



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, November 14, 2016, 6:00pm**

**Call to Order**

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

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

**Minutes of Council Committee Meetings**

- 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](#)

**Correspondence – Note and File**

- 1) [Ministry of Natural Resources and Forestry](#) – Intro of legislations to Amend the Aggregate Resources Act
- 2) [Grey County](#) – Letter to Kathleen Wynne RE: Hydro One Costs for rural areas
- 3) [OPP](#) – Follow up to Collective Agreement Negotiations – Salary Rates
- 4) [Oxford County](#) – Application for Official Plan Amendment OP 16-04-9
- 5) [Oxford County](#) – Ingersoll’s request for funding to support Fusions is referred to the 2017 Budget and Business Plan
- 6) [Bert Jansen](#) – Letter re: Recycling in Ingersoll

**Accounts**

Monthly Cheque Disbursements– [October 2016](#)

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

**Monthly Staff Reports**

- 1) Clerk’s Report [C-039-16](#)
- 2) Fire Services Report [F-014-16](#)

- |                                  |                           |
|----------------------------------|---------------------------|
| 3) Operations Report             | <a href="#">OP-028-16</a> |
| 4) Parks & Recreation Report     | <a href="#">R-030-16</a>  |
| 5) Treasury Report               | <a href="#">T-025-16</a>  |
| 6) Planning Status Tables Report | <a href="#">P-011-16</a>  |

### Special Staff Reports

- |  |                                |
|--|--------------------------------|
| 1) EARTH Resolution Request from letter dated October 27th 2016          | <a href="#">A-024-16</a>       |
| 2) Delegation to UTRCA   | <a href="#">A-025-16</a>       |
| 3) Wildlife Feeding By-law Report  | <a href="#">C-040-16</a>       |
| 4) Request for Concurrence - Application for a Wireless Telecom Facility | <a href="#">C-041-16</a>       |
| 5) Backyard Hens   | <a href="#">C-042-16</a>       |
| 6) Community Improvement Plan  | <a href="#">C-043-16</a>       |
| 7) MURC Committee – RFP Consultant Results & Recommendations             | <a href="#">R-031-16</a>       |
| 8) Listing of Town Lands Follow Up                                       | <a href="#">OP-029-16</a>      |
| 9) Traffic Control on Tunis Street Construction Project                  | <a href="#">OP-030-16</a>      |
| 10) Draft Temporary Road Closure Policy Follow Up                        | <a href="#">OP-031-16</a>      |
| 11) Parking Concerns around Royal Roads Public School – Follow Up        | <a href="#">OP-032-16</a>      |
| 12) Building Permit Fees- 1 Year Review (Sept. 1, 2015-Sept. 1, 2016)    | <a href="#">OP-033-16</a>      |
| 13) Draft Plan of Condo and Exemption from Draft Plan Approval           | <a href="#">CASPO 2016-277</a> |

### Committee of Adjustment Meeting 7:00pm

- 1) **A-06-16 – Keith Van Geel – 165 Mutual Street**
  - a. [Community and Strategic Planning Report 2016-276](#)
- 2) **A-07-16 – Jennifer Story – 6 Elm Street**
  - a. [Community and Strategic Planning Report 2016-275](#)

### Presentations and Delegations

- 1) Rick Eus, ACO Ingersoll Branch – Heritage By-law recommendation
- 2) David Sheard, Resident - Road Excavation Permit Fee
- 3) Jay Heaman, Oxford County, Manager of Strategic Initiatives  
[- The Path to 100%Renewable Energy and Zero Waste](#)
- 4) Miranda Fuller, Future Oxford, Program Director – [A Year at a Glance 2015-2016](#)

### Correspondence and Resolution

- 1) [AMO](#) – seeking Council resolution in support of closing the municipal fiscal gap
- 2) [Zorra Township](#) – Re-evaluation of 25 Signatures to Run for Office of Council
- 3) [Tim Lobzun, Resident](#) – Request for Council discussion in regard to the make-up and selection of Ingersoll Council
- 4) [Abundant Solar Energy Inc.](#) – Solar Project Resolution Request

### Consideration of 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

### Notice of Motions

### 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](http://www.ingersoll.ca) in the event of changes to Committee meeting dates and times.

#### Harvest Festival

4<sup>th</sup> Wednesday of the Month  
Cheese and Agricultural Museum  
6:30pm

#### Ingersoll BIA

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

#### Youth Committee

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

#### Safe Cycling Committee

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

#### Multi-Use Recreation Committee

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

#### Transportation Committee

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

#### Recreational Trails Committee

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

**Closed Session**

- 1) Minutes of Closed Session, October 11, 2016
- 2) Section 239. (2) (f) advice that is subject to solicitor-client privilege

**Adjournment**



**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Tuesday, October 11, 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.

**Award Presentation**

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

**Addition to the Agenda**

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

**C16-10-289 THAT** the agenda be amended to indicate that the item under closed session regarding personal matters about an identifiable individual be listed for 2 personal items.

**CARRIED**

### Disclosures of Pecuniary Interest

None

### Minutes of Council Meeting

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

**C16-10-290 THAT** the minutes of the Regular Council meeting held on September 12, and the Special Council meeting held on September 15, 2016 be adopted.

**CARRIED**

### Minutes of Council Committee Meetings

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

**C16-10-291 THAT** the following Council Committee minutes be received as information:

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

**CARRIED**

### Correspondence – Note & File

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

**C16-10-292 THAT** the Note and File Correspondence items 1 and 4 be received as information.

**CARRIED**

### Accounts - Resolution

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

**C16-10-293 THAT** the Disbursement Sheets for the month of September, be received as information.

**CARRIED**

**Monthly Staff Reports**

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

**C16-10-294 THAT** Council do now go into Committee of the Whole.

Council in Committee of the Whole, Councillor Van Kooten-Bossence in the Chair.

**CARRIED**

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

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

**C16-10-295 THAT** the monthly staff reports be received as information.

**CARRIED**

**Special Staff Reports**

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

**C16-10-296 THAT** the Council of the Town of Ingersoll receives report numbered C-038-16 as information;

**AND FURTHER THAT** Council approves the following dates for Regular Council meetings in 2017:

- |                            |                           |
|----------------------------|---------------------------|
| Monday, January 9, 2017    | Monday, February 13, 2017 |
| Monday, March 6, 2017      | Monday, April 10, 2017    |
| Monday, May 8, 2017        | Monday, June 12, 2017     |
| Monday, July 10, 2017      | Monday, August 14, 2017   |
| Monday, September 11, 2017 | Tuesday, October 10, 2017 |
| Monday, November 13, 2017  | Monday, December 11, 2017 |

**CARRIED**

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

**C16-10-297 THAT** the Council for the Town of Ingersoll staff report OP-026-16 be received as information;

**AND FURTHER THAT** Council assumes the Underground Services for the Harrisview Phase II Subdivision effective October 12, 2016 and that Engineering Services notify all parties involved with the subdivision agreement that the Town has assumed only the Underground Services.

**CARRIED**

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

**C16-10-298 THAT** the Council for the Town of Ingersoll received report OP-027-16 as information;

**AND FURTHER** that Council will consider the by-law that is on today's agenda.

**AND FURTHER** that Council approve a four way stop at Concession and Wellington and that a by-law be brought forward to effect this direction.

**CARRIED**

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

**C16-10-299 THAT** the Council of the Town of Ingersoll receives report R-029-16 as information;

**AND FURTHER THAT** Council supports the initiative of the Friends of the Thames, Thames River Clean Up and their Adopt a River Program in Ingersoll along Ingersoll Street and the Veteran's Bridge.

**CARRIED**

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

**C16-10-300 THAT** the Council for the Town of Ingersoll receives report T-024-16 *entitled Operating Budget Variance Report for 9 months, ended September 30, 2016*, as information.

**CARRIED**



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

**C16-10-301** THAT the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C16-10-302** 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**

### **Presentations & Delegations**

Terri-Lynn Oliver submitted a petition to reinstate partial parking on Princess Park Road.

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

**C16-10-303** THAT the Council for the Town of Ingersoll receives the presentation from Terri-Lynn Oliver regarding parking restrictions on Princess Park Road as information.

**AND THAT** staff be directed to look at the options brought forward and bring back a report for the November Council meeting.

**CARRIED**

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

**C16-10-304** THAT the Council for the Town of Ingersoll receives the delegation from Dave Cripps on behalf of PlayRight Playgrounds Ingersoll regarding the installation of new playground equipment as information;

**AND FURTHER THAT** Council grants permission to PlayRight to move forward with installation upon completion of funding;

**AND FURTHER THAT** Council authorizes signage for Heartland Mutual be erected to recognize donors;

**AND FURTHER THAT** Council grants permission to expand the foot print of Rotary Playground in Kensington Park;

**AND FURTHER THAT** Council authorizes Parks staff to assist if necessary;

**AND THAT** funds and the equipment be transferred to the Town as per past project arrangements.

**CARRIED**

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

**C16-10-305 THAT** the Council for the Town of Ingersoll receives the presentation from Marg Martin on behalf of 109 Royal Canadian Army Cadet Corp. as information.

**CARRIED**

**Correspondence and Resolution****Moved by Councillor Bowman; seconded by Councillor Van Kooten-Bossence**

**C16-10-306 WHEREAS** capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 5.0.

**AND WHEREAS** Solar Provider Group (the "Applicant") proposes to construct and operate a Rooftop Solar (the "Project") on 00153-0235 (the "Lands") in Ingersoll under the province's FIT Program;

**AND WHEREAS** the Applicant has requested that the Council of the Town of Ingersoll indicate by resolution Council's support for the construction and operation of the Project on the Property.

**AND WHEREAS** pursuant to the FIT Rules, Version 5.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

**NOW THEREFORE BE IT RESOLVED THAT** Council of the Town of Ingersoll supports the construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.

**CARRIED**

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

**C16-10-307 THAT** the Council for the Town of Ingersoll receives the correspondence regarding the Municipal Delegation Request Form for the Rural Ontario Municipal Association (ROMA) Conference and directs staff to request delegations with the following Ministers:

- Tourism, Culture and Sport
- Municipal Affairs & Housing
- Transportation
- Environment and Change (MOE)

**CARRIED**

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

**C16-10-308 THAT** the Council for the Town of Ingersoll receives the correspondence from the County of Oxford regarding Woodland Conservation By-law Update and the Community and Strategic Planning Officer report 2016-182 as information.

**CARRIED**

### Consideration By-Laws

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

**C16-10-309 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 16-4907 - to amend Zoning By-law Number 04-4160, as amended (140 Clark Rd. E.)
- 2) By-Law 16-4908 – to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Ontario Community Infrastructure Fund-Application-Based Component
- 3) By-Law 16-4909 – to authorize a Community Grant Development Program Policy
- 4) By-Law 16-4910 – to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll
- 5) By-Law 16-4811 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on September 15, and October 11, 2016

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 Van Kooten-Bossence; seconded by Councillor Bowman**

**C16-10-310 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C16-10-311 THAT** By-laws 16-4907 through to 16-4911 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

Tuesday, November 14, 2016, 6:00 p.m.  
Town Centre, Council Chambers

### Closed Meeting

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

**C16-10-312 THAT** Council do now go into Committee of the Whole at 8:33 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 September 12, 2016
- 2) Section 239. (2) (b) two personal matters about an identifiable individual

**CARRIED**

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

**C16-10-313 THAT** Council do now rise out of Committee of the Whole from a Closed Session meeting at 9:31 p.m.

**CARRIED**

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

**C16-10-314 THAT** the Council for the Town of Ingersoll adopts the Closed Meeting Minutes for September 12, 2016 as printed.

**CARRIED**

**Adjournment**

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

**C16-10-315 THAT** the Council for the Town of Ingersoll adjourns the October 11, 2016 Regular Meeting of Council at 9:32 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



## Ingersoll Business Improvement Area (BIA)

### Minutes

Monthly Board Meeting

Tuesday, September 13, 2016

6:30 pm - JCH Boardroom - Town Hall

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

**1. Welcome/Introductions – Kathleen Young, President**

Meeting called to order at 6:37 pm.

**2. Approval of BIA Agenda of September 13, 2016**

Approved.

Moved by Cheryl/ Seconded by Bob - Carried

**3. Approval of BIA Minutes August 9, 2016**

Minutes circulated and to be posted to the website.

Moved by Gord/ Seconded by Sue - Carried

**4. Business arising from BIA Minutes August 9, 2016**

None.

**7. Financial Statements and Report to August 31, 2016**

Financial statements circulated and approved.

**8. Correspondence**

Zorra Now

Thank you letter from Zorra Now publishers to the BIA thanking BIA for advertising in the latest issue.

## **9. Committee Reports – Ingersoll Festivals and Special Events**

### Harvest Festival

Review of the BIA Harvest Festival Sidewalk Sales event and activities shared with the board. The Ingersoll Off-Leash Dog Park Committee reported modest success with their fundraising breakfast. Only several merchants participated in the sidewalk sales and efforts to relocate the farmers market for the day were unsuccessful. Overall attendance to the event was limited. Discussion about changing the format of the event to a one Saturday a month (June to August) sales event. The proposed format would leave the roadway open and would include musicians and other entertainment taking place in the gazebo, while merchants are encouraged to host small sidewalk sales. Decision to discuss possible new format for summer sales at a later date.

### Moonlight Madness

Planning for the event continues. Invitations have been sent to musical groups. Request for road closure has been submitted to the Town and has permission has been received. The special events form has been submitted. Event has been advertised in latest edition of Zorra Now and will be advertised in the next Village Voice. Discussion of scavenger hunt with prizes donated by the BIA. Direction to continue planning efforts.

## **10. Any Other Business**

### Annual General Meeting

Annual General Meeting has been rescheduled for October 12, 2016. Representatives from the Brick Painters and Execulink will be on hand to present. Business of Distinction stones will be available for 2015 winners. Direction to update invitation and to confirm refreshments.

### Snow Removal from Back Alley

Survey of Oxford Street Lot back alley is in progress/has been completed. Business owners have expressed concerns over ownership of the alley and business owners' responsibilities to ensure that the alleyway is cleared of snow during the winter months. Direction to request a copy of the survey and to speak with all concerned business owners in order to clear the issue and confirm ownership.

### BIA Shopping Bags

Discussion of price for BIA branded shopping bags. Direction to secure additional quotes for paper and other biodegradable plastic options.

## **11. Adjournment**

Meeting adjourned at 7:50 PM

**NEXT MEETING – ANNUAL GENERAL MEETING October 12, 2016**

# Ingersoll Cheese and Agricultural Museum

## MINUTES

Monthly Committee Meeting

July 21, 2016

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

**Regrets:** Terry, Brian, Ted

### 1. Welcome

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

### 2. Approval of the Agenda for July 21, 2016

Report added regarding HVAC upgrades.

Moved by Mike/ Seconded by Dave – CARRIED

### 3. Approval of the Minutes of June 16, 2016

Moved by Gord/ Seconded by Dave - CARRIED

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

Miss Canada IV

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

### 5. Curator's Report

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

### 6. Correspondence

Woodstock Collegiate Institute (WCI)

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

Oxford Tourism

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

Ingersoll Cheese & Agricultural Museum

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

### 7. Business

Millstones

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

Pavilion



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

#### Sword

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

#### Cheese Factory Electrical Upgrades

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

#### Minister of Culture

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

#### HVAC

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

### **8. Historical Perspective**

Joseph Chambers

Discussion of Joseph Chambers.

### **9. Adjournment**

Meeting adjourned at 7:50 pm

Next meeting September 22, 2016



**3. RFP Submissions**

The following RFP's were submitted before the deadline date of September 23<sup>rd</sup>, 2016:

ElsArc Architectural	\$ 42,500
JH Architecture	\$ 49,750
Nicholson Sheffield Architects	\$ 77,000
Colliers	\$ 109,175
Spriet Associates	\$ 119,680
Sierra Planning Management	\$ 125,400

**4. RFP Evaluation Criteria**

**Moved By Rob Parsons**

**Seconded By Brian Petrie**

**That the following RFP Evaluation Criteria be approved.**

**Carried**

1. Completeness, Clarity & Quality of Proposal	10%
2. Qualifications of Team, Experience Similar Projects	25%
3. Ability of Complete Projects Within Time Frame	5%
4. Methodology & Approach	25%
5. Work Plan Schedule & Deliverables	15%
6. Proposed Fees & Disbursements	20 %

**5. Selection of RFP Interview Sub Committee**

The following MURC Ad Hoc Committee Members agreed to interview the RFP Consulting Firms:

Bill Tigert, CAO	Iryna Koval, Treasurer
Bonnie Ward, Director	Deputy Mayor Freeman
Rob Parson, Chair	Councillor Brian Petrie
Jay Vyse, Co-Chair	Adam Funnell

**6. RFP Interview Schedule**

- ✓ Interview Sub Committee to review and evaluate proposals based on the approved criteria and will meet on October 12<sup>th</sup>, 2016 from 4 pm to 6 pm to select the top Consultants for interviews;
- ✓ All Ad Hoc Committee members to be given copies of all the RFP's and asked to provide Rob Parsons, Chairs with their comments, questions and asked to rank the Consulting Firms on or before October 11<sup>th</sup>, 2016;

- ✓ RFP Consultant Interviews – Tuesday, October 25<sup>th</sup>, 2016, 9 am to 4:30 pm, JC Herbert Room, Town Hall. Refreshments, breakfast snacks and lunch to be provided.

#### **7. RFP – Interview Format, Requirements & Questions**

- Introduction of Project Team Members to be involved in the Study
- RFP Presentation – Max 30 minutes
- 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 survey’s.
- Bonnie to prepare a list of additional questions and a overall rating system similar to the RFP evaluation criteria.

#### **8. MURC Study Schedule**

**Moved By Rob Parson**

**Seconded By Adam Funnell**

**That the following MURC Study Schedule be approved.**

**Carried**

- Evaluation of RFP Proposals, Interviews & Recommendation – End of October 2016
- Council Approval – Monday, November 14, 2016 – Delegation Status – Rob Parsons, Chair
- Consultant Work Plan Approval – December 2016
- Phase One – Community Recreation Facility Needs Study Begins – January 2017

#### **9. Other Business**

- 2017 Capital Budget & Forecast Costs
  - Additional funds may be required in the 2017 Capital Budget for Consulting Fees based on Firm selected;
  - Phase One Drawings & Specifications – Total Cost \$200,000 - \$50,000 -2017, \$150,000 – 2018;
  - Capital Campaign Coach/Marketing – Total Cost \$100,000, Phase One \$50,000 2017.

#### **10. Next Meeting**

**Wednesday, November 2<sup>nd</sup>, 2016 at 6:30 pm at the Town Hall, JC Herbert Room (Upstairs)**

#### **11. Adjournment**

**Moved By Rob Parsons**

**Seconded By Jay Vyse That the MURC Ad Hoc Committee Meeting be adjourned. Carried**

# Ingersoll Safe Cycling Committee

## Minutes

September 14<sup>th</sup>

Present: Randy Lewis, Tim Lobzun, Sam Horton, Brittany Johnson (MacKay) ,, Brian Petrie, Bonnie Ward, Sandra Lawson, Fred Freeman

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

2: Agenda – accepted

3: Minutes of May mtg read and approved as amended – Moved By Brian Sec by Sandra – Carried

Minutes of June Bike Month Wrap up mtg read and approved Moved By Brian Sec by Brittany

4: Discussion arising from the minutes – Denise Does will be travelling and not able to chair Bike Month but will be available to help at Family Cycling Day – Roundtable comments - Still a few details left to close out Bike Month budget

5: Committee Updates

1: Bike month – See note Re Denise Does

3: Oxford County Health Unit Brittany reports the Health Unit ordered 1000 more reflective stickers - Ministry of Health redoing Adult Safe Cycling Guide

Southwest Injury Prevention conference Oct 18<sup>th</sup> – Not By Accident - Moved by Randy Sec by Brian that Sam Horton Attend – Carried – Cost is \$75 – Brochure was distributed

Kelly Vanderhoeven will be looking at Pedal Cycling Injuries

Brittany MacKay will be studying Car Accidents 22-34 yrs age group

Huron County has developed a How To Host a Bike Rodeo in conjunction with Thunder Bays work – Very Exciting – Link to be sent – Find on Thunderbay.com also

Sam Horton asked that the group take every opportunity to promote the Safety Village that has been proposed for Ingersoll – Agreed

Add to next agenda that we invite Chief John Holmes to attend – update

Can Bike – Looking at in house training as an Oxford County objective

4: Marketing – Tim – Maintaining FB page – Tim provided some of the comments from the Facebook Page as well as comments from the local FB groups – Cycling is a topic of interest

Web Page sort of static – Will need to decide if we want a paid site

5: Bike Repair – Pro Fix still available and after discussion group agreed that establishing a bike repair was no longer going to be pursued by the group but we would support more options

6: Trails – Bonnie – In Budget development – looking at marketing and Butternut Bush – Letters have gone to the schools to advise of the trees that were laid down on Town portion for safety – Partnerships hopefully will come about for developing of the woods as a whole

7: Pump Track – Bonnie reported that T’Burg is getting a paved track – She will contact Rick Cox to see details

8: Share the Road – Jordan has reviewed – Innisfil got a bronze

9: New Business – Sandra – New provincial Survey is out for Cycling - - Deputy Mayor Freeman has asked that an all way stop be installed at Concession and Wellington – Need to think about a Safety Blitz – Education and enforcement

Got a thank You from the Southwest Challenge Folks for assisting with their stop again – Medics for Mental Health did a ride recently – Wheels of Hope

Brian noted that the Committee is doing good and asked that next year we consider a rain date for the family cycling day

Next Mtg Oct 13<sup>th</sup> 6:30 Town Hall

Moved by Brian Sec by Randy that we adjourn – carried

September 21, 2016

**NOTICE OF  
BOARD OF DIRECTORS' MEETING**

**DATE:** TUESDAY, September 27, 2016

**TIME:** 9:30 A.M. – 12:00 P.M.

**LOCATION:** WATERSHED CONSERVATION CENTRE  
BOARDROOM

<b>AGENDA:</b>	<b>TIME</b>
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting: Tuesday August 23, 2016	
5. Business Arising from the Minutes	
6. Delegation	9:35am
(a) Town of Ingersoll (20 minutes) -Development & Regulated Areas in Ingersoll	
(b) City of Woodstock (40 minutes) -Property Matters Relating to Pittock Lands	
7. Closed Session – In Camera	10:35am
(a) Property Matter Relating to the Cottage Program (I.Wilcox)(Report attached) (Document #115653 )(5 Minutes)	
(b) Legal Matter Relating to the Cottage Program (J.Howley/G.Inglis)(10 Minutes) (Report to be circulated at Meeting)	
8. Business for Approval	10:50am
(a) Hearing Member Appointment (I.Wilcox) (Report attached)(Document #115655) (10 Minutes)	

- (b) Assessment Growth Request (T.Annett)  
(Report attached)(Document ENVP #3896)  
(5 Minutes)
  - (c) Comfort House Demolition (B. Mackie)  
(Report attached)(Document #115626)  
(10 Minutes)
  - (d) NDMP Project Applications (C.Tasker)  
(Report attached)(Document: Flood Control #833)  
(5 Minutes)
  - (e) Water and Erosion Control Projects  
(C.Tasker)(Reports attached)(10 Minutes)
    - i) Pittock Dam Control Buidling  
(Document: Flood Control #830)
    - ii) Fanshawe Motor Control Panel Update  
(Document: Flood Control #829)
    - iii) West London Dyke Rehabilitation Update  
(Document: Flood Control #828)
9. Business for Information 11:30am
- (a) Administration and Enforcement - Section 28  
(M.Snowsell/K.Winfield)(Report attached)  
(Document: ENVP #3881)(5 minutes)
  - (b) Pioneer Village Update (Shanna Dunlop)  
(Report attached) (5 minutes)
  - (c) Thames River Phosphorus Issue Overview  
(C.Harrington)(Report attached)  
(Document: Watershed Planning #751)  
(15 minutes)
10. Communications 11:55am
- (a) Thank You Letter from Jane McKelvie  
(Letter attached)
11. Other Business (Including Chair and  
General Manager's Comments)
12. Adjournment 12:00pm

The meeting will be followed by a tour of the Fanshawe Cottages for member's who were not present at the June 2015 tour.





**Ian Wilcox, General Manager**

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

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

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, SEPTEMBER 27, 2016

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

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

Regrets: George Way  
Note: Stratford Appointment remains vacant

Solicitor: G.Inglis

Staff:	T.Annett	M.Shifflet
	M.Funk	J.Skrypyk
	C.Harrington	M.Snowsell
	T.Hollingsworth	I.Wilcox
	J.Howley	B.Verscheure
	B.Glasman	K.Winfield
	R. Goldt	

1. Approval of Agenda

T.Jackson moved – T.Birtch seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Confirmation of Payment as Required Through Statutory Obligations

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

4. Minutes of the Previous Meeting  
August 23, 2016

A.Murray moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated August 23, 2016 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Delegation

(a) Town of Ingersoll-Development & Regulated Areas in Ingersoll

M.Blackie introduced Town of Ingersoll CAO Bill Tigert and Deputy Mayor Fred Freeman. The Town of Ingersoll wants to begin a discussion about making policy changes around developing the flood fringe area due to the constraints it puts on drawing new investments to the town core. The Town is currently working on special policies that will include opportunities in the flood fringe, flood proofing and egress for emergency vehicles. The second topic they wished to bring forward was the turnaround time for planning applications. They are supportive of the comments the UTRCA submitted to the CA Act review in regards to getting additional resources in flood management and flood review. They would like to work with the UTRCA to strengthen relationships. The Delegates answered questions from the Board. Staff will prepare a report for the October meeting in response to this delegation.

(b) City of Woodstock-Property Matters Relating to Pittock Lands

M. Blackie introduced Brian Connors, Director of Parks and Recreation for the City of Woodstock and Mayor Trevor Birtch. Brian Connors gave a history of the South shore property, discussed the current agreement with the UTRCA and outlined their plans for the land should they reach an agreement with the UTRCA. He also voiced the city’s concerns over safety and illegal dumping on the properties in question. He gave an overview of a document that outlines a new vision for the properties that came out of a number of public meetings. He outlined the offers the city put forth to lease/purchase the 4 parcels and their plans to improve the parcels.

Mayor Birtch discussed the costs that the City would take on if they purchased/leased the properties. He outlined some of the restoration projects the City is currently working on in partnership with the UTRCA. Mayor Birtch talked about the shared mandates of environmental protection and recreation between the City of Woodstock and the UTRCA. He talked about the Provincial Policies that governs the sale and leasing of Conservation Authority land and offered some interpretations of those Provincial Policies. Mayor Birtch emphasized the importance of preserving these natural spaces for future generations.

The Delegation answered questions from the Board. Discussion regarding the property aspects of this matter will be discussed in Closed Session as per UTRCA policy. Staff will prepare a report for the October meeting for the Board's consideration.

The October Board meeting will be held in Woodstock so the Members can tour the Pittock Conservation Area.

7. Closed Session – In Camera

There being property and legal matters to discuss,

T.Jackson moved – M.Ryan seconded:-

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

CARRIED

Progress Reported

The Board discussed property matters relating to the Woodstock delegation presentation.

- (a) A property matter relating to the Cottage program was discussed.
- (b) A legal matter relating to the Cottage program was discussed.

8. Business for Approval

- (a) Hearing Member Appointment  
(Report attached)

The Chair called three times for nominations for one position on the Hearings Committee. M.Ryan nominated N.Manning to be a member of the Hearings Committee for the remainder of the 2016 term. N.Manning agreed to let her name stand for the position on the Hearings Committee for the remainder of the 2016 term.

- (b) Assessment Growth Request  
(Report attached)

The Board voiced their reservations in having Planning staff members dedicated to and funded solely by the City of London. The pros and cons of various solutions to the capacity issue were brought forward and discussed. As mentioned by the Ingersoll delegation, the staffing capacity issues of the Planning department are shared by the rest of the Watershed. I.Wilcox asked whether they would like this put into the 2017 budget. The Board would like to see what the impact on the budget would be.

S. Levin moved – A. Hopkins seconded:-

“RESOLVED that the recommendation be amended to include the following :  
Given service level concerns expressed by member municipalities, the Board directs the General Manager to include watershed wide planning and regulations capacity funding as part of the 2017 draft budget.”

CARRIED

S. Levin moved – T. Birtch seconded:-

“RESOLVED that the Board of Directors accept the recommendation as amended.”

CARRIED

- (c) Comfort House Demolition  
(Report attached)

B.Mackie explained the situation as outlined in his report. He would like to re-negotiate with the City about the house’s inclusion on the City of London’s Heritage Building Inventory list and will get more details as to exactly what parts are considered historically significant.

T. Birtch moved – H. McDermid seconded:-

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

CARRIED

- (d) NDMP Project Applications  
(Report attached)

S. Levin moved – N. Manning seconded:-

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

CARRIED

- (e) Water and Erosion Control Projects  
(Reports attached)

- (i) Pittock Dam Control Building

S. Levin moved – B. Petrie seconded:-

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

CARRIED

- (ii) Fanshawe Motor Control Panel Update

S. Levin moved – N.Manning seconded:-

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

CARRIED

- (iii) West London Dyke Rehabilitation Update

S. Levin moved – N.Manning seconded:-

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

CARRIED

9. Business for Information

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

The attached report was presented to the members for information. Discussion was had regarding the concerns around the lack of enforcement of the Drainage Act. Staff will put together a letter to send to the Municipalities voicing the concerns about the Drainage Act enforcement issue.

S.Levin moved – T.Jackson seconded:-

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

CARRIED.

- (b) Pioneer Village Update  
(Report attached)

Ian introduced Shanna Dunlop, the new Executive Director of the Fanshawe Pioneer Village. Ian explained to the new Board members the relationship between the UTRCA and the Pioneer Village. S.Dunlop outlined her report including a highlight of their current Strategic Plan.

- (c) Thames River Phosphorus Issue Overview  
(Report attached)

C.Harrington outlined the report and added that the UTRCA is also heavily involved in the Provincial level working groups that are developing domestic actions plans around phosphorus

reduction. The UTRCA Environmental Targets are complementary to the Provincial target of reducing phosphorus in Lake Erie by 40%. The Fisheries Management Plan was brought up and C.Harrington explained that after the completion of the Water Management Plan, the Thames River Clear Water Revival group will remain intact to tackle other management plans, and the Fisheries Management Plan could possibly be a future project.

10. Communications

- (a) Thank you letter from Jane McKelvie  
(Letter attached)

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

I.Wilcox updated the Board regarding the status of getting a new Stratford representative. The position should be filled by November.

M.Blackie informed the Board of some of the highlights of the Conservation Ontario meeting and the discussions they had around the CA Act review. Updates on the Gilmore case were given.

12. Adjournment

There being no further business the meeting was adjourned at 12:15 pm on a motion by M.Ryan.



Ian Wilcox  
General Manager  
Att.

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M.Blackie, Authority Chair

**To:** UTRCA Board of Directors

**From:** Ian Wilcox, General Manager

**Date:** September 15, 2016

**Agenda #:** 8(a)

**Subject:** Hearings Committee Member Replacement

**Filename:** ::ODM\GRPWISE\UT\_MAIN\UT  
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**Recommendation:** That an election be held, following procedures as outlined in Section 5.1 of the UTRCA's Board of Directors' Policy Handbook, to fill the Hearings Committee vacancy created by the resignation of Past-Chair Jane McKelvie from the Board. The position's term would expire in February 2017 when all elected positions are re-contested as part of the UTRCA's Annual General Meeting.

### Background

The UTRCA's Hearings Committee is a standing committee of the Board. Its role is described below (copied from the UTRCA's Board of Directors' Policy Handbook):

### 5.5 Hearings Committee

19. The Hearings Committee may also serve the function of an Executive Committee as per the requirement of *The Conservation Authorities Act*; however, the practice of the Board is to deal with all matters before the whole Board rather than an Executive Committee.

#### The Hearings Committee responsibilities include:

- a) Conduct Hearings in accordance with Section 28(3) for regulations passed pursuant to Section 28(1) of *The Conservation Authorities Act*;
- b) Conduct an annual performance review for the General Manager; and
- c) Conduct the hiring, evaluation and, if necessary, discipline of the General Manager. If, after following due process including Progressive Discipline, the termination of the General Manager is warranted, the Hearings Committee must first seek approval of the full Board.

The Hearings Committee consists of five members:

1. Chair
2. Vice Chair
3. Past Chair
4. Member at Large
5. Member at Large



With the resignation of Jane Mckelvie from the Committee and from the Board, the position of 'Past-Chair' is vacant and is available to be filled by any member of the Board. It is recommended that an election be conducted at the September meeting of the Board, as described under Section 5.1 of the Policy Handbook.

**If any member is interested in this position they are encouraged to secure a nominator and to let the Chair know of their intent to run.**

Please contact the General Manager at 519 451-2800 ext. 259 if you have questions regarding the position.

Recommended and Prepared by:



Ian Wilcox

**To:** UTRCA Board of Directors  
**From:** Tracy Annett  
**Date:** September 15, 2016 **Agenda #:** 8b)  
**Subject:** City of London Assessment Growth Funding **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UTRCA\_PO.ENV  
**P:3896.1**

**RECOMMENDATION**

**THAT the City of London Assessment Growth Funding request be supported by the UTRCA Board of Directors.**

**BACKGROUND**

Funding from the City of London’s assessment growth refers to property taxes levied on new homes and businesses. These new homes and businesses are expected to receive the same municipal services that existing taxpayers receive. Assessment growth funds the additional volume of municipal services such as; road maintenance, snow plowing, garbage collection, street lighting, recreation, fire and police services, resulting from the new homes and businesses. The Environmental Planning & Regulations Unit has applied for increased staff capacity funding for Land Use Planning and Land Use Regulation in order to be ready for the increased work load and responsibility associated with responding in a timely manner to the increased volume of Planning Act circulations, Conservation Authority Act permit applications, Environmental Assessments, inquiries, etc. These increases can be directly attributed to the expected growth in development activity as the City continues to expand.

**DISCUSSION**

An application has been submitted to request additional funding for two staff positions; a Land Use Regulations Officer, and a Land Use Planner. The request is for one (1) full time Land Use Regulations Officer and (1) full time Land Use Planner in the Environmental Planning and Regulations unit, to respond to the increase in development applications in London. The City’s development initiatives are expected to result in an increase in application numbers and workload volume. The Authority’s total funding request is provided below.

<b>Operating</b> ( <i>Growth Area x Unit of Measure Cost of Service</i> )	\$92,948 (Wages and Benefits)
<b>Capital Cost of Incremental Assets</b>	Workstation, computer & associated furniture: Cubicle & Chair - \$6,000 PC - \$1,500 (hardware & software) Phone & Cell Phone \$900 Training - \$1,500 Compliance training for regulations officer <b>TOTAL (one time cost): \$9,900</b>
<b>Total Growth Request for Each Position</b>	\$102,848
	<b>TOTAL \$205,696</b>

Currently, the UTRCA employs two full-time Land Use Regulations Officers, a part-time Regulations Technician and two full-time Land Use Planners for our 3432 km<sup>2</sup> watershed. In addition, technical staff with expertise in the areas of Ecology, Stormwater Management, Water Resources Engineering, Hydrogeology, and Geographic Information Systems are relied upon to assist in the technical peer review of submissions to support development proposals. One Land Use Regulations Officer and Land Use Planner are dedicated to City of London initiatives, while a Land Use Planner and Regulations Officer are dedicated to development reviews for the remainder of the watershed. The part-time Regulations Technician is the primary contact for Drainage Act applications, responding to mapping requests, and assisting with general inquiries. This staffing capacity has not increased since 2008. The UTRCA has relied on employment programs to assist with the workload (i.e., Human Resources Skills Development Canada, Co-op Work Terms, Summer Careers Opportunity etc.) However, with the forecasted increase in development activities additional staffing is required to maintain the level of service to support the City of London's growth.

Of note:

- The number of CA Act Section 28 permits has increased by approximately 10 percent annually over the past 5 years
- Requested turnaround times for both planning and building permit applications has reduced over this same period
- Planning and regulations activity in the growth areas of London (i.e. South West Area and North West London) will continue to increase, as will the expectation for quick response times for all applications and inquiries
- Providing input on a wide range of Municipal Class Environmental Assessment (EA) projects is requiring more staff input and review time (primarily for stormwater management and also transportation plans such as the Veterans Memorial Parkway extension). We note that there are currently 65 active EA project files on the August 2016 EA Status Summary posted on the City of London's web site, with the UTRCA having an interest in in at least 55 of those projects. Historically, the average number of EAs we are involved with has been 40.
- Increased reliance on UTRCA Planning & Regulations Staff by City of London Departments. Each UTRCA position acts as a liaison for over 30 City of London staff including;
  - Stormwater Management
  - Building Division
  - Transportation Planning & Design
  - Development Services /Planning (Current, Long Range, Urban Regeneration etc.,)
  - Urban Forestry
  - Realty Services
  - Sewer Operations
  - Wastewater & Drainage Engineering
  - Water Engineering
  - Water Operations
  - Geomatics
  - City Solicitor's Office
  - Environmental & Parks Planning
- Participation in meetings at various City Hall offices or at project site locations, time spent during meetings and associated travel time to and from the sites / meeting locations amount to approximately 300 hours per year. The requests for meetings have increased substantially over the past several years.

- The City has a new tree cutting by-law coming into effect. We may receive more calls and be asked to assist City staff with potential violations.
- There is a need to update our Environmental Planning Policy Manual so that it is consistent with provincial/applicable legislation as well as with the new London Plan. This is an important piece for our policy review framework for both Planning Act Applications and our Section 28 permit process.
- In order to meet the needs of the City’s Plan Review processes consistent with the time frame prescribed under the Planning Act, additional staffing is necessary to avoid delays in the development review process. There is a high risk of the UTRCA becoming the bottleneck in the planning and regulations process.

This funding application is specific to meet the growing needs of the City of London. However, it should not be overlooked that these same capacity concerns also exist for the balance of our watershed. Prior to 2006, the number of permits processed by one Regulations Officer was approximately 60, at a time when our involvement with EAs was substantially reduced. The increase in Section 28 Permit applications and Planning Act circulations are demonstrated below:

<b>ENVIRONMENTAL PLANNING &amp; REGULATIONS ACTIVITIES</b>			
<b>Year</b>	<b>Section 28 Permit Applications</b>	<b>Environmental Assessments</b>	<b>Planning Act Circulations</b>
<b>2012</b>	<b>140</b>	<b>43</b>	<b>522</b>
<b>2013</b>	<b>150</b>	<b>48</b>	<b>630</b>
<b>2014</b>	<b>158</b>	<b>38</b>	<b>576</b>
<b>2015</b>	<b>208</b>	<b>57</b>	<b>658</b>
<b>2016 (anticipated)</b>	<b>215</b>	<b>65</b>	<b>680</b>

**SUMMARY**

This funding request has been submitted to hire one (1) Full-Time Land Use Regulations Officer, and one (1) Full-Time Land Use Planner Position to maintain the level of service required for the City of London’s Development Review Processes.

PREPARED AND RECOMMENDED BY:

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

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**To:** UTRCA Board of Directors  
**From:** Bill Mackie, Lands & Facilities Supervisor  
**Date:** September 13, 2017  
**Subject:** Abandon House - Fanshawe C.A.

**Agenda #:** 8 (c)  
**Filename:** ::ODMAIGRPWISEUT\_MAIN.UT  
RCA\_PO.HR:5336.1

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**Recommendation:**

**That the Board of Directors direct staff to enter into discussions with the City of London to assess and possibly remove the abandon house at Fanshawe C.A. located across from the WCC.**

**Report:**

The house adjacent to the gravel lot where Authority vehicles are parked on the west side of the main entrance road across from the WCC ( map attached) is currently abandoned and boarded up. The house was occupied by a rental tenant up until August 2007. After the tenant vacated, the structure was used to store equipment and the adjacent parking lot utilized to park Authority vehicles. The storage of equipment in the house ceased a couple of years ago as it became a safety issue for staff to occupy the structure due to animal presence. There have also been issues with vandals and the homeless attempting to break into the structure therefore deeming it a public liability issue if anyone was to be injured on the site.

The house has been identified on the City of London's Heritage Building Inventory list. The house is not designated, however. Inclusion on the list means that if a demolition permit application was submitted, it would be denied until an assessment was performed to determine if the structure has potential heritage or cultural significance.

Based on this information, staff feel it responsible to discuss with the City of London options regarding the future demolition of the structure and are asking for authorization to proceed with this inquiry.

Recommended by:

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Alex Shivas  
Manager, Lands & Facilities

Prepared by:



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Bill Mackie  
Lands & Facilities Supervisor

\*Map Attached



Notes:

Created By: BM September 13, 2018



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**To:** UTRCA Board of Directors  
**From:** Chris Tasker, Manager  
Water and Information Management  
**Date:** September 21, 2016 **Agenda #:** 8 (d)  
**Subject:** NDMP funding proposal update **Filename:** Flood Control #833

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## Recommendation

It is recommended that the Board support the submission of proposals for federal funding from the National Disaster Mitigation Program (NDMP).

## Background

### National Disaster Mitigation Program

The National Disaster Mitigation Program (NDMP) is a federal program established in April 2015 to reduce impacts of natural disasters on Canadians. The program focuses investments on significant recurring flood risk and advancing work to facilitate private residential insurance for overland flooding. Applications are made through a provincial process with MMAH taking the lead and MNR providing technical support. It is a 5 year program currently including \$200 million in federal funding.

The NDMP provides 4 funding Streams:

- Stream 1 - Risk Assessments
- Stream 2 - Flood Mapping
- Stream 3 - Mitigation Planning
- Stream 4 - Non-structural and small scale structural mitigation projects

More information is also available in the report distributed by email June 2 requesting board support for submitting applications to the second round of funding as well as the update report for the June meeting following the submission of those projects. All projects submitted to MMAH in June were accepted and forwarded to Public Safety Canada.

Proposals for the third round have been requested. This update is intended to provide information on the projects submitted in this third round and request board support of those projects.

## Update

To be eligible under this call for proposals, projects must begin in the 2017-18 federal fiscal year (by March 31, 2018) and be completed by the end of the 2018-19 fiscal year (by March 31, 2019). Proposals were submitted September 16, 2016 for the following projects.

Stream	Project	Description	NDMP Funding request (Year)	Local Funding
2 (Flood Mapping)	Thames River Tributary Floodplain Mapping Updates	<ul style="list-style-type: none"> <li>Update floodplain mapping within a modern GIS-based model environment.</li> <li>A continuation of work proposed in round 2 submissions</li> <li>This proposal focuses on Thames River Tributaries in high risk areas such as the Ingersoll, St Marys and London</li> </ul>	\$ 400,000 (2017-19)	\$ 400,000 (current/future UTRCA budgets)
4 (non-structural)	WISKI Hub 2	<ul style="list-style-type: none"> <li>Second phase of SW Ontario Hub project, which will enhance reporting and publication of information, and provide user support for hub members on the shared environmental database for south western Ontario conservation authorities</li> <li>stores time series data, including water levels, water discharges, rating curves, rain, snow, air temperature etc for improving flood forecasting and warning systems and modelling</li> </ul>	\$ 87,500 (2017-19)	\$ 87,500 (current/future UTRCA budgets, HUB partners)
4 (non-structural)	Reducing the Impacts of Stormwater in the Upper Thames Watershed - Green Infrastructure Promotion	<ul style="list-style-type: none"> <li>The project will develop and pilot presentation of scripts, display items and activities that illustrate the impact of impervious surfaces on the flow of water in urbanized areas and the role of storm water to flooding.</li> <li>Homeowner, community and municipal level examples of low impact development will be highlighted and support materials created to motivate and support implementation of these practices.</li> <li>Senior level high school, flood prone community members, will be targeted for implementation.</li> </ul>	\$ 36,660 NDMP (2017-18)	\$ 35,000 (UTRCA, MOECC) + in-kind Board of Education and municipal support
4 (structural)	West London Dyke Rehabilitation Ph 4	<ul style="list-style-type: none"> <li>Phase 4 of a multi-phased project to rehabilitate West London Dykes and bring it up to current safety and risk mitigation standards</li> <li>Design in 2017/18, Construction in 2018/19</li> </ul>	\$1,500,000 (2017-19)	\$ 3,730,000 (City of London and WECl)
4 (structural)	St Marys Floodwall Repairs	<ul style="list-style-type: none"> <li>Complete major maintenance on a floodwall constructed in 1990 to protect existing/historical downtown commercial and residential areas</li> </ul>	\$ 350,000 (2017-18)	\$ 395,000 (St Marys Floodwall Reserve, 2018 FC Levy) + in kind municipal staff and UTRCA project admin
4 (non-structural)	Flood Forecasting and Warning Hydrometric Network Modernization	<ul style="list-style-type: none"> <li>Update or develop rating curves for water level gauges in the Thames Watershed for the benefit of the Flood Forecasting and Warning program, to improve accuracy in the calibration of hazard mapping models used to assess flood risk areas, to provide information</li> </ul>	\$82,000 (2017-19)	\$ 82,000 (current/future UTRCA budgets)



		<p>in post-event analyses and real time forecasting models.</p> <ul style="list-style-type: none"> <li>• Modernize rain gauge network to improve accuracy and comply with OH&amp;S codes (working at heights) to make safe calibration and cleaning possible. A total of 22 rain gauges must be re-evaluated for safe location and moved or modified.</li> <li>• Evaluation of stream gauge/rain gauge network for locations and possible deficiencies/improvements, and develop ongoing maintenance program</li> </ul>		
		<b>Total NDMP(Federal) funding requested in round 3 (September 2016)</b>	<b>\$2,456,100</b>	

The proposals will be reviewed by MMAH (with technical support provided by MNRF, MOEE and other ministries) to determine which proposals get submitted to Public Safety Canada on October 31, 2016. We anticipate that the request for proposals for the next round will be in September 2017.

Staff will continue to work through the province and federal review processes to refine projects and facilitate approval of funding.

Prepared by:



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

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**To:** UTRCA Board of Directors  
**From:** Chris Tasker, Manager, Water and Information Management  
**Date:** September 13, 2016 **Agenda #:** 8(e)(i)  
**Subject:** For Approval – Budget Increase and Tender Award, Pittock Dam Control Building Replacement **Filename:** P:\Users\goldtr\Documents\GroupWis e\830-1.doc103609

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## Recommendations:

It is recommended that:

- 1. The Budget for the Pittock Control Building Replacement be increased from \$210,000 + HST to \$290,000 recognizing the costs of the lowest bid for construction of \$265,579.93 +HST and Engineering tendering and contract administration approved costs of \$23,000 + HST, and**
- 2. The low bid of Birnam Excavation Ltd. be accepted at a cost of \$265,579.93 +HST, subject to submission of required contract documentation.**

## Background:

Tenders were released August 22, 2016 by BM Ross Associates. Tenders were advertised in the Daily Commercial News in Ontario and plans deposited with the London District and Grand River Construction Associations. A site visitation by contractors was mandatory.

Three qualified tenders were received September 8, 2016. Bids were received from:

Birnam Excavating Ltd.	- \$265,579.93 + HST
Finnbilt General Contracting Ltd.	- \$297,483.00 + HST
Sierra Construction Group	- \$324,500.00 + HST

The lowest bid by Birnam Excavating is recommended by BM Ross.

## Budget:

The budget for this project set in February 2016 for the WECI submission was \$210,000 for construction and engineering contract administration. With the lowest bid recommended by BM Ross and the engineering costs previously approved for BM Ross at \$23,000 + HST the total budget required is \$290,000 + HST which is \$80,000 over budget.

At the time of budget setting scoping of the preferred building type, general functions, and layout had been completed without detailed design. Approximately \$45,000 in higher costs in the lowest bid can be attributed to final design inputs, and \$25,000 for the most significant item, building replacement cost. An additional \$20,000 for Contingency allowances and \$15,000 for a provisionary electrical item are included (but may not be spent). The final engineering tender estimate was \$215,000 for construction only. An increase in budget is recommended to complete this important work. Additional funding of \$40,000 will come from the Capital reserves for Pittock Dam which are sufficient to cover the municipal share and \$40,000 may come from the MNRF upon application to balance WECI grants amongst 2016 projects of the Authority. UTRCA has in the past been permitted to re-allocate surpluses to other projects which exceeded budget estimates. Accordingly

staff will request re-allocation of funds. At this time sufficient funds for re-allocation should be available from the approved Fanshawe Dam MCC Replacement project.

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

Submitted by:



Chris Tasker, Manager  
Water and Information Management

Prepared by:



Rick Goldt, Supervisor  
Water Control Structures

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**To:** UTRCA Board of Directors  
**From:** Chris Tasker, Manager, Water and Information Management  
**Date:** Sep 13, 2016 **Agenda #:** 8(e)(ii)  
**Subject:** For Information - **Filename:** P:\Users\goldtr\Documents\GroupWis  
Fanshawe Dam Master Control Cabinet e\759-1.doc103609  
Construction Tender and Contract Award

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**Report Purpose:**

This report informs the Board on the tender process completed for the Fanshawe Dam Master Control Cabinet Replacement project. The lowest bid that was accepted by staff in accordance with purchasing policy.

**Background;**

Tenders were released August 18, 2016 by NA Engineering Ltd. Tenders were advertised in the Daily Commercial News in Ontario and plans deposited with the London District and Grand River Construction Associations. A site visit was mandatory.

Four qualified tenders were received September 7, 2016. Bids were received from:

J.M.R. Electric Ltd.	- \$159,800 + HST
Murray Power and Generation Inc.	- \$162,000 + HST
Roberts Onsite Inc.	- \$170,000 + HST
Sutherland-Shultz Ltd.	- \$186,853 + HST

As reported in April 2016, the engineer's tendering and contract administration costs for the project are \$27,500 + HST which includes a contingency allowance of \$10,000 for further design if required. The bids include a contingency of \$15,000. The total of engineering and construction costs is therefore estimated at \$187,300 + HST. The project is significantly below the budget set for the project of \$260,000 + HST. The budget WECI funding surplus of \$36,350 may be possible to re-allocate to other UTRCA projects upon application to MNRF. UTRCA has in the past been permitted to re-allocate surpluses to other projects which exceeded budget estimates.

The contract was therefore awarded to J.M.R. Electric Ltd at a cost of \$159,800 + HST, subject to submission of required contract documentation.

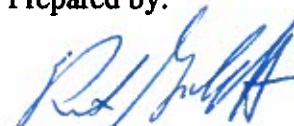
Please contact Rick Goldt or Chris Tasker if there are any questions.

Submitted by:



Chris Tasker, Manager  
Water and Information Management

Prepared by:



Rick Goldt, Supervisor  
Water Control Structures

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**To:** UTRCA Board of Directors  
**From:** Chris Tasker, Manager Water and Information Systems  
**Date:** September 13, 2016 **Agenda #:** 8(e)(iii)  
**Subject:** For Information – Tender and Consulting Adjustments, West London Dyke Phase 3 Construction **Filename:** P:\Users\goldtr\Documents\GroupWise\828-1.doc

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**Report Purpose:**

This report provides further information on the tender results presented at the August 23, 2016 Board of Directors meeting for West London Dyke Phase 3 Construction and on the reduction in tender and engineering costs to address the budget of \$3,600,000. This report is provided for information purposes as the project was able to proceed with the current project budget and the tender was awarded to the low bidder.

**Background:**

At the August meeting staff presented the results of 2 tender bids received as follows:  
Ro-Buck Contracting Ltd. - \$3,765,415.00+ HST  
Bre-Ex Contracting Ltd. - \$4,787,198.28 + HST

As both tenders were over the project budget of \$3,600,00 (which also has to accommodate engineering costs), staff brought forward a number of options that could meet the objectives of implementing a viable project.

**Update:**

Following the board meeting UTRCA staff, City staff involved in the project, and the Consultant met to review options. Without additional City funding, with uncertainty as to how much additional WECI funding possibly could be applied to the project, and without results from National Disaster Mitigation Program (NDMP) application discussions focused on efforts to evaluate reductions or deferral of construction and engineering items. The low contractor was invited to participate in investigating ways to reduce project costs to the project budget. Due to the contractor's experience with Phase 1 work they were able to provide some valuable options to be considered.

Through the review of alternatives, the original length of project was maintained and the original construction contingency budget amount was also preserved. Rebalancing of earth excavation item quantities contributed to the majority of cost reductions. This change may increase pressure on the contingency but should not be significant enough to require an increase the overall budget. Specifically no environmental items were reduced. Landscaping items were also reduced. The consultant costs were also able to be reduced.

Through these efforts the low tender was reduced to \$3,291,302.70 + H.S.T. Changes in these items would not overcome the large difference in bids. As a result the project budget of \$3,600,000 + HST could be met and the construction contract was awarded to Ro-Buck Contracting Ltd. at cost of \$3,291,302.70 + HST. subject to submission of required contract documentation.

Should NDMP funding materialize it is expected that a increase in project length would be possible and that a majority of reduced or deferred items could be reinstated to the project. The Board will be updated as staff learns of the NDMP application outcome.

Please contact staff if you have any questions.

**Recommended by:**



Chris Tasker, Manager  
Water and Information Systems

**Prepared by:**



Rick Goldt, Supervisor  
Water Control Structures

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**To:** Chair and Members of the UTRCA Board of Directors  
**From:** Tracy Annett, Manager – Environmental Planning and Regulations  
**Date:** September 14, 2016 **Agenda #:** 9 (a)  
**Subject:** Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document  
Development, Interference of Wetlands and Alteration to **ENVP 3881**  
Shorelines and Watercourses Regulation

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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 August 10 to September 14, 2016

**Application #19/16**

**City of Woodstock c/o Ecosystem Recovery Inc.**

**Southside Park – City of Woodstock**

-proposed channel rehabilitation of Cedar Creek through Southside Park through the removal of existing pedestrian bridge, channel realignment, construction of pools and riffles, terracing of channel banks, bioengineering bank stabilization and landscape restoration works.

-plans prepared by Ecosystem Recovery Inc. and Woods Landscape Architecture and Arboriculture in accordance with recommendations from previously approved Municipal Class Environmental Assessment.

-staff approved and permit issued September 14, 2016.

**Application #106/16**

**Municipality of Perth South**

**McNamara Drain – Perth South**

-approval required for 1450 metres of bottom cleanout on Class C (warmwater with baitfish) drain

-also required to maintain one side bank of Roger Drain

-staff approved and permit issued August 11, 2016

**Application #111/16**

**City of London**

**1545 Stackhouse Avenue – City of London**

-proposed trail extension by City of London along section of Stoney Creek between Devos Drive and Stackhouse Avenue

-staff approved and permit issued August 29, 2016

**Application #112/16**

**City of London**

**25 Beaufort Street – City of London**

- proposed construction of trail connection as part of the Thames Valley Pathway system
- within Waldorf Park adjacent to the North Branch of the Thames River
- staff approved and permit issued August 29, 2016

**Application #113/16**

**City of London**

**2125 Springridge Drive – City of London**

- application for construction of multi-purpose pathway in Forest Hill Woods Subdivision
- staff approved and permit issued August 29, 2016

**Application #117/16**

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

**16 Mile Road (Lot 3, Concession 16) – Municipality of Middlesex Centre**

- proposed road culvert replacement crossing the White-Fitzgerald Municipal Drain.
- plans prepared by Strik, Baldinelli, Moniz Limited.
- staff approved and permit issued September 14, 2016.

**Application #132/16**

**County of Perth**

**Road 135, South of Line 44 – Township of Perth East**

- proposed road culvert replacement crossing the Foley Municipal Drain.
- plans prepared by Dietrich Engineering Limited.
- staff approved and permit issued August 12, 2016.

**Application #130/16**

**City of Stratford**

**O’Loane Avenue – City of Stratford**

- proposed road culvert replacement crossing the McNamara Municipal Drain.
- plans prepared by City of Stratford.
- staff approved and permit issued August 15, 2016.

**Application #139/16**

**Municipality of West Perth (Fullarton)**

**Wallace Drain – West Perth**

- permission requested for maintenance on a Class F (intermittent) drain
- staff approved and permit issued August 11, 2016

**Application #140/16**

**Municipality of South-West Oxford**

**McCauley Drain – S.W. Oxford**

- proposal to undertake maintenance on Class F (intermittent) drain
- staff approved and permit issued August 11, 2016

**Application #141/16**

**Municipality of Middlesex Centre**

**White-Fitzgerald Drain – Middlesex Centre**

- approval requested for maintenance on Class F (intermittent) channel
- staff approved and permit issued August 11, 2016



**Application #142/16**

**Municipality of Perth South**

**Wiseman Municipal Drain – Perth South**

- proposed drain maintenance work on 320 metres of Class C warmwater/baitfish drain
- staff approved and permit issued September 2, 2016

**Application #143/16**

**Township of Zorra**

**Huggins Municipal Drain – Zorra Township**

- approval required for 1200 metres of spot clean-out of municipal drain
- Class C warmwater/baitfish channel
- staff approved and permit issued August 26, 2016

**Application #145/16**

**County of Perth c/o B.M. Ross & Associates Limited**

**Road 130, North of Line 20 – Township of Perth South**

- proposed road bridge replacement crossing the Douglas Municipal Drain.
- plans prepared by B.M. Ross & Associates Limited.
- staff approved and permit issued August 12, 2016.

**Application #146/16**

**Town of St. Marys c/o B.M. Ross & Associates Limited**

**Water Street – Town of St. Marys**

- proposed rehabilitation of the Water Street Bridge crossing Trout Creek.
- plans prepared by B.M. Ross & Associates Limited.
- staff approved and permit issued August 22, 2016.

**Application #147/16**

**Town of St. Marys c/o B.M. Ross & Associates Limited**

**St. Marys Mill Race north of Queen Street – Town of St. Marys**

- proposed replacement of the existing single stage mill race gates in favour of new two-stage gates within the St. Marys Mill Race in the North Thames River.
- plans prepared by B.M. Ross & Associates Limited.
- staff approved and permit issued August 22, 2016.

**Application #149/16**

**City of London**

**Emery Street West – City of London**

- approval required for construction of 800 metres of pathway within the Coves Environmentally Significant Area
- project recommended as part of Council-approved Coves Conservation Master Plan
- staff approved and permit issued August 29, 2016

**Application #150/16**

**City of London**

**90 Mackay Avenue – City of London**

- proposed upgrades to sections of existing pathways within “Euston Meadows” (part of Coves ESA)
- project consistent with approved Coves Conservation Master Plan
- staff approved and permit issued August 29, 2016

**Application #151/16**

**Jamie & Leann Brown**

**40 Holcroft Street – Town of Ingersoll**

- proposed construction of new single family residence, installation of driveway and installation of associated water and wastewater lines.
- plans prepared in accordance with location and mitigation measures previously discussed between landowner and UTRCA staff.
- staff approved and permit issued August 24, 2016.

**Application #152/16**

**Krista Wilde**

**1329 Sprucedale Avenue – City of London**

- proposed house construction within regulation limit but outside flood and erosion hazard lands
- site plans prepared by Callon Dietz surveyors and house plans prepared by Eng Plus
- staff approved and permit issued August 26, 2016

**Application #153/16**

**UTRCA**

**West London Dyke – City of London**

- Section 28 approval required in conjunction with implementation of Phase 3 of West London Dyke replacement project
- engineering drawings prepared by Stantec Consulting Limited and Risi Stone Retaining Wall Systems
- staff approved and permit issued August 24, 2016

**Application #154/16**

**City of London**

**Meadowlily Road – City of London**

- permit required in support of proposed road drainage improvements adjacent to Meadowlily Woods ESA
- poor road runoff conditions causing erosion impacting both private lands and sections of access routes into the ESA
- plans prepared by Robert A. Hughes (London) Limited and J. S. Malpass & Associates
- staff approved and permit issued August 26, 2016

**Application #156/16**

**Stewardship Oxford**

**North of Thames River, East of Zorra Line – County of Oxford**

- proposed wetland enhancement – Penwill Wetland – to create/restore a variety of wetland cells adjacent the South Thames River.
- plans prepared by Ducks Unlimited Canada and Stewardship Oxford.
- staff approved and permit issued September 12, 2016

**Application #157/16**

**Stewardship Oxford**

**Thames River, Beachville Road and 45<sup>th</sup> Line – County of Oxford**

- proposed wetland enhancement – Oxford County Thames River Oxbow Project (Phase 2) to create/restore a variety of wetland cells adjacent the South Thames River.
- plans prepared by Ducks Unlimited Canada and Stewardship Oxford.
- staff approved and permit issued September 12, 2016

**Application #158/16**  
**County of Perth c/o B.M. Ross & Associates Limited**  
**Road 119, North of Line 40 – Township of Perth East**

- proposed repairs and erosion protection works for existing culvert crossing the Court Municipal Drain.
- plans prepared by B.M. Ross & Associates Limited.
- staff approved and permit issued September 2, 2016.

**Application #159/16**  
**Charles and Erin Baxter**  
**1163 Pondview Place – City of London**

- proposed house reconstruction near Westminster Ponds-Pond Mills ESA
- site plans prepared by Holstead and Redmond as well as BOS Engineering and Environmental Services Inc.
- staff approved and permit issued September 6, 2016

**Application #160/16**  
**Isaac Watson**  
**170 Springbank Drive – City of London**

- UTRCA permit required for construction of house addition in Coves Special Policy Area
- plans prepared by Durasin Drafting and Design, with floodproofing components prepared by Strik Baldinelli Moniz (Engineers)
- staff approved and permit issued September 6, 2016

**Application #161/16**  
**Municipality of Perth South**  
**Wiseman Drain – Perth South**

- proposed 8 metre extension of corrugated steel culvert
- engineering by Spriet Associates
- staff approved and permit issued September 12, 2016

**Application #163/16**  
**Virgilio Reis**  
**Part Lot 16, Concession 8 – Municipality of Middlesex Centre**

- proposed culvert installation crossing the Needham-Fish Drain and proposed renaturalization of riparian area with plantings of trees and shrubs.
- plans prepared by B. Glasman of the UTRCA.
- staff approved and permit issued September 8, 2016.

Reviewed by:



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

Prepared by:



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Karen Winfield  
Land Use Regulations Officer

Mark Snowsell

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Mark Snowsell  
Land Use Regulations Officer

Cari Ramsey

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Cari Ramsey  
Env. Regulations Technician

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**To:** UTRCA Board of Directors  
**From:** Shanna Dunlop, Executive Director, Fanshawe Pioneer Village  
**Date:** September 13, 2016 **Agenda #:** 9(b)  
**Subject:** Fanshawe Pioneer Village Report **Filename:**

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The spring and summer seasons have been very successful at Fanshawe Pioneer Village. To date, we have provided 287 education programs to 9,836 individuals and delivered 11 special events to 4,832 visitors. General site visitation has been on target, despite exceptionally humid weather which can often result in reduced numbers. Site interpretive themes for 2016 have included a focus on agricultural activities and displays as well as new exhibits pertaining to the Great War told from local viewpoints. Our Trillium Community Gallery has featured 2 new special exhibits which have drawn positive community interest.

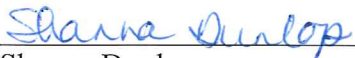
The rentals program at Fanshawe Pioneer Village continues to expand and contribute to earned revenues with 21 wedding ceremonies, 22 receptions and 4 corporate bookings from May through August. The rental program is expected to exceed target revenues this season.

To date \$190,171 has been raised for the heritage Storefronts rehabilitation project, which will add a tinsmith, historic Rotary office and a harness shop to the Village streetscape as well as provide a fully accessible boardwalk linking the Denfield General Store and Printshop buildings. The projected completion date for the project is August 2017.

This summer saw the completion of a three-year project to relocate Fanshawe Pioneer Village's artifact collections to our new curatorial facility. A total of 24,803 artifacts were relocated, conserved, catalogued and appropriately housed.

Following a community consultation process, the Board of the London & Middlesex Heritage Museum finalized and approved new strategic directions in January 2016. These will guide the development of a new three-year strategic plan for the organization. A key objective of the strategic directions is the pursuit of accessibility initiatives to serve all audiences. To this end the "Fanshawe Getaway" Route 400 to the Conservation Area and Pioneer Village was implemented as a 2016 pilot project with support from the London Transit Commission and Tourism London.

Prepared by:

  
\_\_\_\_\_  
Shanna Dunlop  
Executive Director  
Fanshawe Pioneer Village



conditions harmful to sensitive aquatic organisms including fish. Localized conditions of excess algae and low oxygen have persisted in areas of the Thames River watershed, especially where the river is impounded or slow moving. Although some improvement has been made, there continues to be an elevated concentration of phosphorus in streams across the watershed.

Sources of phosphorus include agricultural point sources (e.g. greenhouse irrigation and nutrient solutions, milking centre wash waters, and livestock yards) and non-point sources (e.g. nutrient application, soil erosion, cropland runoff, or tile drainage). Non-agricultural point sources include combined sewer overflows, construction sedimentation, sewage treatment plants, industrial effluents, and septic systems and non-point sources include atmospheric deposition of airborne dust, construction sites and urban storm water runoff. The phosphorous found in organic materials, including manure, compost or sewage sludge, is largely in the form of organic compounds which are stable and unavailable for plant uptake. The process of mineralization gradually converts the stable P to labile and soluble forms, which become available for crop uptake. Most commercial fertilizers are manufactured with a dissolving agent that with adequate moisture, produce a plant available Phosphorous molecule in the soil solution. It is for this reason that Phosphorous availability from commercial fertilizers is often greater than Phosphorous availability from organic sources (Rehm et al, 2002). When applied to agricultural land, both organic and commercial fertilizers have the potential to act as nonpoint sources through soil erosion, cropland runoff, or tile drainage. Managing runoff from storm events within a rural agricultural setting is the practice of “rural storm water management”. This practice has been a focus of stewardship efforts in the Upper Thames Watershed to reduce the amount of phosphorus reaching the river. In an effort to address urban non-point sources of Phosphorus, low impact development, a storm water management approach that treats, infiltrates, filters and retains runoff at the source is being promoted through demonstrations and education and outreach.

### **Introduction:**

This report is set up with two sections below. The first highlight the research, monitoring and planning initiatives that are being undertaken to address water quality and phosphorus issues in the Thames River watershed. Efforts aimed to refine actions taken to improve water quality through monitoring and analysis and to foster collaboration with partners in are highlighted. Secondly the next section on stewardship highlights on the ground efforts currently being implemented to address the problems as many programs have been developed over the years to address the water quality issues highlighted above. In addition the stewardship section highlights opportunities to increase efforts given the amplified profile of the Thames River as a significant phosphorus source coupled with the 40% reduction in Phosphorus loading to Lake Erie set by senior levels of government. Ultimately this report aims to demonstrate both the efforts ongoing to plan and research how to best address the highlighted problems while simultaneously undertaking work on the ground to improve the situation.

### **Water Management Plan, Thames River Clear Water Revival Initiative (TRCWR) and UTRCA Environmental Targets:**

In 2013 the Upper Thames River Conservation Authority Board of Directors endorsed a Terms of Reference for the collaborative development of an updated Water Management Plan (May 2013 UTRCA Board report attached for reference). Highlight here is progress related to one of the five goals associated with development of the updated Water Management Plan. Specifically the goal

identified to “Improve water quality of the Thames River watershed and downstream waterways by incorporating trends in sources, transport and accumulations of key parameters identified in the Great Lakes basin-wide initiatives and in important functions of the Thames River”.

As part of the Water Management Plan an assessment of best available water quality and water flow data for the Thames River was completed in 2015 to determine phosphorous and sediment source areas, loadings, and timing of delivery throughout the Thames watershed (Nurnberg and LaZerte 2015). The goal was to provide information, based on water quality data, to assist in understanding stream nutrient and sediment conditions and inform implementation strategies. The study was the first to summarize long-term monitoring data for the entire Thames River system. The large temporal (24 years of data within 1986-2012) and spatial (83 stations) sampling of water quality, combined with the extensive coverage by daily flows from 26 gauges, made it possible to describe and assess the variation of nutrients and sediments throughout the Thames River watershed. The time period of 1986 - 2012 was analysed to investigate relatively recent conditions and still have enough data available to conduct a detailed analysis. Previous studies found that total phosphorus concentrations were significantly higher in the 1970's and that there were significant improvements from the 1970's to 1980's concentrations.

The study found:

- i. The estimated annual export of total phosphorous and dissolved reactive phosphorus loads from the Thames River into Lake St. Clair is 342 metric tonnes per year and 187 metric tonnes per year, respectively.
- ii. There are no trends over time in river flows since 1986, but extreme seasonal differences occur with the largest flows in late winter and spring.
- iii. There are trends over time, and across the watershed, for nutrient and sediment flow-weighted average concentrations.
- iv. Total phosphorus concentrations have decreased significantly over time at sites across the Thames River watershed since 1986, including: Thames River below the Forks to the outlet, the South Thames River branch, and the North Thames River branch.
- v. No consistent patterns since 1986 were found for dissolved phosphorus, suspended sediment, or forms of nitrogen.
- vi. Seasonally, all parameters increased in the spring, coinciding with flows. Summer concentrations could be elevated (phosphorus because of internal load/release from sediments) or decreased (nitrogen due to biological uptake).
- vii. Other than total phosphorous, higher concentrations of most nutrients occur in the headwaters of the Thames and improve towards the downstream. These trends include significantly decreasing concentrations of dissolved phosphorus, and nitrogen from the headwater stations of the South Thames River and the North Thames River to the Forks in London.
- viii. Total phosphorus decreases in the lower reaches of the Thames River, while dissolved phosphorus remains relatively constant. Tributary assessment by Environment Canada showed between 1/3 and 1/2 of total phosphorus concentration for the Thames (downstream at Thamesville) is soluble phosphorus, with highest portion of soluble phosphorus in winter.
- ix. Suspended sediments significantly decrease in the North Thames River from the headwaters to the forks, but increases in the Thames River from the forks in London towards the mouth. There is no trend in the South Thames River for suspended sediment.



- x. Phosphorus loadings are contributed from across the Thames River watershed with: 60% of the load contributed upstream of the forks in London in the Upper Thames River watershed (North Thames branch and South Thames branch), 40% of the average annual total phosphorus load added to the river from the Forks in London to the outlet at Lake St. Clair.
- xi. Sediment loads are contributed from across the Thames River watershed, with: 35% of the load contributed upstream of the forks in London in the Upper Thames River watershed (North Thames branch and South Thames branch), 65% of the average annual sediment load contributed from the Forks in London to the outlet at Lake St. Clair.
- xii. Point sources of phosphorus refer to discharge from wastewater treatment plants (WWTP) across the watershed. Loadings from measured discharge from the 30 WWTPs show a contribution of approximately 13% of the total phosphorus load in the Thames contributed in increments throughout the year.
- xiii. Non-point sources refer to all other sources of runoff (urban and rural) from areas across the watershed, made up of fertilizer, waste, detergents, etc. Non-point sources (rural and urban areas) dominate total phosphorus loads, contributing approximately 85% of the load. Non-point sources are more flow related, and therefore contribute to higher loadings in runoff in winter/spring and extreme rain events.

The findings of the assessment report is being used as a key resource in the development of recommendations related to water quality improvements in the Thames River watershed. Draft recommendations are being developed in four key areas, one specifically focused on phosphorus load reductions. To date TRCWR partners have collaborated to provide draft recommendations based on their respective programs and area of expertise. These recommendations will form a significant section of the Water Management Plan to guide management actions and implementation. The Water Quality Assessment report also led to follow up work being undertaken to assess monitoring efforts in the Lower Thames Valley watershed. This assessment has initiated the improvement of water quality monitoring in the LTVCA with initial funding to do more monitoring and established support for extending the period of monitoring at the only continuous monitoring station on the Thames River (Thamesville).

In conjunction with development of the Water Management Plan ongoing efforts to assess the implementation options that will be most effective and efficient in achieving the goals of the plan are underway. Assessing implementation options will involve understanding the characteristics, attitudes and behaviors of the landowners that will be involved. This research serves to guide the refinement of existing programs and development of new programs. A survey in the spring of 2013 targeted rural landowners in the Upper Thames and Grand River Watersheds providing data that has been the focus of statistical analysis and research papers. The Thames River Clear Water Revival collaborative endorsed and provided funding to expand this analysis and present the findings to partners and ultimately through the submission and publication of manuscripts to peer reviewed environmental journals. Two manuscripts have been completed to date, one is still being reviewed and refined with a target of publishing by year end, the other was published earlier this year in the journal of Agriculture and Environmental Letters <https://dl.sciencesocieties.org/publications/acl/abstracts/1/1/160005> .

Development of a comprehensive water quality data management system has also been ongoing since early 2015 using industry standard WISKI (Water Information System Kisters) software systems. This system supports the ability to collect, analyze and report on surface and ground water quality

and quantity and has been endorsed and supported by the TRCWR collaborative. Understanding nutrient enrichment in the Thames River watershed relies on accurately modelling critical relationships, which is dependent on the quality and completeness of water quality and quantity data records. Significant work to implement the software, develop database structures and import over 60 years of data was undertaken in 2015-16. Work continues to develop this environmental data management system in 2016 with financial support from the Ministry of Environment and Climate Change. Initiation of a larger working collaborative (WISKI Hub) has begun to support and share in the development of the system and provide economies of scale in the long run for partner Conservation Authorities. UTRCA is leading the development of a new WISKI Hub with emphasis on Conservation Authorities in the Lake Erie basin. This model is based on other Hubs that have been piloted amongst Conservation Authorities in other parts of the province.

The recent development of UTRCA Environmental Targets included a target aimed to address water quality issues in the Upper Thames Watershed specifically. The water quality target builds on nearly two decades of work and data highlighted in the UTRCA Watershed Report Cards along with decades of stewardship efforts. The targets were researched and developed by UTRCA technical staff to push for greater improvements in water quality than has traditionally occurred as highlighted by the Watershed Report Cards in five year cycles. These targets aim to make it possible to expand and evolve stewardship programs that improve water quality in each of the 28 Upper Thames subwatersheds. Work plans will be developed to bring improvements to the local environment at a subwatershed scale that will in turn support efforts to reduce phosphorus load to Lake Erie.

### **Stewardship:**

#### **Priority Subwatershed Project through GLASI funding**

Last fall, the UTRCA submitted a successful proposal to the Ontario Soil and Crop Improvement Association to implement a small watershed scale project designed to determine the effectiveness of agricultural BMP's on reducing phosphorous in rural water quality. The location of the project is the upper Medway watershed. Farmers are provided with financial incentives to try different BMP activities all intended to keep phosphorous from entering the creek. An intense water quality monitoring component was started in the spring and will run until December 2017. The project is one of 5 projects funded in the western Lake Erie watershed.

#### **Outreach and Education Project through GLASI funding**

Early in 2016 the UTRCA completed a series of web-based case studies to illustrate the successful implementation of the types of BMPs that are eligible for the Farm Health Incentive Program (FHIP). Successful implementation accounts for both reduction in nutrient loading to Lake Erie and no loss of income. The case studies will assist Certified Crop Advisors and others in influencing farmers to implement the BMPS, and identify and promote champions who can provide local expertise.

The case studies focus on the following BMPs; cover crops, buffer strips, field windbreaks, erosion control structures and fragile land retirement. Each case study provides thorough project descriptions, photos, videos and landowner testimonials and they are available on the UTRCA website. All of the information is available as print-ready factsheets.

### Great Lakes Water Quality and Ecosystem Health in the Thames watershed.

The UTRCA has partnered with OMFRA on large scale research and demonstration projects over the past few years (Watershed Environmental Evaluation Project). In recognition of the value of this work, OMAFRA has provided funds through the Canada-Ontario Agreement (COA) for the UTRCA to continue to build on the success of these past efforts. The main intent of the funding is to enable UTRCA to promote BMP's by engaging the broader agricultural community within our watershed and beyond. A specific component involved creating a team of local experts who produced a template to track the health of our soils over time. The funding has recently been extended to enable further research and demonstration projects to be implemented over the next 2 years.

### Low Impact Development

Low impact development (LID) is a stormwater management method that detains, infiltrates, and filters stormwater runoff, typically in urban areas. By working in partnership with developers, municipalities, residents, and businesses, the UTRCA has been involved in the implementation of eight LID projects throughout the watershed, with nine more projects in various stages of development. UTRCA LID projects have included bioswales, rain gardens (bioretention), and a biofilter. By filtering water before it is discharged to the storm sewer, LID effectively reduces the concentration of different pollutants, including phosphorus, in stormwater runoff.

### Clean Water Program

The CWP is a rural water quality initiative offering technical and financial assistance to landowners and community groups who carry out projects to improve and protect water quality. The CWP was initiated in 2001 as a partnership with the Counties of Middlesex, Oxford and Perth, the Cities of London and Stratford and the Town of St. Marys and continues today with over 3500 projects completed. Project types include wetland restoration, tree planting, soil erosion control, unused well decommissioning, wellhead upgrades, milkhouse washwater disposal, livestock fencing and septic system upgrades among others.

Project types may vary year-to-year as this is a local program administered locally to meet partner needs. About half of the funding for CWP cost-sharing is provided by our local municipalities with private funders and other levels of government providing the remainder.

### UTRCA Forestry Programs

Each year the UTRCA Private Land Forestry Program plants approximately 50,000 trees for rural landowners/farmers. The bulk of these trees are planted in field windbreaks, as buffers along watercourses and on sloping land prone to erosion. All of these plantings help to reduced soil erosion. Keeping soil on the land and out of our watercourses helps to reduce phosphorus loading. These types of planting are eligible for cost share funding of up to 70% through the Clean Water Program, Forests Ontario 50 Million Tree Program and Ontario Power Generation (OPG) Funding.

### Rural Drainage Project: Best Management Practices (BMP) Performance Monitoring

The objective of this project is to determine the effectiveness of BMP's in removing phosphorous and sediment from municipal drainage systems. The UTRCA has partnered with the University of Guelph on this MOEE funded project. The project has 2 components. A 100m section of Medway Creek has been naturalized with features such as riffles and pools. The idea being that a healthy watercourse has the ability to bio-assimilate nutrients such as phosphorous as the water moves

through the system. The second component has the U of G testing a new biofilter media for its ability to also remove phosphorous from the watercourse. As part of the monitoring program, water samples are collected routinely along with other indicators of stream health such as dissolved oxygen, temperature and benthic life. The University of Waterloo is set to run a tracer experiment this fall as an additional monitoring technique.

Erie P Market

This effort is part of a USDA Conservation Innovation Grant (CIG) being led by the Great Lakes Commission (GLC) to facilitate the development of a Water Quality Trading (WQT) program for this portion of the Lake Erie basin. This project is being referred to as the "Erie P Market".

The project is very much in its infancy. To-date, a tabular summary of existing trading program applications for Western Lake Erie Basin (WLEB) Water Quality Trading framework consideration has been drafted along with possible trading program characteristics. Programs from Ohio, Pennsylvania, Michigan and Ontario have been included. A draft cross-cut analysis of each program has also been completed.

For interest, the major potential trading partners within existing trading programs include sewage treatment plants, urban stormwater management and large feedlots. Also, regulations vary considerably within the WLEB which creates potentially huge challenges from area-to-area.


Nicole Zacharda is the Project Manager on behalf of the Great lakes Commission. There has been one webinar this summer to outline the project and a face-to-face meeting is planned for September 14th.


Other Programs within the UTRCA Watershed offered by the Ontario Soil & Crop Improvement Association

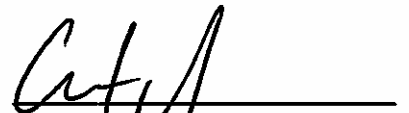
*Great lakes Agricultural Stewardship Program (GLASI) - Farmland Health Incentive Program (FHIP)* offers cost-sharing to farmers in the Lake Eris and Lake St. Clair watersheds who have completed Farmland Health Check-Ups and identified beneficial BMPs as a result.

*Species at Risk Farm Incentive Program (SARFIP)* - offers cost-sharing for farmers interested in habitat creation and protection best management practices that support species at risk. Several of the approved projects may include those that also reduce phosphorous loss to watercourses including soil erosion control, wetland restoration, tree planting and livestock fencing.

Prepared by:

  
Teresa Hollingsworth  
Manager, Community and  
Corporate Services.

  
Brad Glasman  
Manager, Conservation  
Services

  
Chris Harrington  
Manager, Watershed Planning,  
Research and Monitoring

# MEMO

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**To:** UTRCA Board of Directors  
**From:** Chris Harrington, Coordinator, Planning and Research  
**Date:** May 10, 2013 **Agenda #:**  
**Subject:** Approval of Terms of Reference for Development of a Thames River Water Management Plan. **Filename:** WatershedPlanning#120

---

**Recommendation:**

**That the Upper Thames River Conservation Authority Board of Directors endorse the Terms of Reference created by the project steering committee for development of an updated Thames River Water Management Plan.**

*In July 2008, City of London staff presented an initiative to the UTRCA called the Thames River Clear Water Revival that supported the concept of project planning and coordination on a watershed basis to improