/or the costs for damage and/or repair may be deducted by the **Corporation** in addition to any other available remedy or penalty.
3. In the event the amount of any fees owing and/or the costs of damage and/or repair exceed the value of the deposit held, the **Corporation** may invoice the **applicant** in the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the **Corporation** may recover the amount owing by action or by adding the costs to the tax roll of the property to which the **permit** relates and collecting them in the same manner as taxes.

4.4 Security Forfeited

1. The refundable security deposit will be forfeited:
 - i. when a **building** is occupied prior to issuance of an occupancy permit;
 - ii. where the **applicant** fails to call for a building inspection that is required by the **Building Code** and identified through the **permit** process; or,
 - iii. where more than five (5) years have lapsed from the date of the last documented inspection.

5. NOTICE REQUIREMENTS FOR INSPECTIONS

5.1 Prescribed Notices

The **permit holder** shall notify the **Chief Building Official** of each stage of **construction** for which a notice is required under Article 1.3.5.1 and Article 1.3.5.2 (a), (b), (c), (d), (e), (h), (i) and (j) of Division C, of the **Building Code**.

5.2 Notice Prior to Occupancy

The **permit holder** shall notify the **Chief Building Official** requesting an occupancy **permit** be issued, for certain **buildings** of residential occupancy in accordance with Article 1.3.3.3 of Division C of the **Building Code**.

5.3 When Notice Deemed Effective

A Notice pursuant to this By-law is not effective until the notice is actually received by the **Chief Building Official** or his/her designate by voice mail, by email or other means of electronic transfer deemed acceptable by the **Corporation**, or where the notice is given in person or orally, or in writing and is acknowledged by the **Chief Building Official** or his/her designate. Where notice is received by voice mail, by email or electronic transfer, the notice shall be deemed to be effective if received on a business day or on the first business day following a weekend or statutory holiday.

5.4 Time Period for Conducting Inspections

Upon receipt of proper notice, the **Chief Building Official** or an **inspector** shall undertake a site inspection of the **building** to which the notice relates in accordance with the prescribed time periods set out in Section 11 of the **Act** and Article 1.3.5.3 of Division C of the **Building Code**.

6. REGISTERED CODE AGENCIES HIRED BY THE CORPORATION

The **Chief Building Official** is authorized to negotiate and execute service agreements with a **Registered Code Agency** to perform specified functions pursuant to Section 4.1 of the **Act**, provided that the **Registered Code Agency** meets all requirements of the **Act** and the **Building Code**, funds are pre-approved by the **Corporation** and the specified functions to be performed by the **Registered Code Agency** are restricted to those permitted by the **Act**.

7. AUTHORIZATION OF ALTERNATIVE SOLUTIONS AND EQUIVALENTS

7.1 Alternative Solution Submission

Where an alternative solution for an equivalent material, system or **building** design is proposed in either an application for a **permit**, or in a material change to a plan, specification, document or other information on the basis of which a **permit** is issued, the **applicant** shall submit:

- i. A detailed submission or application satisfactory to the **Chief Building Official** or **Registered Code Agency**, if applicable;
- ii. Supporting documentation describing the proposed location(s) where the alternative solution is proposed and demonstrating that the proposed alternative solution will provide a level of safety and performance required by the **Building Code**;
- iii. A description of the proposed material, system or **building** design for which authorization is sought;
- iv. A description of all applicable provisions of the **Building Code** in contravention; and
- v. Payment of the required fees and deposits as set out in Schedule "A" to this By-law.

7.2 Alternative Solution Approval

The **Chief Building Official** or **Registered Code Agency** may accept or reject any proposed alternative solution and/or may impose conditions or limitations on their use.

7.3 Alternative Solution Location

Alternative solutions which are accepted under this By-law shall be applicable only to the location as described in the application and are not transferrable to any other *building permit*.

8. OFFENCES AND PENALTIES

Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

9. VALIDITY

In the event that any provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

10. GENERAL

10.1 Schedules

The Schedules attached hereto shall form party of this By-law and include:

- i. Schedule "A" – Permit and Miscellaneous Fees and Deposits;
- ii. Schedule "B" – Fee Refunds;
- iii. Schedule "C" – Forms; and
- iv. Schedule "D" – Plans and Specifications.

10.2 Effective Date

This By-law comes into force on the 1st of May 2016.

10.3 Short Title

This By-law may be cited as the "Building By-law".

10.4 Repeal

By-law 15-4824, as amended, of the Corporation of the Town of Ingersoll is hereby repealed.

Passed in Open Council on _____, 2016.

SCHEDULES TO BY-LAW NUMBER _____

- 1. Schedule "A" – Permit and Miscellaneous Fees and Deposits**
- 2. Schedule "B" – Fee Refunds**
- 3. Schedule "C" - Forms**
- 4. Schedule "D" – Plans and Specifications**

Schedule “A” – Permit and Miscellaneous Fees and Deposits

Building Permit Fee Schedule - Ingersoll		
1	Class of <i>Permit</i>	Fees
2	Group C , Low, Medium Density Residential	\$2,000.00 base fee + \$0.62/sqft for projects > 2,000/sqft
3	Group C , High Density Residential	\$4,100.00 base fee + \$0.62/sqft for projects > 2,000/sqft
4	Group C , Major/Minor Alterations	\$150.00 + \$0.62 sqft
5	Group C , Pools/Decks/Sheds/Tents	\$150.00
6	Groups A, B, D, E , Commercial	\$4,000.00 base fee + \$0.76/sqft for projects > 2,500sqft
7	Group F , Industrial	\$2,900.00 base fee + \$0.76/sqft for projects > 2,500sqft
8	Groups A, B, D, E & F Major Alterations	\$3,200.00 base fee + \$0.76/sqft for projects > 2,500sqft
9	Group C , Demolitions	\$150.00
10	Groups A, B, D, E & F Demolitions	\$1,800.00
11	Groups A, B, D, E & F Minor Alterations	\$ 950.00
12	Other <i>Permits</i> : renew, moving building , sign, solar panels	\$150.00
13	Solid Fuel Appliances	\$150.00
14	Farm Buildings	\$1,900.00
15	Designated Structures	\$150.00
16	Change of Use	\$1,000.00
17	Standalone Plumbing - Residential	\$150.00
18	Standalone Plumbing - Non-res	\$150.00
19	Connection to Sewer	\$60.00
20	Connection to Water	\$60.00
21	Standalone HVAC	\$150.00
22	Additional Fees	
23	Additional Inspection Fees	\$50.00 / additional inspection
24	Plan Re-examination Fees	\$50.00/hr (min. fee of \$150.00)
25	Transfer of Permit	\$150.00
26	Extension fee	\$150.00
27	Construction without a permit	200% of the base fee
28	Hourly Rate	Inspector \$50/hr CBO \$75/hr
29	Miscellaneous – Charges	For classes of <i>permits</i> not described or included in this schedule, a reasonable permit fee shall be determined by the Chief Building Official

Building Permit Deposit Schedule – Ingersoll		
	Description of Works	Deposits
1.	Renovations	\$1,000.00
2.	Additions	\$1,000.00
3.	New Construction	\$1,000.00
4.	Lot Grading	\$1,000.00
5.	Any combination of Renovations, Additions, New Construction, Lot Grading	\$1,000.00

Schedule “B” – Fee Refunds

Pursuant to Section 3.7 of this By-law, the fees that may be refunded shall be a percentage of the fees payable calculated by the **Chief Building Official** or a designate as follows:

1. 80% if administrative functions only have been performed;
2. 70% if administrative and zoning functions only have been performed;
3. 45% if administrative, zoning and plans examination functions have been performed;
4. 35% if the **permit** has been issued and no field inspections have been performed subsequent to **permit** issuance;
5. 5% shall additionally be deducted for each field inspection that has been performed after the **permit** has been issued.
6. No refund shall be made for an amount less than \$100.00.

Schedule “C” – Forms

Pursuant to Section 2 of this By-law, the following forms shall be those used for the administration and enforcement of the **Act** and the **Building Code**:

1. Application for a Permit to Construct or Demolish
2. Building Permit
3. Partial Building Permit
4. Demolition Permit
5. Conditional Permit
6. Change of Use Permit
7. Sewage System Permit
8. Structural Sign Permit
9. Occupancy Permit
10. Transfer Permit
11. Acknowledgement of Incomplete Application
12. Commitment to General Review Form by **Architect** and **Engineer**
13. Energy Efficiency Design Summary Form
14. Alternative Solution Submission Form
15. Order to Comply
16. Order Not to Cover or Enclose
17. Order to Uncover
18. Stop Work Order
19. Order Requiring Tests and Samples

Schedule “D” – Plans and Specifications

Site Plan

Site Servicing Plan

Lot Grading Plan

Foundation Plan

Floor Plan (each Floor)

Elevations

Framing Plans

Sections & Details

Reflected Ceiling Plan

Plumbing Plans

HVAC Plan

Electrical Plan

The **Chief Building Official** may specify that not all the above-mentioned plans are required to accompany an application for **permit**.

This information is in addition to any information specified in this By-Law.



DEPARTMENT: Parks and Recreation

REPORT NO: R-033-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Fusion Youth Centre – Update on Recruitment and Retention Strategy and Review of Centre Hours

OBJECTIVE

The objective of this report is to update Council on the success of the 2016 Youth Recruitment and Retention Strategy for the Fusion Youth Centre as well as to request a change in the Centre Hours based on an operational review of participation by time of day.

BACKGROUND

In 2015 The Fusion Youth Centre recognized that youth participation numbers had slightly declined over the previous year and in February 2016 a report was received by Council with details of the recruitment and retention strategy that was being implemented in order to increase levels of participation in Fusion programs.

In 2016 a review was conducted to determine Centre usage by the hour. It has been determined that there is a need to adjust the hours at Fusion to better align with when the Centre is being utilized by participants.

ANALYSIS

1. Youth visits declined by 4,073 in 2015 as compared to visits in 2014. As part of the retention strategy, new programs were added in 2016 based on feedback from youth, and additional times were added for programs with high participation to encourage youth to attend Fusion on a more regular basis.

Outcome:

- In 2016, as of November 26 youth visits have already surpassed the number of visits for the full year of 2015. To date there have been 15,702 visits compared to the total visits in 2015 of 13,516 which is 2186 additional visits. As the full year has not been calculated for 2016 the increase in visits is a positive trend.
2. New memberships declined by 49 members in 2015 as compared to 2014. Fusion put a strategy in place to recruit new members including hosting special events to attract youth to the Centre, presenting at school assemblies about the benefits of becoming a Fusion member, hosting Parent Participation evenings, and having a column in the monthly newsletters at local schools.

Outcome:

- In 2014 Fusion had 187 new members, in 2015 there was a decline and there were only 138 new members. In 2016 as of November 26th there are 226 new members which is the highest number of new members the Centre has seen in a single year since opening in 2006.
3. In 2014, 37 members were age 18 which means they were not eligible to renew their memberships in 2015. In 2015, 32 members were age 18. In December 2015 Fusion began to look at trends in age of youth members. This information has been tracked and in 2016 there are 49 members that are age 18 that will need to be replaced in 2017 to maintain current membership levels. In 2016 Fusion staff worked to target younger youth so that they can participate in Fusion for a longer period of time.

Outcome:

- Below is a breakdown of the number of youth visits by age as of November 26, 2016. Targeting the younger age demographic has proven successful through Fusion’s community outreach efforts.

Ages	# of Youth Visits
12	3390
13	2859
14	1931
15	2259
16	2282
17	1322
18	758

4. Data that is tracked at Fusion was largely output based and the impact on youth was not being measured by program. Fusion decided to look at the impact on participants as another measure of Fusion's success.

Outcome:

- Youth were surveyed on the overall impact of Fusion by asking the youth to take a short survey and we will be evaluating programs individually prior to the full United Way application submission deadline so that we can share specific program data as well. We have learned that we need to be narrow in our focus and pick a limited number of program outcomes that can easily be measured.
- The survey results for the overall Centre are as follows:

Question #1 : What is Your Gender?

Male -60%

Female-40%

Question #2: I feel like Fusion is a safe place for me to go

85% said YES

11% said Sometimes

3% said NO

Question #3: I feel like there are some people who work at Fusion that I can talk to and trust

82% said YES

11% said Sometimes

4% said No

Question #4: Fusion helps me feel like I belong to a community

66% said Yes

26% said Sometimes

8% said No

The above results indicate that youth feel that Fusion is a safe and welcoming space where they can connect with and trust staff and feel like they belong to a community.

- In 2015, new Fusion members were primarily male. There were 105 males that joined as compared to 33 females. The number of females joining Fusion dropped by 48 in 2015 when compared to new members in 2014.

Outcome:

- Based on youth survey results about which programs they would be interested in, new programs were added that were geared towards female interests. Staff have continued to solicit feedback to in and ensure that programming reflects their interests. Fusion has been successful in recruiting 95 female members in 2016.

Year	Total Number of New Members	Number of New Male Members	Number of New Female Members
2014	187	106	81
2015	138	105	33
2016	226	131	95

- As of November 26, 2016 the breakdown below reflects the number of male and female new memberships compared to previous years:

- 25% of active members are from neighbouring municipalities. Of the 475 active members, 121 are non-Ingersoll residents.

Outcome:

- A letter was sent to all neighbouring municipalities that have youth participating at Fusion to request financial support for the Centre. A letter has also gone to Oxford County Council and Fusion had delegation status at their November 23rd meeting to formally request funding. The request has been deferred to budget deliberations.

- As part of finding efficiencies for Fusion, in 2016 a review was completed on the Centre's hours. Hourly head counts were completed on a daily basis to determine which operating hours had the highest usage.

Outcome:

- In reviewing the data from the hourly head counts, the Monday to Thursday hours of operation (2:30 pm – 9:00 pm) align well with actual attendance by youth.
- It was noted that Friday and Saturday have gaps in attendance at specific times of day and the Centre could adjust hours on those days without impacting levels of service or participation. The following is a breakdown of usage on Friday and Saturday:

Friday:

Time of Day	3:00 pm – 10:00 pm	10:00 pm	10:30 pm	11:00 pm
Average Number of youth attending Fusion	86.75	11.05	4.70	0.31

Saturday:

Time of Day	1:00 pm	2:00 pm	3:00 pm – 10:00 pm	10:00 pm	10:30 pm	11:00 pm
Average Number of youth attending Fusion	3.05	11.22	69.89	7.47	4.81	0.62

- It is recommended based on usage of the Centre by hour of day that the following changes take place:
 - Friday – close Fusion at 10 pm
 - Saturday – open Fusion at 2:30 pm and close Fusion at 10pm
- The above recommendation would not have a significant impact on attendance and participation levels at Fusion and would represent a cost savings because currently 3 staff members are needed to open and close the building and the number of youth in attendance during the hours that Fusion staff are suggesting be eliminated are not significant enough to justify the wages.

INTERDEPARTMENTAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

For item #7 above, each half an hour that the Centre either opens later or closes early represents a savings of \$1462.67 (0.5 hours x 3 staff x 52 weeks at the current salary grid). If the hours change as recommended this represents a savings of \$10,238.66.

RECOMMENDATION

THAT the Council of the Corporation of the Town of Ingersoll receives an update on Fusion’s Recruitment and Retention Strategy and;

THAT the Council of the Corporation of the Town of Ingersoll approves the recommended adjustment in Fusion’s hours based on the year-long review so that the

Centre will close at 10:00 pm on Fridays and will open at 2:30 pm and close at 10:00 pm on Saturdays to reflect actual member usage.

Prepared by: Bonnie Ward, Director of Parks and Recreation
Andrea Brown, Manager of Fusion Youth Centre
Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Treasury Department

REPORT NO: T-027-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Cancellation, Reduction and Refund of Property Tax

OBJECTIVE

To seek Council's approval for applications received from property owners for the cancellation, reduction and refund of property taxes in accordance with Sections 357/358 of the Municipal Act, 2001.

BACKGROUND

Property owners have a number of methods to seek reductions in their property assessment. Sections 357/358 of the Municipal Act, 2001 specifically identify Council as having approval authority for the cancellation, reduction and refund of property taxes for specific situations with the following being the most common:

- Ceased to be liable to be taxed at rate it was taxed.
- The land became vacant during the year or prior year.
- Razed by fire, demolition or otherwise.
- Gross manifest clerical error.
- Repairs/renovations preventing normal use for a period of 3 months.

The applications are received by the Town then forwarded to the Municipal Property Assessment Corporation (MPAC) for review and determination of assessment reduction. Approved refunds are shared with the County, School Boards and Business Improvement Area.

ANALYSIS

The following properties received refunds under Sections 357/358 in 2016.

Tax Roll	Reason	Municipal	County	Education
010-010-10100	Demolition	523.07	325.75	476.83
010-040-25700	Class Change	887.85	342.56	969.89
010-020-05300	Demolition	1,698.31	775.91	1,132.76
010-010-16900	Demolition	74.67	34.11	15.66
010-020-37600	Class Change	6,397.60	2,947.90	5,230.84
030-065-11020	Repairs	24,760.85	11,559.48	20,585.92
Total		34,342.35	15,985.71	28,411.90

INTERDEPARTMENTAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

Tax adjustments are anticipated and are included in the approved budgeted expenditure.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives the Treasury Department Report T-027-16 titled Cancellation, Reduction, and Refund of Property Taxes as information;

AND FURTHER THAT Council approves the reduction of taxes on properties identified in this report pursuant to the Municipal Act 2001, Sections 357/358.

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer



DEPARTMENT: Treasury Department

REPORT NO: T-028-16

COUNCIL MEETING DATE: December 12, 2016

TITLE: Tangible Capital Assets Accounting Policy Review

OBJECTIVE

To seek Council's approval of revision to Tangible Capital Assets Policy as attached to this report. The amended policy will be reflected in the 2016 year-end Financial Statements.

BACKGROUND

Effective for the 2009 fiscal year, all municipalities in Canada are required to record and report municipal tangible capital assets on year-end financial statements as prescribed by the Public Sector Accounting Board (PSAB) Handbook Section 3150. These assets must be valued at historical cost, and amortized over their expected useful life.

In order to fulfill the mandatory reporting requirements under the PSAB 3150, the Town of Ingersoll retained Urban and Environmental Management Inc. (UEM), and Watson and Associates to help create an asset inventory and policies related to recording, tracking and accounting for tangible capital assets. The policy was created by Watson and Associates, reviewed and approved by Council in May 2008.

The Town also retained UEM to develop a Corporate Asset Management Plan and Risk Assessment Framework. In order to qualify for any capital funding from the province, municipalities were required to have asset management plans in place by December 31, 2013.

Since, the TCA database and Asset Management Plan have been hosted by the Town, managed and maintained by Town staff with help from UEM. This solution was a good choice at the time; however it became evident that it had inherited risks that were common to most in-house programs. The risks include high dependency on the developer, no upgrades, little flexibility, use of valuable resources to upgrade, to name a few.

In 2016 a decision was made to implement a new web based, industry leading software called CityWide Solutions. The CityWide Solutions portfolio is designed for a comprehensive asset management program that offers solutions from basic asset inventory registries and financial reporting to advanced financial modeling.

The implementation of CityWide has provided a perfect opportunity to review and update the Town's Tangible Capital Asset Policy. The proposed changes have been reviewed and recognized by the Town auditor Millard, Rouse & Rosebrugh LLP.

ANALYSIS

The Tangible Capital Assets Policy amendments are illustrated in red font in the Policy attached to this report.

Amendments include the following:

- New definitions were added in Definitions Section
- Expanded on the definition of Contributed Capital Assets
- Added new section Additions and Betterments
- Expanded on the definition and recognition of long term construction of tangible capital assets
- Changed how amortization is calculated

INTERDEPARTMENTAL IMPLICATIONS

The updated policy will be circulated to all departments for implementation.

FINANCIAL IMPLICATIONS

There is no impact on the Town's 2016 budget. The change in the TCA Accounting policy is applied retrospectively and will require adjustments to the opening balances of each affected component for the 2015 reporting year.

RECOMMENDATION

THAT the Council for the Town of Ingersoll receives as information the Treasury Department Report T-028-16 titled Tangible Capital Assets Accounting Policy Review.

AND FURTHER THAT Council approves amendments to Tangible Capital Assets Accounting Policy as set in the Attachment 1, and authorizes the Director of Finance to execute and implement for the preparation of the 2016 Financial Statements.

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer



Policy Title: Tangible Capital Assets Accounting Policy, PSAB 3150

Effective Date: May 20, 2008

Review Date(s): December 12, 2016

Department: Finance

Purpose

The Canadian Institute of Chartered Accountants (CICA) have approved and passed Public Sector Accounting Board (PSAB) Handbook Section 3150 relating to the accounting treatment of a municipality's tangible capital assets. Effective January 1, 2009, all municipalities in Canada must record and report their tangible capital assets on their year-end financial statements. These assets must be valued at historical cost, and amortized over their expected useful life. The following policies have been created as a result of PSAB 3150.

1. Definitions

- a) Assets are defined as: *economic resources within the control of the Town resulting from past transactions or events and from which future economic benefits may be obtained.*
- b) Amortization is the allocation of the cost (less the residual value) of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use. Amortization is also commonly known as depreciation.
- c) Betterment is a cost incurred which enhances the service potential of a tangible capital asset. Such expenditures would be included in the tangible capital asset's cost. Service potential is enhanced for a tangible capital asset when costs are incurred to:
 - i. extend its useful life;
 - ii. increase its service capacity, or previously assessed physical output;
 - iii. significantly lower any operating costs associated with the tangible capital assets; or
 - iv. improve the quality of the output from the tangible capital asset.
- d) Capital Lease is a lease which has the economic characteristics of asset ownership (see Section 4 of the policies). Tangible capital assets held under a capital lease must be reported and included in the tangible capital asset inventory.
- e) Capital Work-In-Progress is the cost of the Town's tangible capital assets under

construction, constructed or in an uncompleted process of acquisition and that are not yet in service. Amortization is not applied to Capital Work-In-Progress.

- f) Capitalization Threshold is the value above which tangible capital assets are capitalized and reported in the financial statements.
- g) Contributed (Donated) Assets are tangible capital assets received at no or nominal cost. The cost of a contributed tangible capital asset is considered to be equal to its fair value at the date of contribution. Some examples would include a transfer of tangible capital assets from a more senior level of government for no cost; or the receipt of roads, streetlights, and other infrastructure from a developer as part of a subdivision agreement.
- h) Disposals involve the removal of a tangible capital asset from the use and control of the Town. Disposals can involve the sale, destruction or abandonment of an asset such that it is no longer involved in the Town's operations.
- i) Equipment is defined as an apparatus, tool, device, machine, implement or instrument utilized to facilitate a process, function or completion of a task. Equipment also includes furniture and fixtures. It may be installed within a building, but could be moved and reinstalled at a different location, if required (it is not permanently affixed to or integrated into the building or structure in which it resides).
- j) Facilities are all structures that provide shelter from the elements which function independent of an infrastructure network. Equipment which is permanently affixed or integrated into the building or structure in which it resides, will be considered part of the Facility.
- k) Fair Value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction who are under no compulsion to act.
- l) Historical Cost is the gross amount of consideration originally given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to the asset's acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use. Capital grants would not be netted against the cost of the related tangible capital asset.
- m) Infrastructure Assets are composed of linear assets and their associated specific components. Some examples would include: Transportation Infrastructure (Roads – including cycling lanes, bridges, tunnels, public transit rail line portion only, drainage systems), Utilities (telephone, gas and electrical) and Environmental Infrastructure (water delivery systems, waste water treatment, storm drainage systems).
- n) Intangible Capital Asset is a non-financial asset that has no substance, such as copyrights, trademarks, patents and goodwill. Intangible capital assets are separate and distinct from tangible capital assets.
- o) Land is defined as real property in the form of a plot, lot or area. Includes all expenditures made to acquire land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, filling, draining and clearing, removal of old buildings (net of salvage), assumption of

liens or mortgages, and any additional land improvements that have an indefinite life. Land is valued separately from buildings which may be erected upon it.

- p) Land Improvements consist of betterments, site preparation and site improvements (other than facilities, as defined above) that ready land for its intended use, and which generally decay or break down over time (i.e. have a defined useful life).
- q) Linear Assets are assets generally constructed or arranged in a continuous and connected network.
- r) Nature (of an asset) is a description of the type of asset, its characteristics, features and location.
- s) Net Book Value of a tangible capital asset is its historical cost, less accumulated amortization and the amount of write-downs, if applicable.
- t) Non-Financial assets are defined as: acquired, constructed or developed assets that do not normally provide resources to discharge existing liabilities, but instead:
 - i. are normally employed to deliver government services;
 - ii. may be consumed in the normal course of operations; and
 - iii. are not for sale in the normal course of operations. (PS 1000.42)
- u) Pooled Tangible Capital Assets are homogenous in terms of their physical characteristics, use and expected useful life. Pooled tangible capital assets are amortized using a composite amortization rate based on the average useful life of the different assets in a group.
- v) Replacement Cost is the cost of replacing an asset with one that has substantially the same functionality and capacity but has a different physical form or uses the most common current technology.
- w) Reproduction Cost is the cost of replacing an asset with a substantially similar one, or the price of replacing an asset in its present physical form and utilizing similar technology to the original asset.
- x) Residual Value is the estimated net realizable value of a tangible capital asset at the end of its useful life to a local government. Also commonly referred to as salvage value.
- y) Rolling Stock is a road vehicle, usually having wheels, intended primarily for transporting persons or things; or designed to be towed behind such an apparatus.
- z) Tangible Capital Assets are defined as:
Non-financial assets having physical substance that:
 - i. are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - ii. have useful economic lives extending beyond an accounting period;
 - iii. are used on a continuing basis; and
 - iv. are not for resale in the ordinary course of operations. (PS 3150.05)
- aa) Useful Life is the estimate of either the period over which a local government expects to use a tangible capital asset, or the number of production or similar units that it can obtain from the tangible capital asset. The life of a tangible capital asset may extend beyond its

useful life. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial, and legal life.

bb) Work-in-Progress includes all costs related to the construction or development of a tangible capital asset. These costs are incurred to get an asset into service, therefore accumulation of these costs cease when the asset is placed into service. Tangible capital assets included in the work-in-progress account are not amortized. Once in service, the tangible capital asset must be transferred into a specific asset category to begin the amortization process.

cc) Write-Down is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

dd) Write-off occurs when a tangible capital asset is deemed not to have any remaining service potential to the Municipality. The net book value of a tangible capital asset is reduced to nil and the asset is removed from the accounting records

2. Asset Categories and Groupings

- a) Asset hierarchies have been created and represent the tangible capital asset categorization to be used in developing and maintaining the inventory listing (see attached appendix).
- b) The asset hierarchies can be categorized as follows:
 - i. Asset Type - a category of assets that are objectively similar in nature or function in the Town's operations (land, land improvements, equipment & rolling stock, facilities including facility improvements and leasehold improvements, infrastructure)
 - ii. FIR Category - Classification of assets by functional service areas in which an asset is used, using the annual Financial Information Return (FIR) as a reference for categorization (General Government, Protection, Transportation, etc.)
 - iii. Budget Area - Classification of assets by departmental service areas in which an asset is used, using the annual Financial Information Return (FIR) as a reference for categorization.
 - iv. Asset Detail - Description of the specific asset being recorded.
- c) The hierarchies represent the applicable tangible capital asset groupings and level of asset detail for the Town.

3. Contributed or Donated Tangible Capital Assets

PSAB 3150 requires municipalities to record contributed (or donated) assets as tangible capital assets. Examples of contributed tangible capital assets include:

- A road constructed by a developer (usually as part of a developer agreement) and contributed to the Town;
- Donated playground equipment.

The contribution/donation could be made up of an entire asset, or a partial payment of an asset.

Contributed tangible capital assets will be recorded as follows:

- a) as assets of the Town;

- b) the timing of the recording of the contributed tangible capital asset will be at the date when ownership actually occurs, but each situation will be reviewed to ascertain whether the timing of the recording of the asset should be at the date the asset is determined to be controlled by the Town;
- c) cost will be considered to be equal to its fair value at the date of contribution. **The fair market value of the contributed asset will be treated as revenues to be recognized on the year of acquisition of the related asset.**

4. Leased Tangible Capital Assets

Certain leased assets are capital in nature and therefore must be included in the tangible capital asset listing, due to the specifications in the terms of the lease. All leases that meet one of the following conditions must be included in the tangible capital asset inventory in the same manner as owned tangible capital assets:

- a) the Town will own (or will likely own) the leased asset at the end of the term;
- b) the lease term is most (i.e. over 75%) of the estimated useful life of the leased asset;
- c) the current value of lease payments over the term of the lease is substantially all (i.e. over 90%) of the fair value of the leased tangible capital asset; or
- d) other lease terms suggest that the lease is capital in nature.

5. Additions / Betterments

Additions of all new tangible capital assets for the fiscal year must be added to the appropriate asset category at historic cost.

The cost of betterments are to be added to the historical cost of the specific tangible capital asset and should be amortized accordingly. Where required, the useful life of the asset should be changed to reflect the betterment.

To be recorded as a betterment, the value of the expenditure must meet the threshold for the asset category to which the tangible capital asset subject to the betterment belongs.

6. Long term Development or Construction of Tangible Capital Assets

PSAB 3150 states that the following must be presented on the Town's annual financial statements: *The net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service; (PS 3150.42b)*

Due to this requirement, the Town's asset hierarchy has been established so that this information can be easily extracted from the inventory database. "Capital Works in Progress" accounts have been established to ensure these assets will not be amortized until they are put into service. **Accumulation of these costs cease when the asset is put into service.**

Interest costs uncured during the construction or development if tangible capital assets can be added to the relevant work-in-progress asset class only where specific financing, directly related to the project under construction or development, has been established. The interest cost will cease to be added to the asset class once the asset is ready for use and the asset is transferred

to a regular asset category.

7. Works of Art and Historical Treasures

Works of Art and Historical Treasures owned by the Town are not to be included in the tangible capital asset listing since a reasonable estimate of the future benefits associated with these items cannot be made. However, the nature of these assets must be disclosed in the notes to the annual financial statements. Some examples of items that fall under this category include:

- Works of art (i.e. in a museum or used as decoration in a Municipal building);
- Antiques owned by the Town (i.e. antique fire trucks used in parades).

Works of Art and Historical Treasures will be treated as follows:

- a) All assets that are considered works of art or historical treasures will not be recorded as tangible capital assets on the Town's asset inventory.
- b) All works of art and historical treasures will be tracked only for financial statement note disclosure on an annual basis. Note disclosure will be based on the nature of the assets, not the quantity and value.
- c) Any future purchases of works of art and/or historical treasures will be expensed to operations at cost.

8. Pooled Tangible Capital Assets

In circumstances where multiple tangible capital assets are similar in nature and there is little or no benefit in segregating out each individual item into separate assets, they may be grouped into 'pooled tangible capital assets'. Common characteristics of pooled tangible capital assets are:

- a) Pooled Tangible Capital Assets are assets normally bought or owned in quantity that are treated as one single asset for accounting purposes.
- b) Pooled Assets do not meet the single asset capitalization threshold individually, however when pooled together exceed the pooled capitalization threshold.
- c) Assets that will be pooled together will be identical or close to identical in terms of asset type and characteristics.

Pooled capital assets will be capitalized and amortized if the value of assets acquired in the fiscal year exceeds \$50,000.

9. Capitalization Thresholds

Each tangible capital asset type is assigned a capitalization threshold. This threshold will be used to determine if a related cost incurred should be recorded as a tangible capital asset or if the cost is immaterial and should be expensed in operations. Any purchase that falls under the capitalization threshold is expensed regardless of whether or not it is capital in nature.

- a) Capitalization thresholds represent the minimum amounts that capital related costs must

exceed before they are considered for capitalization as a tangible capital asset.

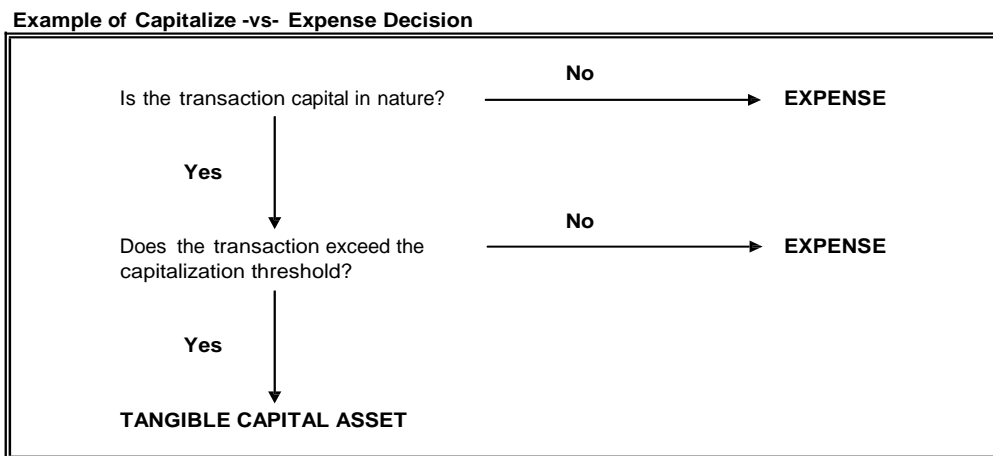
- b) The following table illustrates the capitalization thresholds (by asset type) that have been established for single assets.

Asset Type	Initial Inventory Asset Thresholds	Asset Thresholds Go Forward Basis
Land	Capitalize Only	Capitalize Only
Land Improvements	\$ 20,000.00	\$ 10,000.00
Facilities	\$ 40,000.00	\$ 20,000.00
Facility Improvements	\$ 20,000.00	\$ 10,000.00
Leasehold Improvements	variable*	variable*
Equipment & Rolling Stock	\$ 20,000.00	\$ 10,000.00
Infrastructure	\$ 50,000.00	\$ 50,000.00
Pooled Assets	\$ 50,000.00	\$ 50,000.00

* - over term of lease plus extension(s); considering life of asset

10. Capitalize -vs- Expense Decisions

The following diagram illustrates the decision making process for a capitalize-vs-expense decision at a high level:



In answering the question of whether or not a transaction is capital in nature, staff will have the ability to consult the asset definitions and asset category policies discussed above. In answering the capitalization threshold question, staff can consult the threshold policy also discussed above. Having a clear decision making process available in policy format for staff ensures accurate recording of assets in the future.

11. Valuation and Measurement

Historical cost valuation of tangible capital assets is required for PSAB 3150 compliance.

Historical cost of all tangible capital assets will be determined as follows:

- a) For tangible capital assets acquired, constructed, or developed on or after January 1, 2001, historical cost data will be determined based on actual gross costs incurred

(supported by invoices or similar documentation whenever reasonably available). Actual historical cost data will be collected based on the capitalization thresholds as determined in section 8 of this policy.

- b) For tangible capital assets acquired, constructed, or developed before January 1, 2001, historical cost data will be determined based on deflating the estimated reproduction or replacement cost for that asset. The deflating process will require the use of one or more indices. The preferred indices by asset type are as follows:

Asset Type	Nature	Preferred Index
Equipment & Rolling Stock	Commodity	Consumer Price Index
Land & Land Improvements	Commodity	Consumer Price Index
Facilities	Construction	Non Residential Building Construction Price Index
Infrastructure	Construction	Non Residential Building Construction Price Index

Valuation methods used when becoming PSAB 3150 compliant will be documented for review by the auditor during their year-end audit procedures. If reproduction, replacement, or appraised values are to be used and then discounted to historical cost for some assets, the discount factors used and the information source must be documented.

PSAB 3150 states that costs directly associated with preparing a tangible capital asset for its intended use can be included as part of the historical cost of the asset. Some examples of valid costs to be included:

- Original cost to purchase, construct or develop the tangible capital asset;
- Installation and assembly costs (payroll costs of staff directly involved in installation/assembly, contracted services);
- Initial delivery costs (freight, duty, transportation services);
- Site preparation costs (demolition costs, environmental cleanup);
- Initial testing costs to ensure the asset is functioning properly (payroll costs of staff directly involved in testing, contracted services);
- Professional fees (engineering, legal, architect, environmental);
- Internal design and inspection costs (payroll costs of staff while working directly on capital asset design/inspection);
- Borrowing costs (interest) incurred during the period of time the capital asset is actively being prepared for its intended use.

12. Nominal Assets

PSAB 3150.42 requires municipalities to disclose the nature and use of tangible capital assets that have been recorded at nominal amounts. Assets can be recorded at nominal amounts if estimating the historical cost of the assets is very difficult, and the resulting net book value would be nominal anyway. A list of assets that have been recorded at nominal values will be maintained by Engineering to ensure the Town will be in a position to disclose the required information each year on the financial statements.

13. Capitalized Interest

Interest costs directly attributable to financing up-front costs of the acquisition, construction, or development of any tangible capital asset will be capitalized for the period up to the date that the asset is ready for use in producing goods or services. PSAB 3150.42 requires municipalities to disclose the amount of interest capitalized in the period. A summary of all interest capitalized to assets each year will be maintained by Finance, to ensure the Town will be in a position to disclose the required information each year on the financial statements.

Capitalized interest is not included as a cost component of the initial tangible capital asset inventory, due to the relatively insignificant amount and the difficulty in obtaining the relevant calculation parameters.

14. A mortization

PSAB 3150 requires tangible capital assets to be amortized *“in a rational and systematic manner appropriate to its nature and use by the government”*. To meet these requirements, the Town will utilize the Straight Line method. **All tangible assets will be subject to amortization, with the exception of land and work-in-progress. Amortization will be calculated monthly, beginning with the first of the month following the date which the tangible asset is available for use and will continue over its useful life. Tangible assets that have been fully amortized will remain in the accounting records of the Town until disposal or write-off.**

As part of the transition process, for the initial tangible capital asset inventory valuation, no amortization will be charged for the year of acquisition with full amortization beginning in the year following an asset’s acquisition.

For amortization calculation purposes, residual value will deemed to be \$zero for all tangible capital assets.

TYPE	PATTERN	EXAMPLE
Straight Line Amortization	Consistent over life	\$10,000 asset / 10 year life = \$1,000 amortization per year.

The determination of expected useful lives for tangible capital assets requires consideration of several factors, including present condition, intended use, expected deterioration, technological obsolescence, construction type, geological factors, and planned maintenance policy. The estimated useful lives to be used in calculating amortization are included in the appendices to this policy.

15. Write-Offs/Write-Downs

PSAB 3150.31 states the following:

“When conditions indicate that a tangible capital asset no longer contributes to a government’s ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset’s value.”

There are many different factors that may lead to one or more of the Town’s assets having a

value that is less than its calculated net book value for PSAB purposes, including the following:

- Unforeseen damage to the asset;
- Expected maintenance plan not adhered to;
- Changes in geological or weather conditions;
- Developments in technology resulting in obsolescence; and
- A change in how the asset is used.

On an annual basis, an evaluation process will be initiated by the engineering department, in conjunction with all departments to identify any tangible capital asset requiring a write-off or write-down, with recommendation being made to the finance department. All write-offs and write-downs will be charged to the applicable operating budget area from which the TCA is used.

A write-down shall not be reversed.

16. Disposals

On disposal of a tangible capital asset, the asset and its associated accumulated amortization must be reduced to zero, and any gain or loss on disposal is recorded as a revenue or expense for the period.

All disposals are to be communicated to the Engineering Department by the Department through the completion of an Asset Disposal Form that must be submitted in a timely manner.

17. Trade-ins

A trade in occurs when an asset is disposed and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for as two separate entries, The trade in value should be treated as proceeds of disposal if the assets being traded in, The new asset acquired is recorded at its full cost; trade in value for the old asset does not affect cost.

18. Single Asset vs. Component Approach

Certain complex tangible capital assets consist of a number of significant components. PSAB 3150 provides the option to record complex tangible capital assets as a 'single asset', or to record each major component as a separate asset.

Under the 'single asset' approach, cost includes all components combined, and amortization is based on the average useful life of the entire asset. The replacements of the individual components will be expensed as incurred.

The component approach requires that the cost of each component be tracked, and amortization is based on the expected useful life of each of the components. The replacement of the individual components would be eligible to be capitalized.

The following approaches have been accepted for identified complex tangible capital assets of the Town:

- Buildings will be accounted for under the following components: Shell (includes electrical, plumbing, substructure), HVAC, Roof, and Affixed Equipment
- Roads will be accounted for by road segment, under the following three components: Surface, Curbs and Gutters, and Base. Base will also include culverts < 1m.

- Bridges and culverts which are separately recorded will be accounted for under the following components: Surface and Base



Community and Strategic Planning

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Web site: www.oxfordcounty.ca

Our File: **A08-16**

APPLICATION FOR MINOR VARIANCE

TO: Town of Ingersoll Committee of Adjustment
MEETING: December 12, 2016
REPORT NUMBER: 2016-296

OWNER: McLaughlin Bros.
P.O. Box 428, Tillsonburg, N4G 4H8

VARIANCE REQUESTED:

Relief from the provisions of **Section 14.0, Table 14.2 - Zone Provisions – Exterior Side Yard, Minimum Width**, to reduce the required exterior side yard width from 7.9 m (26 ft) to 5.48 m (17.9 ft); and

Relief from the provisions of **Section 14.0, Table 14.2 – Zone Provisions – Setback, All other streets**, to reduce the minimum setback from the street from 18.9 m (62 ft) to 18.5 m (60.6 ft) to facilitate a 2,080 m² (22,389 ft²) addition to an existing industrial building.

LOCATION:

The subject lands are described as Lots 254 & 255, Plan 717, in the Town of Ingersoll. The lands are located on the southeast corner of Thomas Street and Chisholm Drive, and are municipally known as 50 Chisholm Drive.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Industrial
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TOWN OF INGERSOLL ZONING BY-LAW: General Industrial Zone (MG) & Restricted Industrial (MR)

SURROUNDING USES: surrounding uses are general industrial type uses with residential lands to the east fronting on the east side of Whiting Street.

COMMENTS:(a) Purpose of the Application:

The applicant proposes to obtain relief from the above noted provision of the Town of Ingersoll Zoning By-law to facilitate the construction of an addition to accommodate a new freezer pallet racking system on the front of the building. The proposed addition will be located on the north side of the building and have a gross floor area of 2,080 m² (22,389 ft²).

The applicant is proposing the addition on the north side of the building to suit the existing layout of the operation.

The subject property contains split-zoning; the west side of the property is zoned General Industrial Zone (MG) and the east side of the property is zoned Restricted Industrial Zone (MR). Since the proposed addition will be located on the west side of the property, the MG zoning provisions apply.

For the Committee's information, the applicant previously applied for relief (A01-16) to reduce the exterior side yard width and the setback of the building from the centreline, which was granted in February 2016. Upon construction of the addition, Building staff identified that the addition was closer to lot line than is permitted and further relief is required.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2010), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Proposed Site Plan, shows the dimensions of the property, location of the existing building and proposed addition.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application.

The Town of Ingersoll Chief Building Official has indicated that they have no concerns or objections to the subject application.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated 'Industrial' according to the Town of Ingersoll Land Use Plan, as contained in the County Official Plan. Industrial Areas include those lands that are designated for the full range of industrial type activity including light, medium and heavy industrial uses. Such uses may generate on and off-site effects such as traffic, noise, vibration, odours, or visual appearance.

Permitted uses include assembling, manufacturing, fabricating, processing, repair activities, environmental industries, wholesaling, storage and warehousing industries, construction industries, communication and utility industries, transportation and cartage industries, and technological service industries.

(d) Intent and Purpose of the Zoning By-law:

The property is zoned 'General Industrial Zone (MG)' in the Town of Ingersoll Zoning By-law. The MG zone permits a range of industrial uses including a concrete batching or mixing plant,

food processing plant, grain elevator, planing mill or sawmill and a retail outlet, a business office or an eating establishment accessory to a permitted use.

The side yard and street setback provisions contained in the Town's Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure proper sight lines along the road, provide adequate space for drainage, parking, access and maintenance, and act as a buffer between buildings.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's proposal to obtain relief from the Town's Zoning By-law to reduce the exterior side yard width from 7.9 m (26 ft) to 5.48 m (17.9 ft) and the minimum setback from the street from 18.9 m (62 ft) to 18.5 m (60.6 ft) to facilitate a 2,080 m² (22,389 ft²) addition to an existing industrial building can be considered minor in nature and desirable for the development of the lands.

Staff are satisfied that the requested relief is not anticipated to have a negative effect on neighbouring properties, access, maintenance, drainage or sight lines along Thomas Street. Additionally, other industrial properties in the area appear to have similar setbacks as to what is being proposed.

With the exception of the relief requested, the proposed addition appears to meet all other relevant provisions in the MG zone with respect to lot coverage, area, frontage and depth.

In light of the foregoing, it is the opinion of this Office that the requested relief maintains the general intent of the Official Plan and Zoning By-law, is minor in nature and can be given favourable consideration.

RECOMMENDATION:

That the Town of Ingersoll Committee of Adjustment **approve** Application File A08-16, submitted by McLaughlin Bros. for lands described as Lots 254 & 255, Plan 717, in the Town of Ingersoll as it relates to:

1. Relief from the provisions of **Section 14.0, Table 14.2 - Zone Provisions – Exterior Side Yard, Minimum Width**, to reduce the required exterior side yard width from 15 m (49.2 ft) to 7.9 m (26 ft); and
2. Relief from the provisions of **Section 14.0, Table 14.2 – Zone Provisions – Setback, All other streets**, to reduce the minimum setback from 18.9 m (62 ft) to 18 m (59 ft) to facilitate a 2,080 m² (22,389 ft²) addition to an existing industrial building.

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

The proposed relief is a minor variance from the provisions of the Town of Ingersoll Zoning By-law in that the relief is not anticipated to affect sightlines on Thomas Street;

The proposed relief is desirable for the use of the land as the said relief will allow for an addition to an industrial building that is permitted by the Zoning By-law, is compatible with surrounding uses and will not negatively impact neighbouring properties;

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the MG zone and is in-keeping with similar development in the immediate area; and

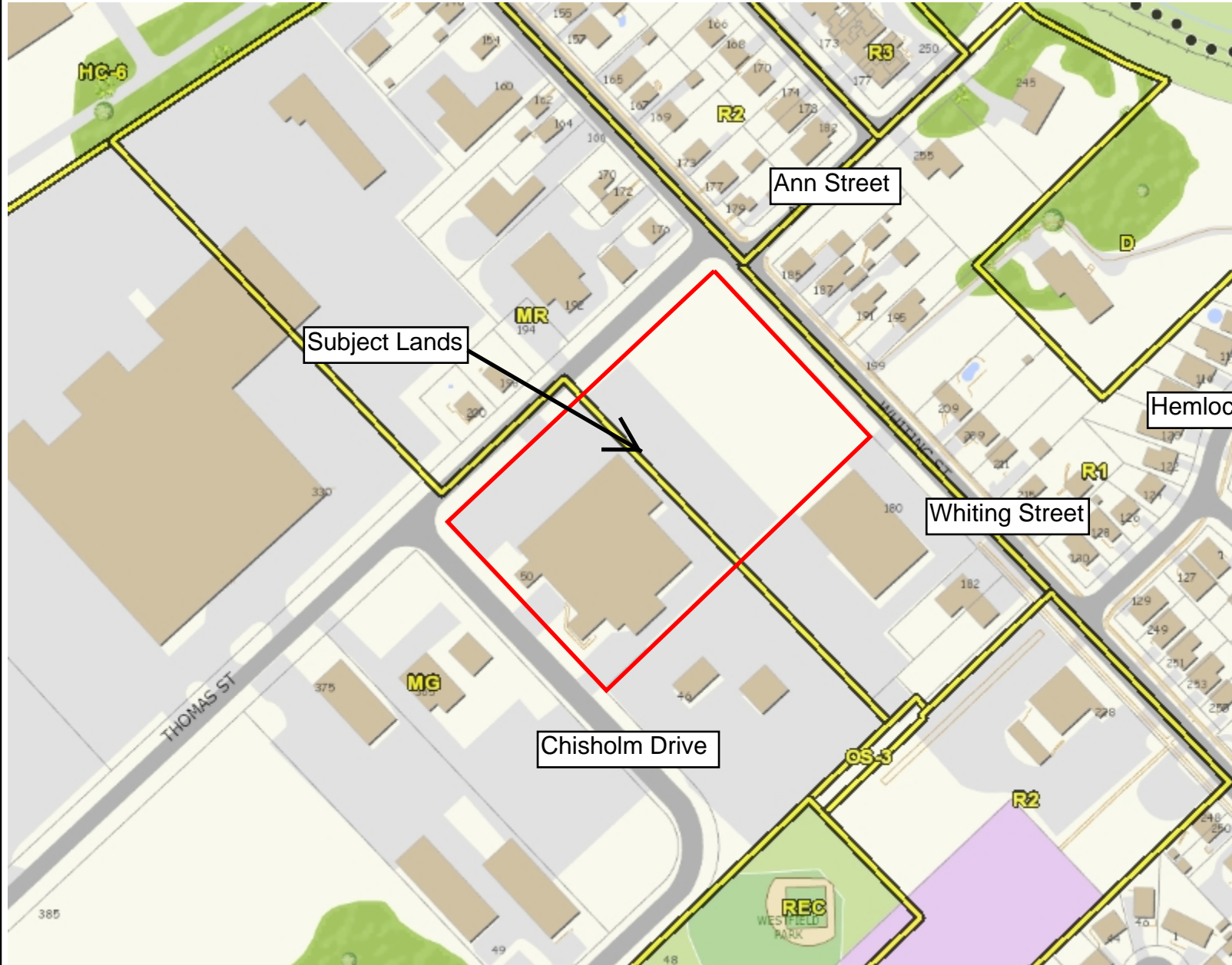
The relief maintains the intent and purpose of the Official Plan as the addition to the existing industrial building is a permitted form of development contemplated by the Official Plan.

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner



Legend

- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Subject Lands

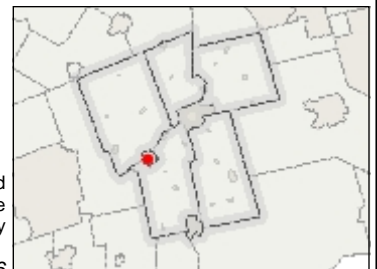
Ann Street

Hemlock Road

Whiting Street

Chisholm Drive

Notes



0 74 147 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

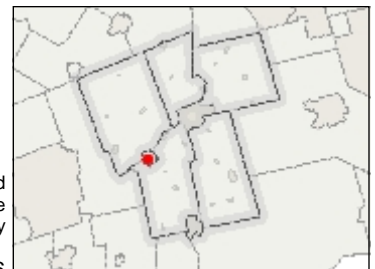
January 21, 2016



Legend

- Parcel Lines
- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 74 147 Meters

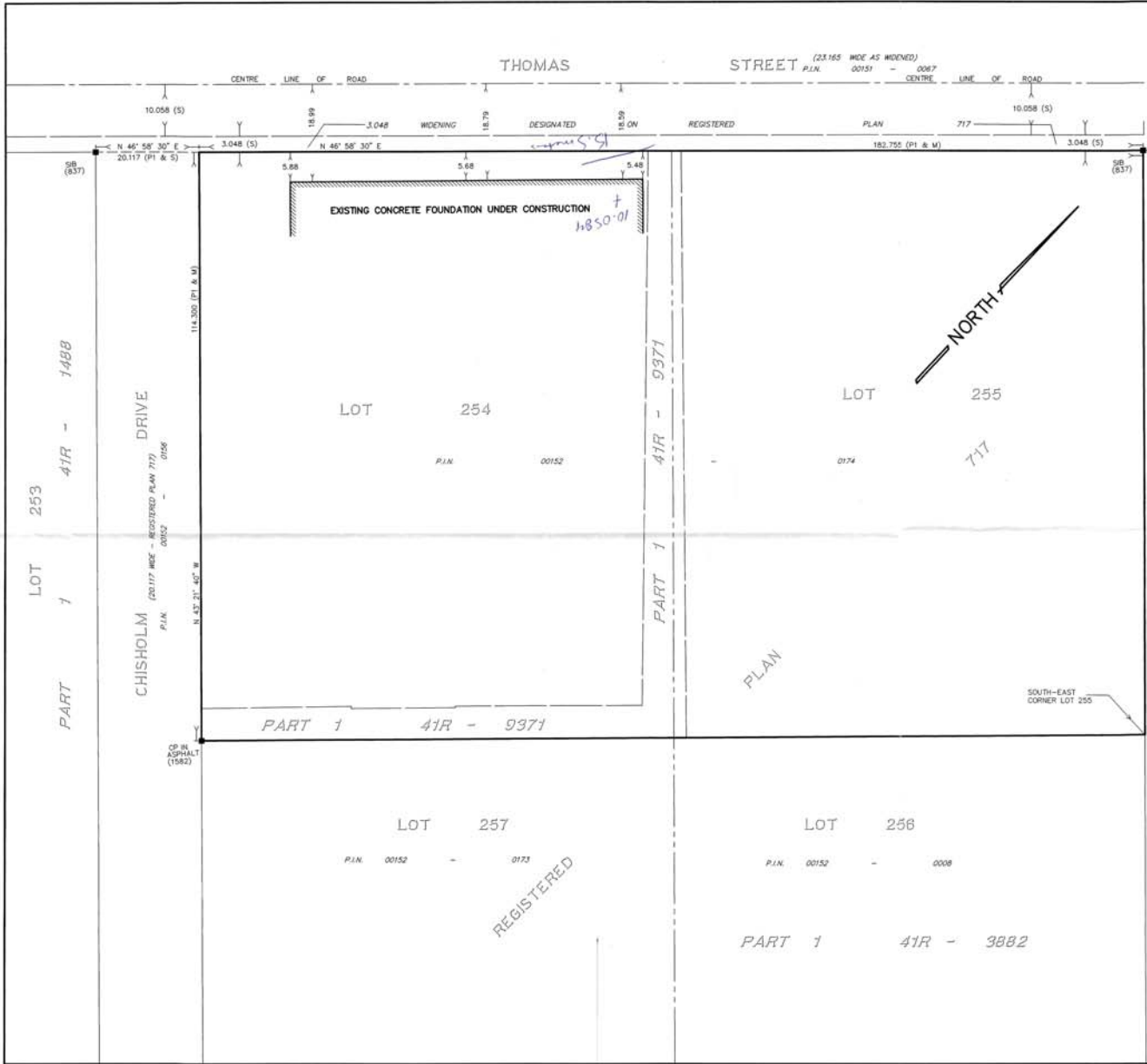
NAD_1983_UTM_Zone_17N



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

February 3, 2016

Plate 3: Applicant's Sketch
 A08-16 - Mc Laughlin Bros. - 50 Chisholm Drive, Ingersoll



SKETCH ILLUSTRATING LOCATION OF CONCRETE FOUNDATION
 PART OF LOTS 254 AND 255
 REGISTERED PLAN 717
 TOWN OF INGERSOLL
 COUNTY OF OXFORD

SCALE - 1: 500

METRIC

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

KIM HUSTED SURVEYING LTD.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT
 (1) - THIS SKETCH WAS PREPARED FROM FIELD WORK COMPLETED ON THE 17th DAY OF NOVEMBER 2016

NOVEMBER 18, 2016
 DATE

Kim Husted
 KIM S. HUSTED
 ONTARIO LAND SURVEYOR

NOTES

(1) - BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE WESTERN LIMIT OF WHITING STREET HAVING A BEARING OF N 43° 19' 30" W AS SHOWN ON P1

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- DENOTES STANDARD IRON BAR
- ⊕ DENOTES IRON BAR
- ⊙ DENOTES ROUND IRON BAR
- (WT.) DENOTES WITNESS
- (P1) DENOTES DEPOSITED PLAN 41R-9371
- (1582) DENOTES KIM HUSTED SURVEYING LTD.
- (837) DENOTES W.A. BAKER O.L.S.
- CP DENOTES CONCRETE PIN
- (M) DENOTES MEASURED
- (S) DENOTES SET
- P.L.N. DENOTES PROPERTY IDENTIFIER NUMBER

KIM HUSTED SURVEYING LTD.
 ONTARIO LAND SURVEYOR
 30 HARVEY STREET, TILLSBURG ONTARIO, N4G 3J8
 PHONE: 519-842-3638 FAX: 519-842-3639

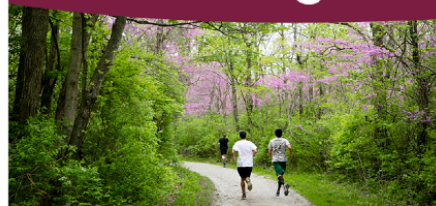
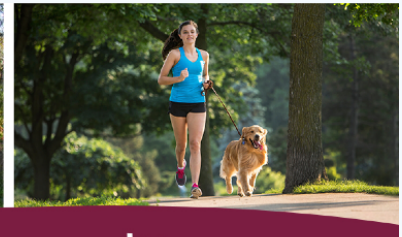
PROJECT: 06-7517 SKETCH REFERENCE: FF8

DISK No. 644

A stylized, colorful illustration of a landscape. The foreground features rolling green hills with dark brown soil patches. On the left, there is a green tree, a purple flower, and an orange flower. A small red bird is flying in the sky above the tree. The background consists of light blue and white wavy bands representing a sky or distant hills.

Ingersoll Recreational Trails Committee

The Start....



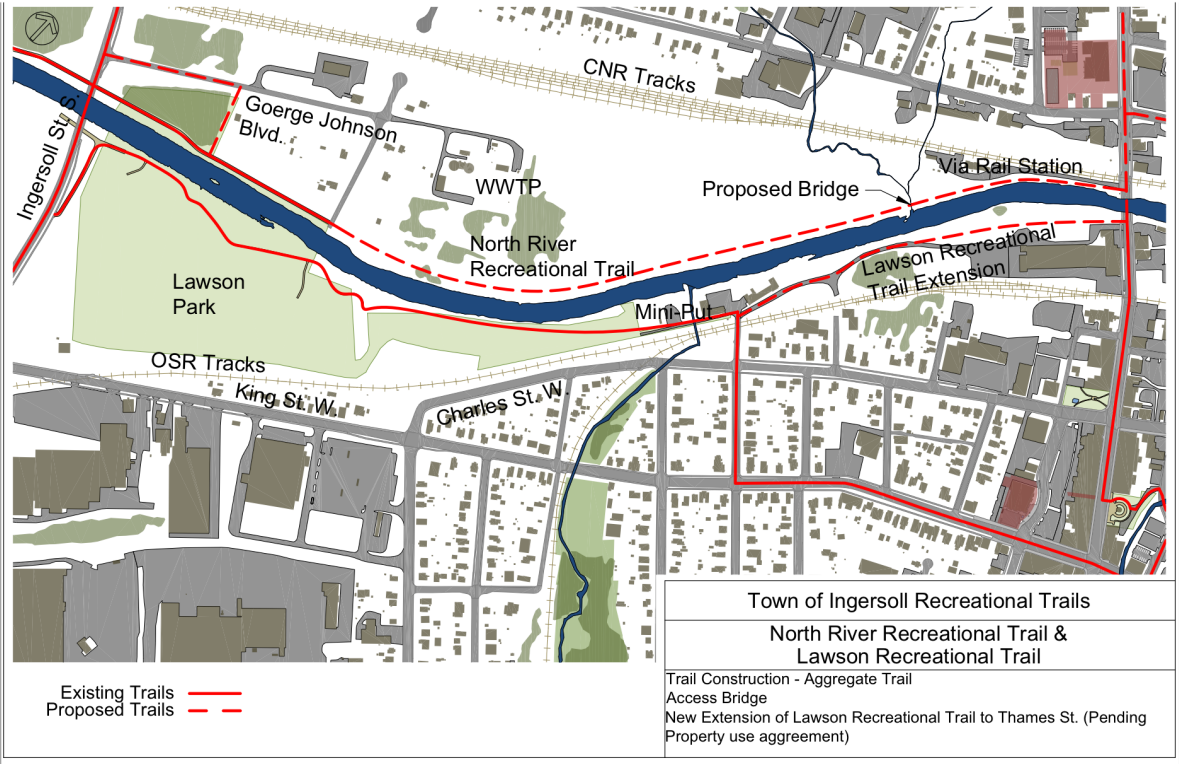
Ingersoll Recreational Trails Committee

Some good promotion

Featured article describing
Ingersoll's future trail plan.

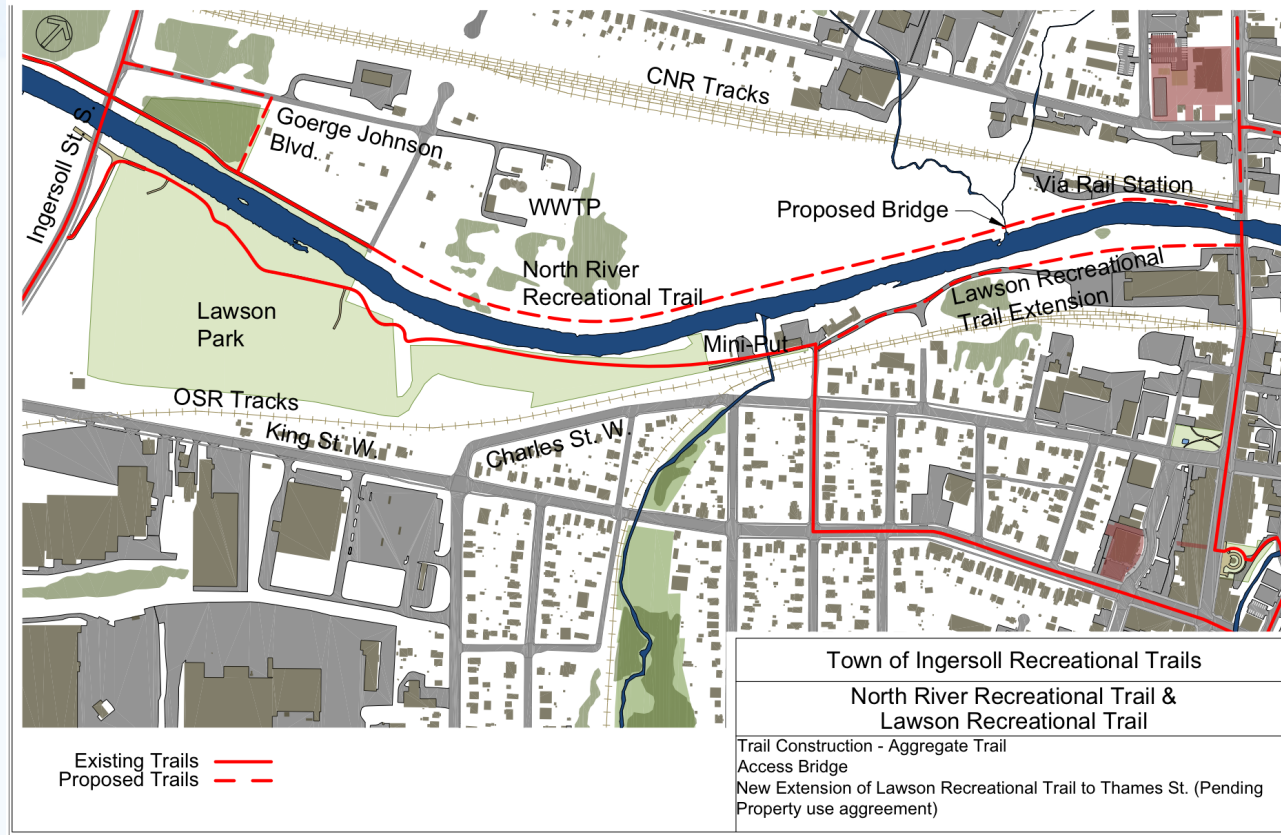


North River Recreational Trail Plan

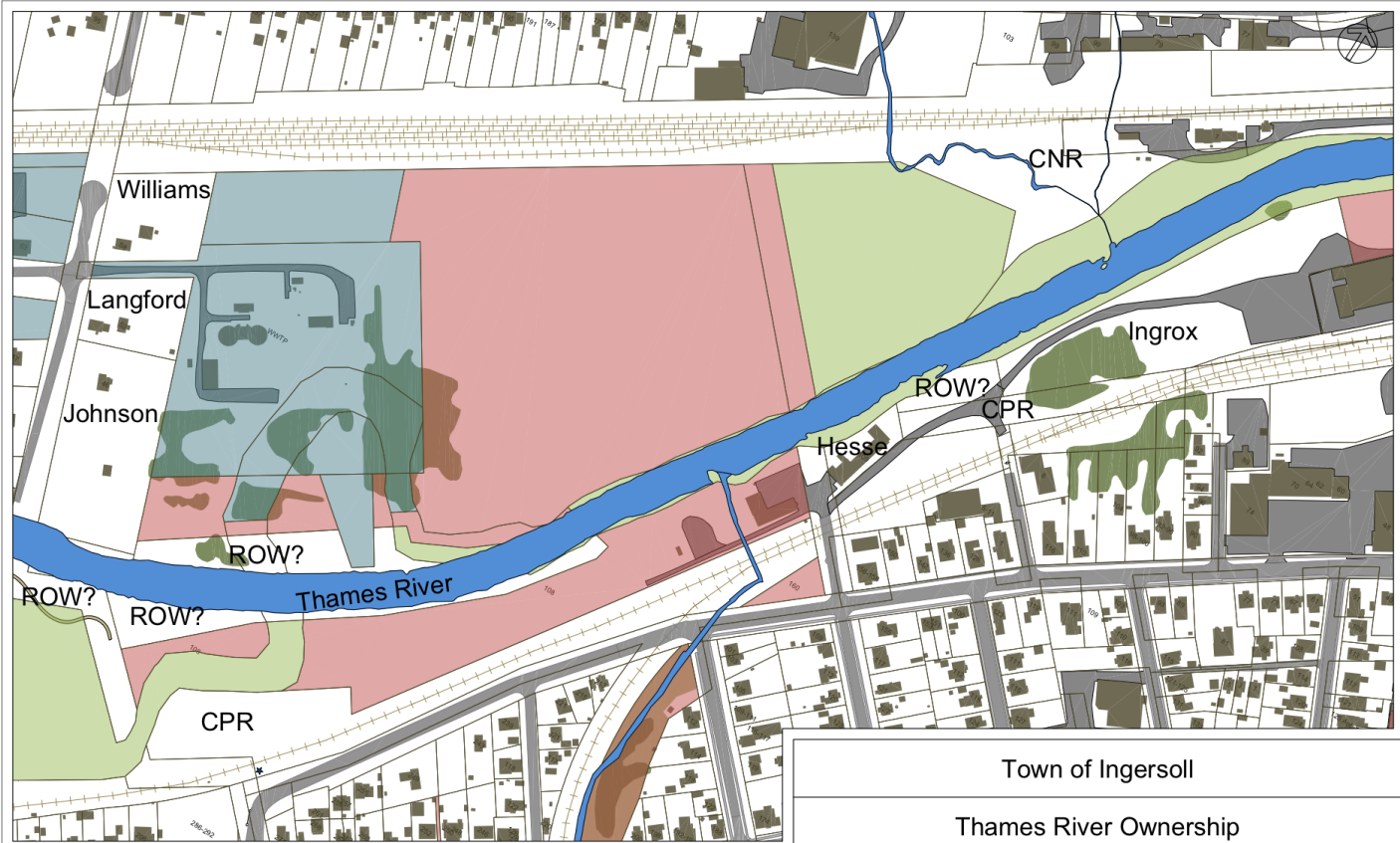


North River Recreational Trail & Lawson Recreational Trail

- Class 3 (at this time)
- Pending property land use agreements
- Access bridge
- Trail construction and needs assessment for 2017 budget



Current ownership for the purpose of permissions

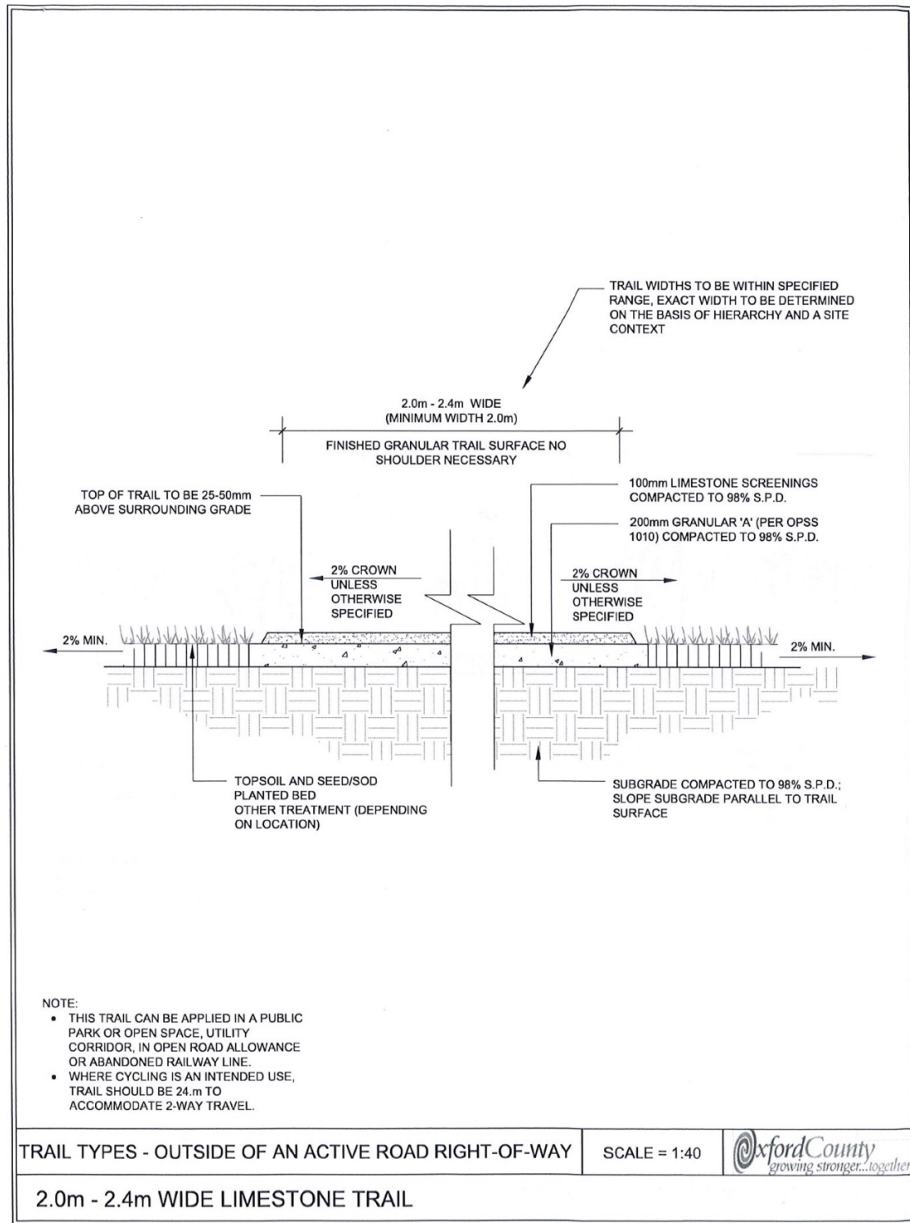


Red - Town
 Blue - County
 Green - Upper Thames

Town of Ingersoll	
Thames River Ownership	
For Informational Purposes Only	Scale: N.T.S.
Date Created: Feb 2016	Created By: J.S.

Recreational Trail Class System

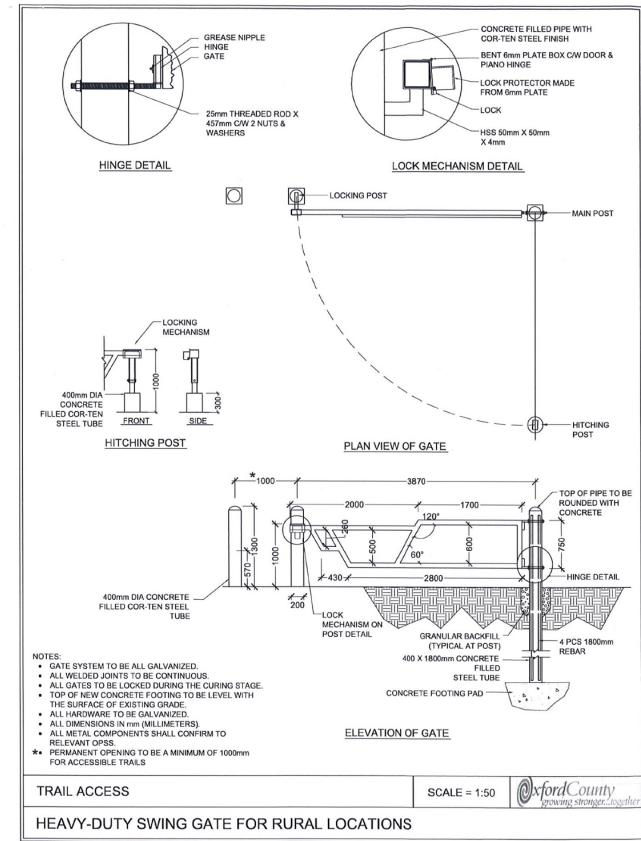
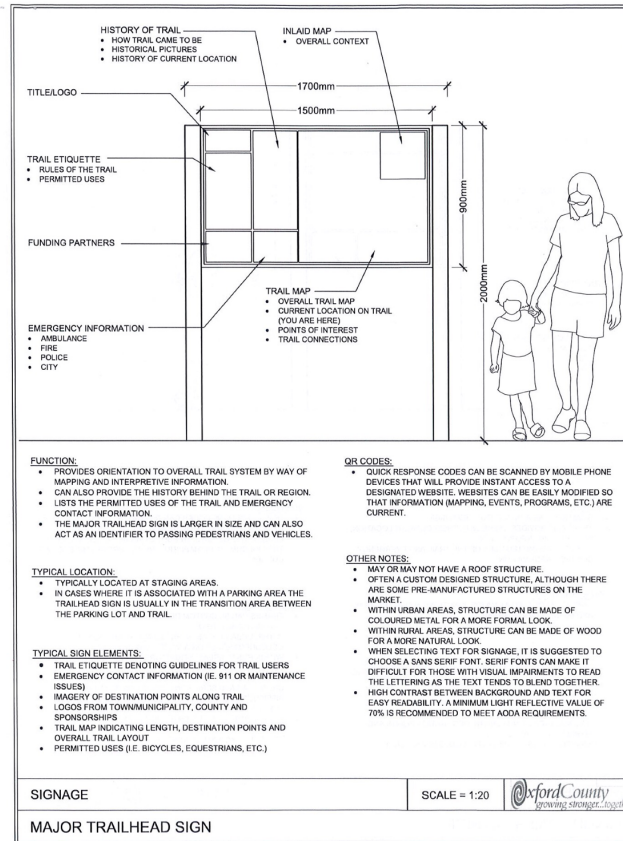
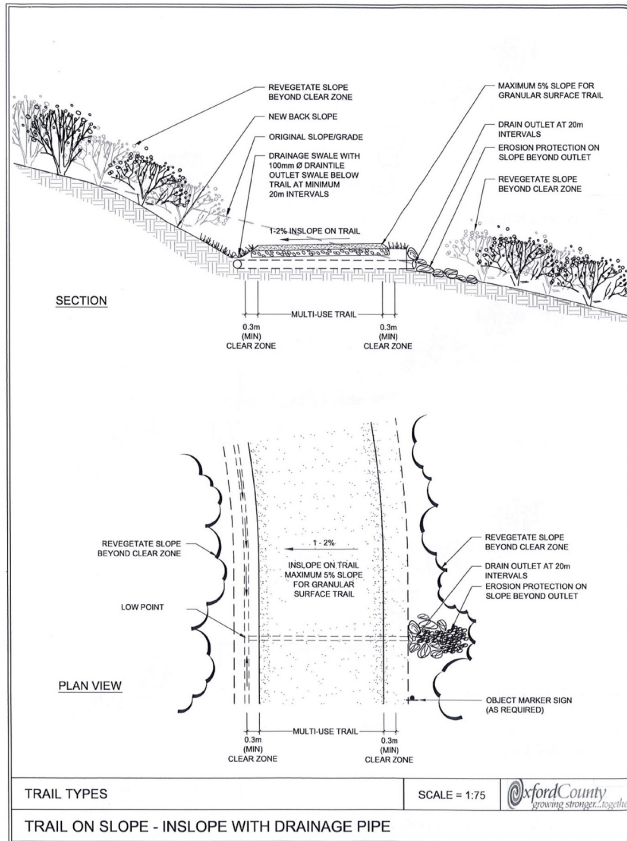
- Class 3 trail would be in the form of pathways utilizing aggregates such as gravel or chips and dust. May have some restrictions.
 - Surface is to be comprised of a 100mm treatment of limestone chips and dust.
 - 200 mm of A gravel will act as the trail base. This will aid in giving the trail good structure and proper drainage.
 - Grading against slopes or other structures along the path will conform to Oxford trail guide ad build standard.
 - Signage will also incorporate the Oxford County trail build plan. It's our hope that the Rotary club will continue it's support in providing Kiosk's and trail signs as we progress.



Primary path construction

Based on Oxford county trail system plan.

Other considerations





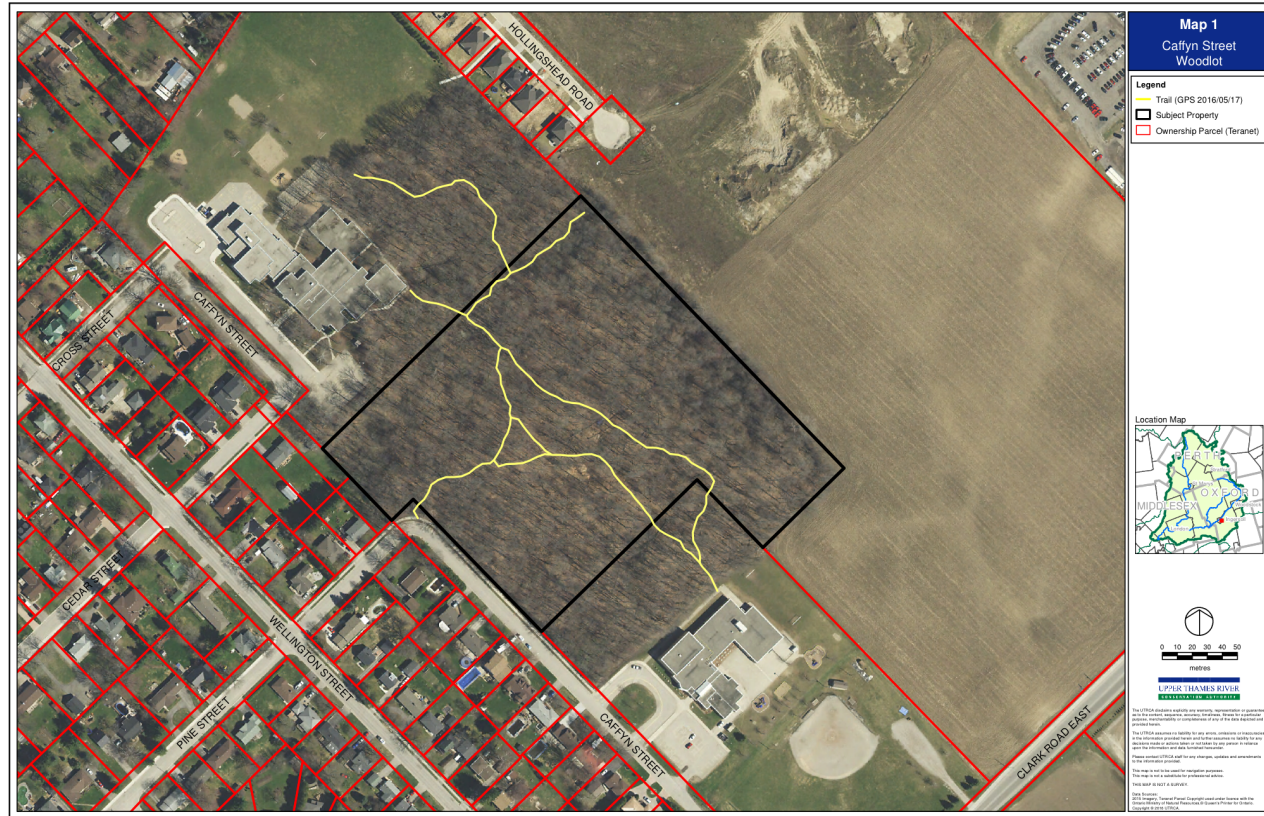
A need...

A bridge to cross the dry creek cutting through the trail.

We are hoping that a partnership with a community group will aid in the implementation of the bridge

The Timeline

The background of the slide features a series of overlapping, wavy bands. The top portion consists of several layers of light blue and white, creating a soft, ethereal effect. The bottom portion consists of several layers of light green and white, creating a similar soft, ethereal effect. The overall aesthetic is clean and modern.



Butternut Recreational Trail

- Class 2, 3 or 4 or a combination
- Upper Thames has GPS mapped the area.
- Arborist report available
- Have plan for signing the area after tree placement.
- Under review for classification

Sub-Committee formed

- Group of stakeholders interested in the development of the Butternut woods project.
- Group is comprised of town citizens, educational and political leaders.

What's in a name?

- The IRTC asks council to name the wood and trail area officially the Butternut woods and Butternut Recreational Trail.

Partnerships!

- All signage in cooperation with the Rotary Club
- Always looking for new partners in our town's endeavor. In kind or other!
- Dog Park
- Bicycle Committee
- Oxford Trail Committee



So come walk, run or bike
with us...Just do it!

Questions???

From: **Liz Buchanan** <lbuchanan@oxfordcounty.ca>
Date: Thu, Nov 10, 2016 at 1:40 PM
Subject: Co-ordinated Review of the Provincial Land Use Plans
To: Bill Tigert <wtigert@ingersoll.ca>, David Calder <dcalder@tillsonburg.ca>, David Creery <dcreery@cityofwoodstock.ca>, Don MacLeod <dmacleod@zorra.on.ca>, Jeff Carswell <jcarswell@ezt.ca>, CAO <cao@swox.org>
Cc: Ashley Sage <asage@oxfordcounty.ca>, Donna Wilson <dewilson@tillsonburg.ca>, Kyle Kruger <kkruiger@norwich.ca>, Clerk <clerk@swox.org>, Michael Graves <mgraves@ingersoll.ca>, Rodger Mordue <rmordue@blandfordblenheim.ca>, Wdsk Clerk <ahumphries@cityofwoodstock.ca>, Will Jaques <wjaques@ezt.ca>

Good Afternoon All:

Further to the comments submitted by the County of Oxford in response to the Coordinated Review consultation process on October 28, 2016, please be advised that Oxford County Council at its meeting on November 9th, 2016 endorsed the following recommendation from CASPO Report No. 2016-257 with respect to those comments:

“That Council endorses the comments submitted to EBR Registry postings 012-7194, 012-7195, 012-7197 and 012-7228 regarding the Provincial review of the Greater Golden Horseshoe Growth Plan, the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan and the Niagara Escarpment Plan, as outlined in Report No. CASPO 2016-257”

CASPO Report No. 2016-25 is attached for your consideration. Any comments should be sent to planning@oxfordcounty.ca. Questions regarding the report should be directed to Amelia Sloan (519-539-0015 x3205 / asloan@oxfordcounty.ca) or Paul Michiels (519-539-0015 x3209 / pmichiels@oxfordcounty.ca.)

Sincerely,

Liz Buchanan

Administrative Assistant
Community and Strategic Planning Office | County of Oxford
P. O. Box 1614, 21 Reeve Street | Woodstock ON N4S 7Y3
Phone: [519-539-9800](tel:519-539-9800) | [1-800-755-0394](tel:1-800-755-0394) | Direct Line: [519-539-0015 x3201](tel:519-539-0015-x3201)
www.oxfordcounty.ca

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Think about our Environment. Print only if necessary.

To: Warden and Members of County Council
From: Director, Community and Strategic Planning

Co-ordinated Review of the Provincial Land Use Plans

RECOMMENDATION

1. That Council endorses the comments submitted to EBR Registry postings 012-7194, 012-7195, 012-7197 and 012-7228 regarding the Provincial review of the Greater Golden Horseshoe Growth Plan, the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan and the Niagara Escarpment Plan, as outlined in Report No. CASPO 2016-257;
2. And further, that Report No. CASPO 2016-257 be circulated to the Area Municipalities for consideration.

REPORT HIGHLIGHTS

- The Province is currently undertaking a co-ordinated review of four Provincial land use plans (e.g. the Greater Golden Horseshoe Growth Plan, the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan, and the Niagara Escarpment Plan) that together provide an integrated regional policy framework for the Greater Golden Horseshoe (GGH) to manage growth, protect agricultural lands and the natural environment, and support economic development.
- This report focuses on the proposed changes to the Growth Plan and Greenbelt Plan, as it is the policies of those two Plans that are the most relevant to Oxford County. Key areas of interest include: requirements for an integrated approach to land use and *infrastructure* planning (including waste management systems), consideration of impacts from climate change, requirements for settlement expansions, minimum intensification and density targets; and, a systems focus (e.g. agricultural, natural heritage and water resource systems).
- [Attachment No. 1](#) is the County's formal response to the Province on the proposed revisions to these provincial plans (through E.B.R registry posting 012-7194). The County's comments focus on the policies pertaining to planning for *infrastructure* and, in particular, the concepts of integrated waste management, 'zero waste', and the need for integrated public transportation master planning and their importance in the planning for complete and sustainable communities. The commenting period for the current phase of consultation ended October 31, 2016. As such, these comments were submitted October 28 to ensure the deadline was met.

Implementation Points

The proposed changes to the four plans do not have any immediate impact on the policies and practices of Oxford County, since the Greater Golden Horseshoe (GGH) Growth Plan Area does not encompass Oxford. However, the proposed plan updates may have indirect implications for Oxford, if stricter development policies in the GGH create pressure for certain forms of development (e.g. low density residential) to seek locations outside the Growth Plan boundaries.

Financial Impact

Submitting comments in response to this provincial consultation process will have no financial impacts beyond what has been approved in the current year's budget. The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

There are no risks or other immediate implications anticipated from the County's involvement in the current Provincial consultation process.

Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The recommendations in this report support the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

3. i. **A County that Thinks Ahead and Wisely Shapes the Future** – Influence federal and provincial policy with implications for the County by:
 - *Advocating for fairness for rural and small urban communities*
 - *Advocating for federal and provincial initiatives that are appropriate for our County*

 3. ii. **A County that Thinks Ahead and Wisely Shapes the Future** – Implement development policies, land uses and community planning guidelines that:
 - *Strategically grow our economy and our community*
 - *Actively promote the responsible use of land and natural resources by focusing on higher density options before considering settlement boundary expansions*
 - *Provides a policy framework which supports community sustainability, health and well-being*
 - *Supports healthy communities within the built environment*
 - *Supports and protects a vibrant and diversified agricultural industry*

 3. iii. **A County that Thinks Ahead and Wisely Shapes the Future** - Demonstrated commitment to sustainability by:
 - *Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:*
 - o *Life cycle costs and benefit/costs, including debt, tax and reserve levels and implications*
 - o *Responsible environmental leadership and stewardship*
 - o *Supporting the community implementation of the Community Sustainability Plan*
-

DISCUSSION

Background

The Province initiated a Co-ordinated Review of the four Provincial land use plans on February 27, 2015, with the goal of improving their implementation and alignment. The review included a 90-day public consultation period that ended May 28, 2015 (E.B.R. Registry posting 012-3256).

During the consultation period, the province received feedback on a number of goals, which was provided to an Advisory Panel, chaired by David Crombie, whose report, entitled [Planning for Health, Prosperity and Growth in the Greater Golden Horseshoe: 2015-2041](#), contained 87 recommendations that shaped the proposed amendments to the four land use plans: the Growth Plan for the Greater Golden Horseshoe (the “Growth Plan”), the Greenbelt Plan, the Oak Ridges Moraine Conservation Plan, and the Niagara Escarpment Plan.

The Growth Plan Area spans from the County of Peterborough in the east, north to the County of Simcoe, and west to the Region of Waterloo and County of Brant. The boundaries of the Growth Plan and the Greenbelt Plan, and their relation to Oxford, are shown on [Attachment No. 2](#). Oxford County abuts the westerly boundary of the Growth Plan Area.

The GGH Growth Plan and the Greenbelt Plan contain a broad range of land use planning policies that, together, present a complementary vision to both maintain the natural and agricultural resources of the GGH, as well as ensure that the majority of growth is directed into established settlement areas. Since these two plans apply across all, or large portions of, the GGH, including municipalities that abut Oxford County (e.g. Waterloo Region and Brant County), it is the proposed changes to these plans that could have the greatest potential impact on Oxford County. The other two Provincial Plans undergoing review (Oak Ridges Moraine Conservation Plan and the Niagara Escarpment Plan) do not appear to be relevant to the County, as they focus on providing feature specific policy direction and the nearest municipality within the boundary of these plans is the City of Hamilton. As such, these two plans are not discussed further in this report.

The draft updates to the four Provincial plans that are part of the Co-ordinated Land Use Planning Review were released on the E.B.R. Registry on May 10, 2016. The proposed versions to the four provincial plans can be found online at the following links: [Proposed Growth Plan for the Greater Golden Horseshoe, 2016](#), [Proposed Greenbelt Plan \(2016\)](#), [Proposed Oak Ridges Moraine Conservation Plan \(2016\)](#), Proposed [Niagara Escarpment Plan](#).

Public comments and feedback on the proposed changes to these plans were required to be submitted to the Province by October 31, 2016. The commentary section of this report is intended to inform Council of the key proposed changes to the Growth Plan and Greenbelt Plan, while [Attachment No. 1](#) of this report contains the County’s formal submission to the Province in response to the current phase of consultation on these two Provincial plans.

Comments

Although Oxford County is located outside of the GGH Growth Plan Area, the County may still be indirectly affected by some of the proposed policies of these plans. For instance, the more stringent intensification and density targets proposed within the Growth Plan Area may result in some of the demand for low density residential development being re-directed to neighbouring

municipalities outside the Growth Plan Area, which may increase the demand for such housing units in those areas.

The more specific Provincial policy direction contained in the Growth Plan and Greenbelt Plan can provide insight into Provincial expectations on related policy matters that may be set out more generally in the Provincial Policy Statement (PPS), which applies to municipalities outside the GGH. It may also provide an indication of the policy areas that could potentially be clarified for other areas of the Province through future updates to the Provincial Policy Statement or other Provincial initiatives (e.g. a southwestern Ontario growth plan) at some point in the future.

Following is a summary of some of the key changes to the Growth Plan and the Greenbelt Plan and related implications for Oxford:

Mitigating Impacts of Climate Change

The policies of GGH municipal official plans will be required to align with Ontario Climate Change Strategy and Action Plan, introduced in 2015. Upper-tier official plans will be required to identify actions that will reduce greenhouse gas (GHG) emissions and address the Province's climate change adaptation goals. This means the targets to reduce carbon emissions to below 1990 levels by 37% by 2030 and 80% by 2050 are intended to be addressed, at least in part, through municipal land use planning.

GGH municipalities are encouraged to develop strategies to reduce emissions and improve resilience to climate change through land use planning, *infrastructure* planning (including transit and energy) and by implementing the conservation objectives outlined in the Growth Plan (e.g. water demand management and water recycling, energy conservation for existing buildings and planned facilities and air quality improvement and protection). Further, municipalities are encouraged to develop GHG inventories for transportation, buildings, waste management and municipal operations and establish their own interim and long-term GHG reduction targets, to meet the Provincial emission reduction targets. These targets should also reflect the goal of *net-zero communities* and municipalities should monitor and report on their progress towards achieving the targets.

Throughout the draft Growth Plan and Greenbelt Plan, many of the proposed actions are directed at addressing climate change mitigation and building resilience to the potential effects of climate change. There are number of new and/or amended policies related to climate change mitigation and resilience including:

- promoting the achievement of *complete communities*;
- requiring an integrated and coordinated approach to infrastructure planning, including the requirement to undertake comprehensive master plans for water/waste water and stormwater management infrastructure, informed by watershed management planning;
- encouraging municipalities to develop soil reuse strategies and integrate sustainable soil practices into planning approvals; and
- an increased emphasis on protecting natural heritage features to serve as carbon sinks and mitigate the effects of climate change.

In comparison, the current Provincial Policy Statement (PPS) requires that planning authorities support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns, which, among other matters, promote compact form and mix of uses, use of active transportation,

maximize energy efficiency and conservation and consider the mitigating effects of vegetation. As the Provincial expectations and potential tools for implementing the more general PPS policies may be further informed by the related policies and guidelines developed through the Co-ordinated Review process, this is a Provincial policy area that County staff will be following.

Striving for Net-Zero and Complete Communities

Proposed policies throughout the Growth Plan connect how planning for *complete communities* will help Ontario move toward *net-zero communities*. The Growth Plan directs municipalities to support the achievement of *complete communities* that mitigate climate change impacts, build resilience, reduce GHG emissions and contribute towards the achievement of *net-zero communities*. The proposed amendments to the Growth Plan also include a new definition for *net-zero communities*, as follows:

“communities that meet their energy demand through low-carbon or carbon-free forms of energy and offset, preferably locally, any releases of GHG emissions that cannot be eliminated. Net-zero communities include a higher density built form, and denser and mixed-use development patterns that ensure energy efficiency, reduce distances travelled, and improve integration with transit, energy, water and wastewater systems”.

In comparison, the PPS does not reference or define *complete communities* or *net-zero communities* but, as noted in the section above, it does contain policies pertaining to the supporting energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions and climate change adaptation.

Although the above noted Growth Plan policies only apply to municipalities in the GGH, they do provide an indication of current Provincial policy direction on such matters which may eventually be expanded to apply province-wide. As such, these policies and any related Provincial guidance that may be issued as part of the Growth Plan updates may serve to inform related County initiatives (e.g. implementation of Future Oxford Community Sustainability Plan goals and objectives). The County may also wish to consider using similar language to that proposed in the Provincial Plans, or recommending changes to the proposed policies and definitions based on the County’s proposed approach. This may be of benefit to the County in obtaining future provincial support/funding and streamlining future planning implementation.

As indicated in the County’s comments in [Attachment No. 1](#), there is some inconsistency between the definitions of *net-zero communities* in the two plans, which currently makes it difficult to determine the extent to which the Province is intending waste management systems to be a consideration in achieving *net-zero communities*. As, such the comments request that the Province update this definition and related policies to clearly indicate that sustainable waste management is an important consideration in achieving both *net-zero communities* and *complete communities*.

Settlement Expansions

Additional policies and guidance are proposed for the review of proposed settlement expansions. This includes a new policy that requires the Province to develop a standard methodology for assessing land needs and a requirement that this methodology be used by municipalities through their *municipal comprehensive review*. Many other requirements have been included for the completion of a *municipal comprehensive review*, such as:

- Identifying a hierarchy of settlement areas, or of areas within a settlement (e.g. intensification vs. greenfield) where growth will be accommodated based on a land needs assessment.
- Where the need for a settlement expansion is justified (e.g. based on the standard methodology for land needs assessment), the feasibility of an expansion and most appropriate location for growth will be assessed and determined by the completion of water/waste water and stormwater master plans informed by *watershed planning*, avoiding natural heritage systems, key hydrologic areas and prime agricultural areas and minimizing impact on *agricultural systems*, and considering the financial viability of *infrastructure* and *public service facilities* over their life cycle.
- *Excess lands* in settlement areas (e.g. beyond what is required to accommodate forecasted growth) must now be specifically identified in official plans and development prohibited on such lands over the time horizon of the Growth Plan.

In comparison, the PPS requires that a *comprehensive review* be undertaken to justify the need and most appropriate direction for a proposed settlement boundary expansion. However, the PPS does not specify the need for water, wastewater and stormwater master plans informed by *watershed planning*, the examination of alternative scenarios for accommodating growth (only alternative directions), or that *excess lands* be identified in official plans and development prohibited.

Planning staff have not identified any specific concerns with respect to these proposed policy changes. However, it is noted that any Provincial direction on standardizing land needs assessment methodology may inform, and potentially impact, how such assessments are conducted and evaluated outside the GGH Growth Plan Area. As such, this is a policy area that the County will continue to follow.

Coordinated Approach to Infrastructure

Following is an overview of some of the key changes proposed to improve coordination of *infrastructure* planning, land use planning and *infrastructure* investment:

- Province will align its infrastructure investments with Provincial Plans (i.e. to evaluate and prioritize provincial projects and funding requests to ensure they support public policy goals).
- Planning for new or expanding *infrastructure* is to occur in an integrated manner, including evaluations of long-range scenario-based land use and financial planning (e.g. servicing options based on hierarchy outlined in comprehensive review), supported by *infrastructure* master plans, asset management plans, community energy plans, *watershed planning*, environmental assessments and other relevant studies. Other considerations include assessing the full lifecycle costs of *infrastructure* and options to pay for it and considering the impacts of climate change.
- A complete streets approach (e.g. ensures the needs and safety of all roads users) will be adopted for the design, refurbishment or reconstruction of the street network.
- Settlements serviced by rivers, inland lakes or groundwater will not be permitted to extend water services from a Great Lakes source, unless they meet specific criteria (e.g. for reasons of public health and safety).

The PPS does not currently make reference to aligning Provincial infrastructure investments or requiring that planning for infrastructure be based on water and wastewater and stormwater master plans informed by *watershed planning* and long range scenario-based planning.

As indicated in the comments in [Attachment No. 1](#), County staff are of the opinion that the Province should further revise the policies and related context to clarify that comprehensive and integrated planning for waste management systems is as important to achieving *complete communities* and *net-zero communities* as other forms of infrastructure and to provide further Provincial direction specific to planning for waste management infrastructure. Additionally, it is noted that the context section reference to significant cost savings being achieved by ensuring that existing infrastructure is optimized before new infrastructure is built is not specifically referenced in the subsequent infrastructure policies and should be.

Transportation Systems

The Growth Plan policies pertaining to transportation systems and, in particular, moving people are more detailed and directive than those contained in the PPS. These policies indicate that public transit will be the first priority for transportation *infrastructure* planning and major transportation investments and all decisions on transit planning and investment will be made to align with, and support, the priorities identified in Schedule 5: Moving People - Transit (see [Attachment No. 3](#)). These Schedules conceptually identify future transportation corridors and higher order transit networks, as well as major ports and international hubs, and are intended to reflect current provincial commitments to transit and goods movement infrastructure. A conceptual dotted line identifies a “Future High – Speed Rail Corridor” extending from the Built-Up Area of the City of Toronto to Southwestern Ontario, north of what is identified as the “Existing Major Highways” (i.e. the 401).

The proposed coordination policies in the Growth Plan indicate that a co-ordinated approach will be taken to implement the policies of this Plan, especially for issues that cross municipal boundaries (e.g. between Provincial ministries and agencies, and by the Province in dealings with municipalities and other related planning agencies). Additionally, municipalities in the ‘outer ring’ and adjacent municipalities should ensure a co-ordinated approach to achieve the Growth Plan policies. Given that the County is currently working with stakeholders and partner municipalities in advocating that the Province of Ontario, working with all its transportation partners, lead the development of an integrated, multi-modal public Transportation Master Plan for Southwestern Ontario, the transportation policies and Schedule 5 of the Growth Plan are of particular interest. Similar leadership is required from the Province with regard to the development of an Integrated Freight Master Plan for Southwestern Ontario. The comments included in Attachment No. 1 re-iterate the County’s interests with respect to this policy area to ensure it remains a priority for the Province and includes a copy of the AMO Delegation Submission to the Minister of Transportation, August 2016.

Integrated Waste Management

The ‘Protecting What is Valuable’ policies in the Growth Plan contain policies pertaining to integrated waste management. These policies require that municipalities in the GGH develop and implement official plan policies and other strategies that support various conservation objectives, including integrated waste management through:

- Enhancing waste reduction, composting and recycling initiatives;

- Creating a comprehensive plan with integrated approaches to managing waste types (including reusing, recycling, composting, diversions and the disposal of residual waste);
- Promoting reuse and recycling of construction materials, which now includes the promotion of building conservation and adaptive reuse; and
- Considering waste management initiatives in a long-term regional planning context, in collaboration with neighbouring municipalities.

No substantial changes to these policies have been proposed. However, it is noted that these policies focus primarily on waste reduction, reuse and recycling initiatives and do not provide any specific direction with respect to how these considerations relate to integrated planning for related *infrastructure* (e.g. waste management facilities). Further, the Growth Plan policies and associated context relating to 'Infrastructure to Support Growth' do not directly mention, nor do they establish any specific criteria related to, planning for waste management infrastructure.

In comparison, the PPS policies pertaining to waste management are contained in the Section pertaining to Infrastructure and Public Services, along with policies for the other major forms of infrastructure and public services required to support growth. Further, the PPS policies link planning for waste management systems (i.e. sites and facilities) to sustainable waste management, in general terms, by indicating they should be "of an appropriate size and type to accommodate present and future requirements, and facilitate, encourage and promote reduction, reuse and recycling objectives."

The apparent disconnect between the planning for infrastructure policies and integrated waste management policies in the Growth Plan, particularly given the role of sustainable waste management in achieving sustainable, complete and 'net-zero' communities has been identified as a key concern for the County in the comments contained in [Attachment No. 1](#).

Employment Areas, Intensification & Density

Similar to the PPS, the Growth Plan policies place a strong focus on protecting employment areas, intensification and compact form/efficient use of land. Following are some of the proposed key changes to these policy areas:

- Distinguishing between *prime employment areas* (e.g. traditional industrial type uses such as warehousing and heavy manufacturing) and other *employment areas* (e.g. retail, commercial, large scale offices etc.). Converting *prime employment areas* to *employment areas* or non-employment areas will only be permitted where it can be justified through a *municipal comprehensive review*.
- Increasing the minimum target for intensification within the *built boundary* (i.e. the limits of the developed urban areas as defined by the Province) of settlements from 40 percent to 60 percent of all residential development occurring annually.
- Increasing the minimum density target for *designated greenfield areas* from 50 to 80 residents and jobs combined per hectare. Clarification is also provided on exclusions from the calculation (e.g. natural heritage features, floodplains, infrastructure rights-of-way and *prime employment areas*) to ensure municipalities are using a consistent approach.
- In addition to the existing minimum density targets set out in the Growth Plan for urban growth centres such as downtown Kitchener and Waterloo, minimum density targets are also to be achieved for *major transit station areas* (e.g. 150 residents and jobs per hectare around express rail service areas) identified in the Plan.

The PPS policies currently require municipalities outside the GGH to establish appropriate targets for intensification and ensure compact development and efficient use of land, but do not prescribe the specific minimum intensification and density targets that must be met.

To put the proposed Growth Plan targets into perspective, the County's Official Plan policies currently require a minimum of 15 percent of all new residential development in Woodstock, Tillsonburg and Ingersoll to be accommodated through intensification in existing built up areas and a minimum residential density ranging from 15 to 30 dwelling units per net hectare in the various serviced settlement areas. Assuming an average of 2.5 persons per dwelling, the minimum unit density required by the Official Plan would equate to a range of 37 to 75 people per net hectare. Industrial employment land densities in Woodstock, Tillsonburg and Ingersoll are estimated to range from 12 to 16 jobs per net hectare (Watson, 2014), with commercial employment land density likely somewhat higher (e.g. 50 jobs per net hectare). Therefore, the current overall blended density (people/jobs per ha) in the County's serviced settlement areas is likely considerably lower than the proposed greenfield density targets in the Growth Plan.

There are no specific concerns with respect to the proposed changes to the employment policies or increases to the intensification and density targets for the GGH. However, Council should be aware that as the intensification and density targets in the GGH are increased, Oxford may experience increased demand for lower density housing, as those looking to develop such housing forms increasingly look for opportunities outside the GGH.

Defining Agricultural, Natural Heritage and Water Resource Systems

Agricultural System - New policies direct the Province, in collaboration with municipalities, to identify a GGH *agricultural system* (i.e. comprised of *prime agricultural areas*, specialty crop areas, *rural lands* and an *agricultural support network*). Municipalities will be required to minimize impacts on the *agricultural system* and implement strategies to sustain and enhance the system. This is to be accomplished by considering the *agricultural support network* (e.g. transportation networks, agricultural services, farm markets, distributors and first-level processing) in planning decisions; undertaking long-term planning for agriculture that integrates agricultural development, *infrastructure* and goods movement/freight considerations with land use planning; preparing regional agri-food strategies; and maintaining, improving and providing opportunities for agriculture-supportive *infrastructure*. In comparison, the PPS does not currently require the identification and protection of *agricultural systems*.

Natural Heritage System – The Growth Plan updates will require municipalities to identify a *natural heritage system* and *key natural heritage features* in their official plans and apply appropriate policies and will also establish Greenbelt-level policy protection for *natural heritage systems*, *key natural heritage features* and *key hydrologic features and areas* located outside of designation settlement areas. Key differences from the PPS natural heritage policies include a stronger focus on protecting and connecting all natural features (e.g. not just *key natural heritage features*), dictating the percentage of a site in the *natural heritage system* that can be disturbed area and impervious surface and that must be natural self-sustaining vegetation; and requiring *vegetation protection zones* around *key natural heritage features and key hydrologic features*.

Water Resource System – The Growth Plan updates will now require municipalities to ensure *watershed planning* is undertaken to provide for a comprehensive, integrated and long-term approach to the protection, improvement or restoration of the quality and quantity of water within a watershed. Such planning will include the identification of *water resource systems* and

establishment of appropriate designations and policies in Official Plans to provide for the protection of *key hydrologic features and areas* and their functions. The PPS contains a range of policies directed at protecting water quantity and quality, but does not currently specifically require municipalities to undertake *watershed planning*.

County staff have not identified any specific concerns or comments with respect to the these proposed Growth Plan policies. However, they may provide an indication of the current provincial direction with respect to planning for these types of systems. As such, any new provincial standards or guidance that may be developed to support the implementation of the Growth Plan policies pertaining to such systems may serve to inform future policy approaches in Oxford.

Conclusions

In this report, Planning staff have provided a general overview of the changes to the Provincial land use plans being proposed as part of the Province's Co-ordinated Review process, and how they may be applicable or relevant to Oxford County. [Attachment No. 1](#) outlines the key comments and concerns identified by County staff with respect to the proposed Growth Plan and Greenbelt Plan updates. Staff have provided these comments to the Province as the County's formal submission on the current phase of consultation on these Provincial Plans.

County staff will continue to monitor the progress of the proposed draft Plans and will advise County Council of any relevant changes and/or additional opportunities for comment on matters that may be of interest to County and/or Area Municipalities as they arise.

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ATTACHMENTS

[Attachment No. 1](#): County's Response to the Proposed Growth Plan and Greenbelt Plan

[Attachment No. 2](#): Greater Golden Horseshoe Growth Plan Area Map

[Attachment No. 3](#): Concept Plan for the Greater Golden Horseshoe Map

County of Oxford Comments on the Co-ordinated Review (2016)

October 28th, 2016

The following comprises the County of Oxford's formal comments with respect to the current phase of consultation on the proposed revisions to the four provincial plans being considered as part of the Province's Co-ordinated Review process.

The County of Oxford is generally supportive of the increased Provincial policy focus on measures to achieve long-term community sustainability in the Growth Plan and Greenbelt Plan. As the Province is aware, Oxford County has demonstrated a strong commitment to achieving long-term community sustainability through the adoption of the Future Oxford Sustainability Plan and ongoing implementation initiatives (e.g. achieving 100% renewable energy/net zero and zero waste in Oxford). As a result, the County is being recognized as a leader in many areas of community sustainability.

The County is particularly supportive of the stronger Provincial policy focus on achieving 'complete communities' and 'net-zero communities' and the need for more comprehensive and integrated infrastructure planning to ensure services that are necessary to support growth are provided in the most efficient and sustainable manner possible.

That being said, the County has identified a number of comments and/or concerns with respect to specific policy areas in the Growth Plan and/or Greenbelt Plan that we feel warrant further review and consideration by the Province as part of the current Provincial Plan review process. These comments and concerns are outlined as follows:

Sustainable Infrastructure/Waste Management

The County of Oxford strongly believes that sustainable waste management is one of the most essential components for achieving complete and sustainable communities. For this reason, Oxford County Council has committed to establishing Oxford as a 'zero waste' community by striving to ensure that 100% of Oxford's generated and non-hazardous industrial, commercial and residential solid waste disposal needs are met by the County's Waste Management Facility by 2025, while ensuring Oxford's solid waste disposal capacity to the year 2100.

Building on this commitment, the County recently released a Draft Zero Waste Plan which expands on the County's commitment to establish Oxford as a 'zero waste' community by identifying strategies and actions to:

1. Eliminate solid waste exports across all sectors in Oxford;
2. Reduce solid waste generated across all sectors in Oxford;
3. Achieve the highest diversion rates possible (re-use and recycling and resource recovery) across all sectors in Oxford;

4. Process solid waste prior to final disposal at the County of Oxford's Waste Management facility, as necessary to achieve at least a 90% reduction in final disposal volumes. Processing solid waste may include the use of appropriate technologies (e.g. resource and energy recovery) as necessary and appropriate to achieve substantive disposal volume reductions;
5. Ensure Oxford has a solid waste disposal plan to provide the disposal capacity necessary to meet all Oxford-generated solid waste disposal demands through the year 2100;
6. Identify and advocate for provincial waste management reform that will assist Oxford in achieving the Zero Waste goal.

The draft Zero Waste Plan also identifies the need to align the County's waste management and energy strategies, recognizing that "fewer materials refined and consumed to meet the same level of service means that much less raw materials and energy are required to create product."

Through the County's review of the GGH Growth Plan policies, it has been noted that the only direct references to integrated waste management in the Plan appear to be in the policies of Section 4.2.9 – A Culture of Conservation. These policies require that municipalities in the GGH develop and implement official plan policies and other strategies that support various conservation objectives, including integrated waste management through:

- Enhancing waste reduction, composting and recycling initiatives;
- Creating a comprehensive plan with integrated approaches to managing waste types (including reusing, recycling, composting, diversions and the disposal of residual waste);
- Promoting reuse and recycling of construction materials, which now includes the promotion of building conservation and adaptive reuse; and
- Considering waste management initiatives in a long-term regional planning context, in collaboration with neighbouring municipalities.

Although these policies place a focus on comprehensive planning for an integrated approach to waste management, including waste reduction, reuse, recycling, composting, diversion and the disposal of residual waste, they do not provide any Provincial direction with respect to integrated planning for related *infrastructure* (e.g. waste management sites or facilities). Further, there is currently no mention of how integrated waste management is important to conservation in the associated Context of Section 4 - Protecting What is Valuable.

Additionally, the Growth Plan policies and associated Context of Section 3 - Infrastructure to Support Growth provide detailed direction with respect to integrated planning for virtually all major forms of infrastructure and facilities required to support growth (e.g. infrastructure corridors, transportation systems, water and wastewater systems, stormwater management and *public service facilities*), yet are silent on waste management. The definition of *infrastructure* in the Growth Plan is identical to the definition of the 2014 PPS, which clearly identifies 'waste management systems' within the definition of *infrastructure*. Therefore, we question why these policies do not directly mention, nor provide any specific policy direction with respect to, planning for waste management infrastructure.

In contrast, it is noted that the 2014 PPS policies pertaining to waste management, along with the policies for the other major forms of infrastructure and public service facilities required to support development, are all contained in the section pertaining to Infrastructure and Public Service Facilities. These PPS policies indicate that “*Waste management systems* need to be provided that are of an appropriate size and type to accommodate present and future requirements, and facilitate, encourage and promote reduction, reuse and recycling objectives” and that infrastructure (including waste management systems) is to be provided in a coordinated, efficient and cost-effective manner that considers the impacts from climate change while accommodating projected needs. There does not currently appear to be any similar connection between integrated planning for waste management systems and related sustainability objectives (e.g. reduction, reuse and recycling objectives) in the Growth Plan.

Given the County’s commitment to ‘zero waste’ and the importance of sustainable waste management in achieving sustainable, complete and ‘net-zero’ communities, we are concerned with the current disconnect between the integrated waste management policies in Section 4.2.9 of the Growth Plan and the policies pertaining to managing growth (e.g. importance for achievement of ‘complete communities’ and ‘net zero communities’) in Section 2.2 and planning for infrastructure to support growth in Section 3. The County is particularly concerned with the lack of any specific Provincial direction on the need to plan for sustainable waste management infrastructure within the GGH Growth Plan boundaries to accommodate waste generated by GGH municipalities.

The role of Provincial Plans is to provide specific policy direction for managing various provincial interests within a defined geographic area, including the efficient and sustainable provision of the infrastructure required to accommodate growth, which includes waste management systems. Given current Provincial initiatives with respect to waste management (e.g. Waste Free Ontario Act) and the size of the combined population and economies of the various municipalities within the GGH Growth Plan, planning for sustainable waste management in the GGH should be a key area of Provincial interest. As such, the County is of the opinion that the current Provincial Plan review process provides the perfect opportunity and mechanism for the Province to show its leadership and commitment with respect to sustainable waste management through the establishment of appropriate policy direction and requirements for the management of solid waste and planning for related infrastructure within the GGH.

In this regard, the County requests that the Province specifically address the following comments pertaining to the need to improve the Provincial policy direction in the GGH Growth Plan to ensure that planning for the waste management systems necessary to support GGH growth is undertaken in a comprehensive, socially responsible and sustainable manner:

- a) Revise Section 7 – Definitions so that the definition of ‘net-zero communities’ is consistent in both the Growth Plan and Greenbelt Plan. The definition in the Greenbelt Plan currently makes reference to improved integration with ‘waste systems,’ while the definition in the Growth Plan does not include a reference to ‘waste systems’. Therefore, it is unclear the extent to which the Province intends solid waste management to be considered in the achievement of a *net-zero community*. It is the opinion of the County that sustainable waste management and related infrastructure (e.g. sites and facilities) is

crucial to the achievement of net-zero communities and should also be referenced in this definition.

- b) Revise the policies of Section 2 - Where and How to Grow and Section 7 - Definitions related to both *net-zero communities* and *complete communities* to clearly indicate that integrated and sustainable waste management and related infrastructure is as integral to achieving those objectives as other forms *infrastructure*. Waste management systems need to be integrated and sustainable (e.g. reduce the generation, transportation and disposal of solid waste and optimize the use of existing infrastructure) in order to support growth while ensuring the natural environment is protected and energy consumption and GHG emissions are reduced.
- c) Revise the context and policies of Section 3 – Infrastructure to Support Growth to:
- Make it clear that the policies of that section (e.g. 3.2.1 – Integrated Planning and 3.2.5 – Infrastructure Corridors) are intended to be applied to all forms of infrastructure, including waste management systems (not just relying on the reference to waste management systems in the definition of infrastructure to make that connection). It needs to be clear that the various infrastructure considerations outlined in the context section and related infrastructure policies are as applicable to planning for waste management systems, as they are for other forms of infrastructure.
 - Ensure the contextual description in Section 3.1 – Context, indicating the importance of optimizing the use of existing infrastructure before new infrastructure is built, is also specifically articulated in the policies of Section 3. There is currently no direct reference in the policies of the Growth Plan to requiring (or encouraging) municipalities to optimize existing infrastructure before new infrastructure is developed. Also, it is not clear why this principle is proposed to be removed from the list of “Guiding Principles” in the current Growth Plan.
 - Provide specific Provincial policy direction on planning for waste management infrastructure, similar to the specific policy direction provided for other forms of infrastructure (e.g. transportation, water/wastewater, stormwater management), such as:
 - Requiring a comprehensive/master plan for waste management to support new or expanding waste management infrastructure (e.g. to better connect the infrastructure policies with the integrated waste management policies in Section 4.2.9 d). Some of the planning matters such a master plan should address include: the integrated planning for infrastructure policies in Section 3.2.1.; the integrated waste management concepts in Section 4.2.9 d) (e.g. enhanced waste reduction, re-use, recycling, composting and diversion), the climate change policies in Section 4.2.10 (e.g. reducing GHG emissions through planning for infrastructure) and other relevant policies of the Growth Plan and PPS, as well as the additional policy directions outlined below.
 - Incorporating the concept of ‘zero waste communities’ to complement the concept of *net-zero communities*, including an appropriate definition and related policies. This should include clarifying that the disposal of residual waste is a last resort and should be minimized to the greatest extent possible and that all

reasonable options to optimize the use of existing waste management facilities and reduce waste generation are considered.

- Requiring that planning for waste management infrastructure consider all reasonable options to locate such infrastructure within the boundaries of the municipality or municipalities within which the waste is being generated (i.e. as close as possible to where the waste is being generated) and all reasonable options to minimize the disposal of residual waste. This would be consistent with the Provincial direction to develop and achieve GHG emissions, reduce energy consumption and achieve *net-zero communities* (e.g. by reducing transportation of waste) and ensure that planning for and sustainably managing such facilities over the long-term is the responsibility of the municipalities whose growth they serve (e.g. provides greater incentive to maximize waste reduction and optimize use of existing infrastructure).
- Where the waste management infrastructure required to support GGH growth cannot be located within the boundaries of the municipality or municipalities that it serves, the Growth Plan policies should require collaboration with neighbouring municipalities to develop mutually agreeable alternatives for that infrastructure. This policy direction would be in keeping with and expand upon the existing coordination policies in the Growth Plan which indicate that a co-ordinated approach will be taken to implement the policies of this Plan, especially for issues that cross municipal boundaries, and for municipalities in the 'outer ring' to ensure a co-ordinated approach with adjacent municipalities. It would also be in keeping with the Provincial direction in the PPS which indicates that a "coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including... *infrastructure*, electricity generation facilities and transmission and distribution systems, *multimodal transportation systems*, *public service facilities* and *waste management systems*."

The County of Oxford would be pleased to share their knowledge and experience with respect to sustainable waste management with the Province and to further discuss the County's commitment to concept of 'zero waste' and how that concept and the other policy recommendations identified above could be incorporated into the proposed Growth Plan updates.

Planning for Transportation Systems

Oxford is currently working with stakeholders and partner municipalities in advocating that the Province, in co-operation with all its transportation partners, lead the development of a fully integrated, multi-modal, Public Transportation Master Plan for Southwestern Ontario. Additionally, we believe similar provincial leadership is required for the development of an Integrated Freight Master Plan for Southwestern Ontario.

As such, the transportation and transit policies of the Growth Plan and Schedules 5 and 6 regarding "Moving People" and "Moving Goods" are of particular interest. It is noted Policy 5.2.3.5 speaks to coordination with adjacent municipalities to ensure Growth Plan policies are

implemented. It is the intent of the County of Oxford to work with our municipal partners in southwestern Ontario to ensure continued advocacy regarding the advancement of transportation and transit networks in our region.

To assist in this regard, Oxford County has developed the "New Directions: Advancing Southwestern Ontario's Public Transportation Opportunities" tool kit as a guide to building the type of public transportation system that will contribute significantly to the region's competitiveness and long-term sustainability. To ensure the broader coordination of integrated transportation infrastructure across Southwestern Ontario remains a Provincial priority, a copy of the above noted document and the County's associated briefing note to the Minister of Transportation has been attached to these comments for the Provinces further consideration as part of the Growth Plan review process.

Summary

The County of Oxford appreciates the opportunity to review and comment on the changes to the Provincial Plans being proposed through the Coordinated Review and would welcome the opportunity to discuss the above comments in greater detail. The County will continue to monitor the proposed updates to the Provincial Plans and to provide additional comments and feedback in response to any future consultation opportunities.

August 15, 2016

Minister of Transportation

An Integrated Public Transportation Master Plan for Southwestern Ontario

Overview

- Mobility is one of the keys to economic, social and environmental prosperity.
- Highly mobile regions are the ones that succeed in attracting residents, investment and a skilled workforce.
- The successful development of a highly mobile Southwestern Ontario Region must include a fully integrated and comprehensive public transportation system.
- Oxford County has developed the "[New Directions: Advancing Southwestern Ontario's Public Transportation Opportunities](#)" tool kit as a guide to building the type of public transportation system that will contribute significantly to this region's competitiveness and long-term sustainability.
- Oxford County is requesting the report of the Ontario Special Advisor on High Speed Rail include an assessment of the value of a fully integrated public transportation master plan for Southwestern Ontario, and that the Minister of Transportation further lead the development of an integrated multi-modal Public Transportation Master Plan for Southwestern Ontario.

Key points

- The Oxford County "*New Directions: Advancing Southwestern Ontario's Public Transportation Opportunities*" tool kit is intended to assist Southwestern Ontario in seizing several opportunities presented by upcoming public policy and funding decisions concerning the future of our national and provincial transportation systems.
- Developing a successful public transportation system requires leadership and cooperation among federal, provincial, and municipal governments, Crown corporations, public agencies and service providers.
- These [Partnerships](#) must work cooperatively to develop policy, plan, fund, implement, and operate a multi-modal system that:
 - Connects and integrates passenger transfers through the system at barrier-free and fast [Multi-Modal Terminals](#);
 - Includes attractive [Urban Transit](#) services that support and integrate seamlessly with the region-wide system;
 - Includes an [Inter-community Bus Service](#) that connects communities across Southwestern Ontario while acting as an effective feeder service to urban transit systems and passenger rail services;
 - Includes expanding [GO Transit](#) services that enhance the markets served and complements public transportation services delivered by other partners;

- Re-establishes the existing passenger rail services as the backbone of a public transportation system that capitalizes on the opportunities of [High Performance Rail](#) (strategies, equipment, and practices); and,
- Cultivates and supports a successful [High Speed Rail](#) service that provides a high-speed connection from Southwestern Ontario to Toronto.

Background

- Oxford County is committed to our Future Oxford Community Sustainability Plan (www.futureoxford.ca), 100% Renewable Energy (www.smartenergyoxford.ca) and Zero Waste (www.zerowasteoxford.ca);
- Oxford County recognizes the environmental implications of continued fossil fuel use and the growing impacts of climate change that are well documented and recognized by international leaders:
 - At an estimated 35 per cent, transportation emissions are the single-largest source of greenhouse gas (GHG) emissions in the province;
 - By 2025, the CAFÉ standards will apply to automobiles, SUVs, and light trucks and are so stringent that industry experts ascertain they will only be met through broad electric vehicle availability and use.
- Oxford County supports a National-Provincial Climate Change Action Plan and recognizes the need to meet society's mobility expectations through:
 - Advocating and encouraging active modes of transportation(walking and cycling);
 - Advocating and encouraging the transformation to electric vehicles to meet personal mobility needs;
 - Advocating and encouraging the development of a systematic and fully integrated public transportation system for Southwestern Ontario that will reduce the dependency on the automobile for personal travel and enhance the economic, community and environmental vitality of the region.

Request

That Minister Del Duca broadens the mandate of David Collenette, Ontario Special Advisor on High Speed Rail, to include in his report an assessment of the value of a fully integrated public transportation master plan for Southwestern Ontario.

And further, that Minister Del Duca, on behalf of the Ontario Government, lead the development of an integrated multi-modal Public Transportation Master Plan for Southwestern Ontario, in partnership with the Government of Canada, Southwestern Ontario municipalities, and the public transportation service providers serving the Southwestern Ontario region including VIA Rail, Metrolinx, and the Ontario Motor Coach Association.

Prepared for: **The Honourable Steven Del Duca**
Minister of Transportation

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Attachment

New Directions – Advancing Public Transportation in Southwestern Ontario, April 2016

NEW DIRECTIONS

Advancing Southwestern Ontario's
Public Transportation Opportunities

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities

OVERVIEW

“ If we want to boost productivity and grow our economy, we need to build a seamless transportation network across the province.

Premier Kathleen Wynne
Moving Ontario Forward
April 17, 2014 ”

We could not agree more!

Mobility is one of the keys to economic, social and environmental prosperity. It affects where people choose to live and work. In turn, this influences where businesses locate. In an increasingly competitive world, highly mobile regions are the ones that succeed in attracting residents, investment and a skilled workforce.

There is no one-size-fits-all mobility solution. A complete and balanced system that offers maximum convenience and choice requires three types of transportation:

- Active (walking and cycling)
- Private (cars, roads and highways)
- Public (rail, air, inter-community buses and local transit)

In Southwestern Ontario today – as in many other North American regions – mobility is neither complete or balanced because the public transportation system has not been developed to its full potential. The result is a lack of alternatives to car travel.

Designing, building and delivering a complete and integrated public transportation system that can correct this situation is a complex process that is somewhat like assembling a giant jigsaw puzzle. Each piece must be precisely shaped and all must interlock to form a seamless picture.

In Southwestern Ontario, some of the pieces of the public transportation puzzle are already in place, but they require innovative development. Others are still absent.

Complicating the process is the ownership of the individual pieces, which is scattered among all levels of government and includes some private stakeholders.



Advancing Southwestern Ontario's Public Transportation Opportunities

This tool kit has been prepared to assist Southwestern Ontarians in seizing several opportunities presented by upcoming public policy and funding decisions concerning the future of our national and provincial transportation systems. It is intended as a guide to building the type of public transportation system that will contribute significantly to this region's competitiveness and long-term sustainability.

As large as this job will be, it cannot be avoided. Other regions throughout North America are

now addressing their own public transportation challenges to remake themselves as preferred places to live, work and invest.

For Southwestern Ontario, the choice is not whether we can afford to undertake this task, but whether we can afford not to – and how do we ensure we receive the most value from our investment.

PUBLIC TRANSPORTATION TOOL KIT



NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities



PARTNERSHIPS

While each piece of the complete public transportation puzzle is important in itself, there is one puzzle piece that is central to the whole concept and must precede the development of the others. This puzzle piece is a partnership approach to policy, planning, funding and service delivery. Without partnerships, an effective and seamless system that makes the maximum use of each mode is impossible.

A failure to develop and nurture partnerships has played a key role in the evolution of the current Southwestern Ontario public transportation system. Each mode, operating under scattered legislation, ownership and funding, has been developed largely in isolation and without regard for the others.

The result has been a disjointed system where the individual pieces rarely connect operationally, legislatively or institutionally. Each service provider – public or private – strives to maximize their own piece of the puzzle, but none benefits from the full potential that is attainable by coordinating and connecting their services. The result has been a situation where publicly- and privately-funded operators overlap and compete for those travellers who use public transportation for their intra- and inter-regional trips.

This situation is not unique to Southwestern Ontario. The failure to link the policies, plans and funding of numerous service providers in regions across North America partially accounts for public transportation's generally low share

of the travel market continent-wide. However, some progressive U.S. regions are now meeting this challenge – and with impressive ridership, revenue and cost-recovery results.

In re-envisioning Southwestern Ontario's public transportation system, a useful model could be the one employed on three rail corridors in California. Using a joint powers authority approach, these corridors have been recast as jointly funded, managed and operated partnerships between the federal, state, regional and municipal governments, and the providers of the rail, inter-community bus and transit services.

Alternative partnership models have been applied to other rail-based corridors in regions as diverse as Northern New England, North Carolina and the Pacific Northwest.

In each case, the creation of these innovative multi-modal partnerships was driven by the realization by one or more of the affected governments that a “business as usual” approach was not acceptable. This leadership and the buy-in of the other partners produced the innovative governance, management and service delivery techniques that have cut across the self-imposed jurisdictional and modal boundaries of the past.

Only with leadership and partnerships that include the federal, provincial and municipal governments, Crown corporations and public agencies, and the service providers (including the freight railways) can Southwestern Ontario craft and connect the pieces required to create its own multi-modal public transportation puzzle.

In Southwestern Ontario, some of the pieces of the public transportation puzzle are already in place, but they require innovative development. Others are still absent.



The partnership approach provides travellers with direct connections between intercity trains, inter-community buses and local transit in many California communities. Photo courtesy of Amtrak.

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities

PUBLIC TRANSPORTATION TOOL KIT



MULTI-MODAL TERMINALS

Guelph Central Station

MULTI-MODAL TERMINALS

Multi-modal terminals provide the piece of the public transportation puzzle that physically connects and integrates all the others by making passenger transfers between the modes simple, barrier-free and fast.

As well, multi-modal terminals provide for those who make use of the car for a portion of their journey by including ample parking and passenger drop-off and pick-up facilities. Ideally, they should also contain retail outlets where passengers can purchase goods that make a multi-modal public transportation journey more appealing, such as food and beverages.

When multi-modal terminals are accompanied by appropriate zoning for the surrounding land within a distance of approximately 800 metres, their high activity levels can make them generators

of transit-oriented residential and commercial development. This transforms these terminals into what is defined as a mobility hub.

An example of an effective multi-modal terminal that is now emerging as a mobility hub is the municipally-owned Guelph Central Station. Serving as the timed interchange point for several Guelph Transit routes, it also accommodates VIA Rail, GO rail and bus service, and Greyhound. This \$8-million facility, which includes the city's historic railway station, is an integral part of Guelph's downtown revitalization plan.

A similar approach is being taken in the development of the new Kitchener multi-modal terminal to connect Waterloo Region's light rail transit line with other urban transit routes, VIA, GO Transit and privately-operated bus services.



Amtrak

Elsewhere in Southwestern Ontario, few attempts have been made by any of the service providers to develop multi-modal terminals that could eventually blossom into mobility hubs. While there are many locations where the various public modes come in close contact with each other, they do not share facilities and there is no service integration. Such impediments discourage public transportation usage.

The successful rail-based corridor development projects in many regions of the U.S. are examples of how multi-modal terminal planning and development can be a catalyst for intermodal and inter-governmental cooperation. By acquiring and

refitting existing railway stations as multi-modal terminals, municipalities and state agencies have been able to encourage service providers to consolidate operations to eliminate the cost of providing their own stand-alone facilities. The benefits have flowed to passengers, the operators and the public agencies that have initiated these projects.

An integrated, multi-modal public transportation strategy for Southwestern Ontario will only realize its full potential if multi-modal terminal development is a major and early component of it.

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities

PUBLIC TRANSPORTATION TOOLKIT



Woodstock Transit. Bruce Chessell, Woodstock Sentinel Review

URBAN TRANSIT

The role of urban transit in addressing local mobility needs and making communities less dependent on the car is obvious. Its quantity and quality are increasing as factors in the decisions people make about where they want to live and work, and where businesses choose to invest.

As a piece of the regional public transportation puzzle, urban transit has an equally important role to play. It supplies the “first and last mile” component of car-free intercity and inter-regional journeys. A traveller’s decision to drive or use public transportation for their full journey may hinge on urban transit’s frequency, ease of access, geographic coverage and connectivity with the other public modes.

Without adequate urban transit as part of a seamless travel package, each mode’s

effectiveness in providing an alternative to the car is compromised.

However, delivering enhanced urban transit is a challenge. While many municipalities recognize the need to increase their transit service coverage and frequency, the increased capital and operating costs have been barriers. Recent federal and provincial funding contributions to transit have, to date, eased this problem marginally.

Compounding this is the general infrequency of intercity service in Southwestern Ontario. Reductions to VIA Rail Canada and privately-operated inter-community bus services have only made the situation worse. As a result, investing in improvements to urban transit to act as a feeder to the intercity modes has been difficult to justify.



City of London: Shift.

Despite these challenges, some Southwestern Ontario cities are engaged in projects that will boost urban transit's role as a component of the public transportation system on a regional basis.

The 2012 revamping of Guelph Transit placed a heavy emphasis on the "hubbing" of its routes at the municipally-owned Guelph Central Station, which provides direct connections with GO, VIA and private bus services.

When completed in 2017, Waterloo Region's high-frequency light rail transit line will provide a direct connection with the intercity modes in downtown Kitchener.

In other communities, current studies of urban transit improvements provide more opportunities to consider how it can better perform as part of a seamless, region-wide system. Notable among these is the Shift initiative, which will define a new transit vision and implementation strategy for London.

As has been demonstrated in several U.S. regions, urban transit is an indispensable component of a successful multi-modal public transportation system. To make this a reality in Southwestern Ontario, municipal transit providers will require significant financial support from the upper levels of government.

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities



INTER-COMMUNITY BUS SERVICE

INTER-COMMUNITY BUS SERVICE

Southwestern Ontario was once served by a web of privately-operated bus routes that connected more than 100 large and small communities.

Today, this network has declined to one that largely provides low-cost, no-frills travel between main points along the Highway 401 corridor. Gone are the light-density feeder services that were cross-subsidized by the main routes and which often provided the only public transportation option for many smaller communities.

The reasons for the contraction of Southwestern Ontario's bus service are many. In the opinion of the industry itself, these include a lack of

connections to the other modes, competition from publicly-funded carriers such as VIA Rail Canada and GO Transit, and a provincial regulatory system that prevents innovation and increases costs.

At its root, the bus industry's problem is the same one experienced by rail and transit operators: the car. Even though it is highly dependent on public subsidies, car travel is still perceived by many as inexpensive, convenient and comfortable.

Another factor in the declining appeal of bus travel is the attractiveness of more spacious and comfortable passenger trains for intercity trips of more than 100 km.

However, the bus does have an important role to play in a regional public transportation system. It is well suited for inter-community and rural routes where rail service would exceed the requirements or there are no longer tracks on which to operate.

The usefulness of inter-community bus service as part of a multi-model system is demonstrated by several successful regional public transportation networks in the U.S. As feeders to the core intercity rail passenger services, these bus routes provide a rural version of the “first and last mile” service transit delivers in urban areas. They also provide stand-alone mobility for those who are not travelling onward by train and are only journeying between the communities the buses serve.

The U.S. inter-community bus services have resulted from partnerships between public agencies and private operators. Low-cost initiatives to launch new or sustain existing bus routes have included direct operating grants,

guarantees against operating short falls, low-interest loans or grants for new buses and the provision of publicly-funded intermodal terminals, where passengers may connect with rail and transit services.

The opportunity to test such an approach in Southwestern Ontario may be at hand. The provincial government has said it will provide funding to assist local governments with pilot programs to improve rural and inter-community mobility. Test projects have previously been launched in a handful of counties throughout the province.

If Southwestern Ontario's public transportation system is to be complete, inter-community bus service is a major – and currently deficient – piece of the puzzle.



Photo courtesy of the Ontario Motor Coach Association

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities

PUBLIC TRANSPORTATION TOOL KIT



GO TRANSIT

GO TRANSIT

Although it only serves Southwestern Ontario east of Kitchener, the GO Transit rail and bus services provided by provincially-owned Metrolinx have an impact on the region's public transportation system, including the areas west of GO's service territory.

Started as a one-line rail service on the Lakeshore Line in 1967, GO has grown into a Toronto-centred, multi-route rail and bus network blanketing the Greater Toronto and Hamilton Area (GTHA). The service levels on this expanded system vary by route, some operating only for weekday am/pm peak trips in and out of Toronto.

For Southwestern Ontarians, the GO routes that have the greatest impact are the rail and bus services to Kitchener, Guelph and Barrie, and the all-day Lakeshore rail service to Aldershot. All are likely to be expanded over the next decade under the \$29-billion Moving Ontario Forward program. The weekday-only Kitchener rail service will eventually operate frequently in both directions daily. Electrification and upgrading of the Lakeshore Line will provide faster and more frequent service.

Of these two GO routes, the Lakeshore Line currently provides the largest benefits to

Southwestern Ontarians. Many who previously drove to and from Toronto can now avoid some of the GTHA's highway congestion by parking at Aldershot and completing their journey by GO. As well, the direct connections made with VIA Rail Canada's Windsor-London-Toronto trains at the shared Aldershot and Oakville stations allows passengers to use GO to reach intermediate points. VIA passengers from Southwestern Ontario may also connect with other GO rail and bus routes at Toronto Union Station.

However, the introduction of GO Kitchener rail and bus services have also had a negative effect on some Southwestern Ontario communities. These routes compete with those traditionally operated to Kitchener and points west by VIA and private bus operators. This competition has resulted in a reduction in the VIA service through Kitchener to London and Sarnia. It has also been a contributor to the termination by the bus operators of unprofitable Southwestern Ontario routes, which were cross-subsidized by the profitable routes on which GO is now competing.

While GO's planned expansion will improve mobility in the easternmost section of

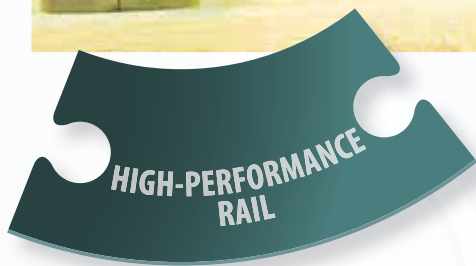


Southwestern Ontario, it should not be done in a manner that will destabilize and reduce the services provided by other operators, particularly on the portions of their routes that extend west of Kitchener.

The opportunity to safeguard these services is through the current review of the Metrolinx Act, 2006. Revising the legislation to include mandatory consultation and coordination with existing carriers is one possible means of ensuring GO expansion benefits many and harms none.

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities



HIGH-PERFORMANCE RAIL

Fast, frequent and affordable intercity rail passenger service is at the core of the many integrated public transportation systems now operating in thriving regions around the world. For a variety of financial, institutional and operational factors, federally-operated VIA Rail Canada has never had the opportunity to deliver comparable levels of service. The result is that VIA's two Southwestern Ontario routes are not performing up to their full potential, although both do provide a necessary and useful service.

Worldwide experience has demonstrated that an approach known as high-performance rail (HPR) is an effective option for optimizing rail as part of a multi-modal public transportation system. It is a proven middle ground between VIA's current service, which largely operates at speeds up to 160 km/hour on tracks it shares with freight trains, and high-speed rail (HSR), which operates at speeds of 240 km/hour or higher on new, electrified lines dedicated solely to passenger service.

HPR incrementally improves all aspects of a conventional rail service and builds on the public funds previously invested in it. Operating at speeds up to 200 km/hour with modern locomotives and rolling stock, HPR offers:

- ➔ Increased frequency
- ➔ Reduced door-to-door travel times
- ➔ Enhanced comfort and onboard amenities
- ➔ Better on-time performance and all-weather reliability
- ➔ Improved, fully-accessible stations
- ➔ More and better local and regional transit connections

HPR is often described as an affordable near-term option that can be used to build the market demand that will lead to a more intensive HSR service in the future.

A major advantage of HPR is that it delivers improvements at each step along a phased and affordable pathway to faster and more frequent service. Where the conditions warrant it, HPR can also be converted from diesel to electric propulsion.

The HPR approach is being taken on several U.S. corridors with distances, demographics and operating conditions similar to those found on VIA's Southwestern Ontario routes. The result has been ridership and cost recovery improvements that demonstrate the ability of a modernized rail service to provide an alternative to car travel, especially in coordination with improvements to the other modes of public transportation.

With the federal government now reviewing its rail passenger options, and the provincial government studying a potential Toronto-London-Windsor HSR line, the opportunity exists for HPR to be analyzed and considered for Southwestern Ontario.



There are currently six high-performance rail corridors in the U.S. and more than a dozen are under development. Photo courtesy of Amtrak

NEW DIRECTIONS

Advancing Southwestern Ontario's Public Transportation Opportunities

PUBLIC TRANSPORTATION TOOLKIT



German 280-km/h Inter-City Express high-speed train

HIGH-SPEED RAIL

High-speed rail (HSR) is the ultimate evolution of intercity rail passenger service, undertaken generally when original rail lines have reached their speed and capacity limits. Introduced in Japan in 1964, HSR has since been implemented on high-volume corridors in 13 other Asian and European countries. Several more HSR routes are now under construction or being planned worldwide.

HSR is defined by the U.S. Department of Transportation as a frequent express service with top speeds of at least 240 km/h between major centres that are 300-1,000 km apart, with few

intermediate stops. HSR trains are electrically powered and operate on fully grade-separated, dedicated rights-of-way, although they often share track with other types of rail traffic in constrained urban terminal areas.

Because of the need for new and straighter alignments than on the original lines, HSR involves costly and time-consuming right-of-way acquisition and infrastructure construction. It must, therefore, be predicated on its ability to attract large numbers of passengers from the other modes, as well as inducing additional travel demand.



*Bombardier's 240-km/h Acela Express on Amtrak's Northeast Corridor.
Photo courtesy of Amtrak*

HSR has been studied numerous times since the 1970s for possible application to all or portions of the Quebec-Windsor Corridor. Each study determined it was technically feasible and could yield mobility benefits, but it would require substantial public funding and would likely attract only limited private-sector investment.

In 2014, the Government of Ontario announced its intention to re-examine HSR's potential in Southwestern Ontario and initiated a preliminary environment assessment (EA) for a 300-km/h HSR line linking Toronto, Pearson International Airport, Kitchener, London and Windsor. The project has been entrusted to former Minister of Transport David Collenette, who will provide recommendations to the province in late 2016.

In addition to the EA, a business case analysis that includes 200-km/h diesel and electric alternatives has been commissioned. These lower-speed services would more accurately be described as high-performance rail, not HSR.

All three options being studied would involve the upgrading of portions of the existing rail corridors and the construction of "greenfield" line segments, including a new Kitchener-London route.

As has been demonstrated in other regions, HSR in Southwestern Ontario would require and support improvements to connecting rail, inter-community bus and urban transit systems to act as high-volume feeders. Also to be considered would be the retention and improvement of the existing rail passenger services for those communities that would be bypassed by the new HSR service.

The current EA and business case analysis of HSR provide an opportunity for all levels of government to co-operatively address the requirements and the benefits of a multi-modal public transportation system for Southwestern Ontario.



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Developed in partnership with Greg Gormick, On Track Strategies
Design by Rhonda Franks, Baseline Creative

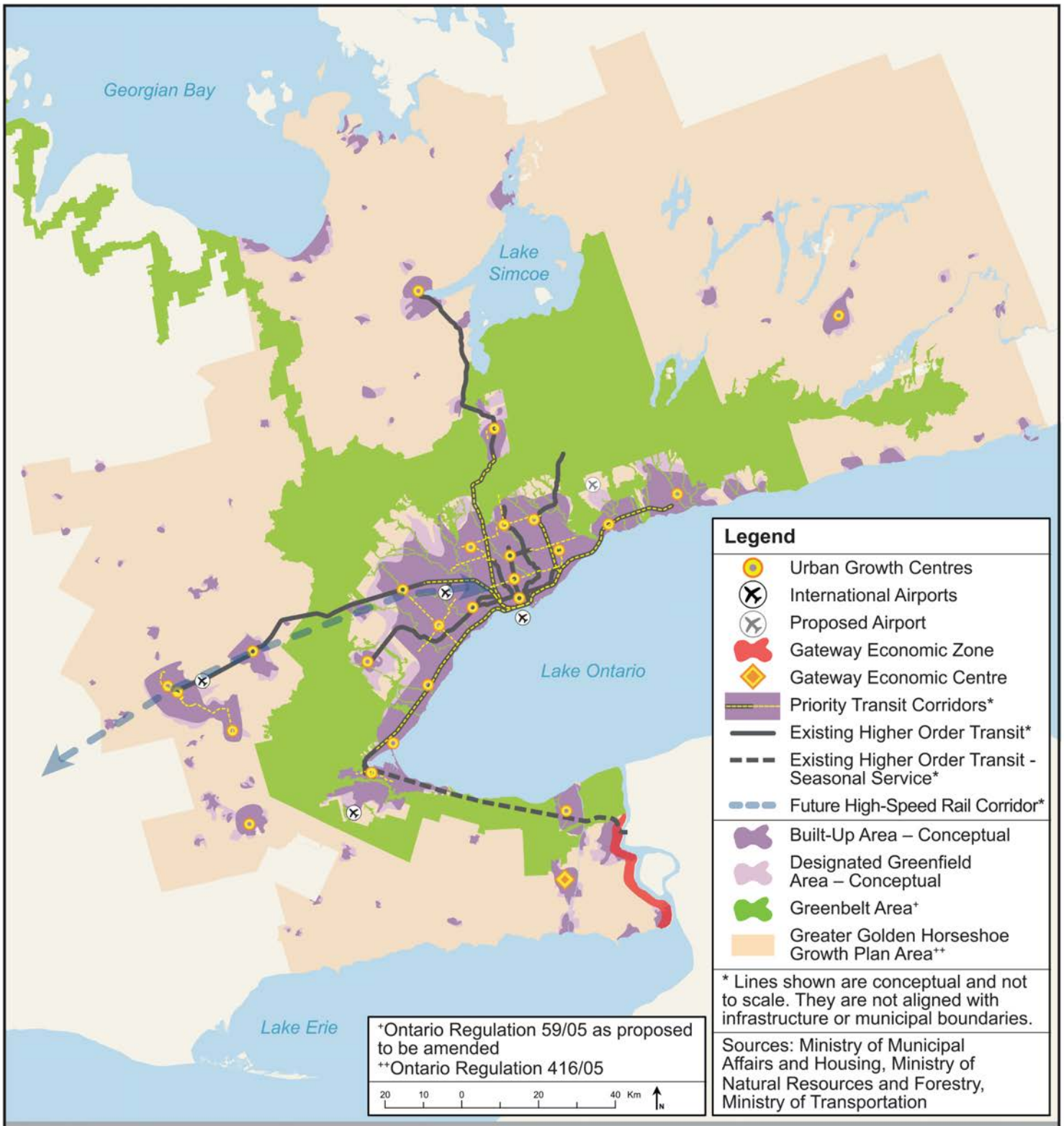


SCHEDULE 1 Greater Golden Horseshoe Growth Plan Area

PLACES TO GROW

PROPOSED GROWTH PLAN FOR THE
GREATER GOLDEN HORSESHOE, 2016

Note: The information displayed on this map is not to scale, does not accurately reflect approved land-use and planning boundaries, and may be out of date. For more information on precise boundaries, the appropriate municipality should be consulted. For more information on Greenbelt Area boundaries, the Greenbelt Plan 2016 should be consulted. The Province of Ontario assumes no responsibility or liability for any consequences of any use made of this map.



PLACES TO GROW

PROPOSED GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE, 2016

**SCHEDULE 5
 Moving People – Transit**

Note: The information displayed on this map is not to scale, does not accurately reflect approved land-use and planning boundaries, and may be out of date. For more information on precise boundaries, the appropriate municipality should be consulted. For more information on Greenbelt Area boundaries, the Greenbelt Plan 2016 should be consulted. The Province of Ontario assumes no responsibility or liability for any consequences of any use made of this map.

INGERSOLL SERVICES FOR SENIORS

250 Ingersoll Street
P. O. Box 224, Ingersoll, Ontario
N5C 3K5

Mayor's Office

DEC - 7 2016

RECEIVED

December 7, 2016

To the Mayor of Ingersoll and Members of Ingersoll Town Council;

Our organization was disappointed to learn that we would not be receiving funding from United Way Oxford for this fiscal year. United Way revised their priority areas for funding criteria; and unfortunately, our application did not meet this new criterion. This meant, that after 14 years of receiving agency funding, we would have a budget shortfall of \$35,596.

We plan to do a variety of fundraising and other efforts to compensate for the shortfall but will find ourselves still somewhat short. We are requesting the Council of the Town of Ingersoll to increase our transfer amount from \$36,000 to \$48,000.

Currently we provide 59 weekly Recreation Programs to over 700 members, as well as monthly events and clubs. We also welcome regular participation from non-members. Since April 2016 we have supported over 585 clients with community support services. We are funded by the Ministry of Health and Long Term Care to manage these Community Support Services. Specific criteria and reporting requirements restrict this funding to be used for these services only.

We appreciate your consideration of our request for this transfer amount(grant). If you require additional information or would like to discuss further, please contact our Executive Director Wendy Palen at 519-485-2269 or wpalen@execulink.com.

Regards;



Don Hillis

Vice Chairperson
Board of Directors



NOTICE

CEO BREAKFAST

You're invited to attend a breakfast of the Shareholders of ERTH Corporation. Details below:

Date: *Thursday, December 15, 2016*

Time: *9:00 AM – 11:00 AM*

Meeting Location: *Elmhurst Inn*
415 Harris Street
Ingersoll, ON N5C 3K1

Gallery – Carriage House

Please forward your representatives to Eustacia Young via e-mail: Eustacia.Young@ERTHCorp.com by Monday, December 12, 2016. For further information, please call (519) 485-6038 x 255.



**Corporation of the Town of Ingersoll
By-Law 16-4918**

Being a by-law to appoint a committee of adjustment

WHEREAS it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS the current appointment expires on December 31, 2016;

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

- (1) The Committee of Adjustment for the Corporation of the Town of Ingersoll shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.
- (2) All members of Council shall be appointed to the Committee of Adjustment for a term to expire December 31, 2017.
- (3) The Mayor shall serve as Chairperson of the Committee of Adjustment and in their absence the Deputy Mayor shall serve as Chairperson.
- (4) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- (5) In the conduct of Committee business, all members of the Committee shall have equal voting rights, including the Chairperson and shall abide by the Council Procedure By-law established for the conduct of meetings.
- (6) That this by-law come into effect on January 1, 2017;
- (7) That any by-law inconsistent with this by-law shall be hereby repealed.

READ a first and second time in Open Council this 12th day of December, 2016.

READ a third time in Open Council and passed this 12th day of December, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk



**Corporation of the Town of Ingersoll
By-Law 16-4919**

A bylaw to adopt and confirm all actions and proceedings of the Council of the Town of Ingersoll at the Council meetings held on November 30, December 5, and December 12, 2016

WHEREAS Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meetings held on November 30, December 5, and December 12, 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 12th day of December, 2016.

READ a third time in Open Council and passed this 12th day of December, 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk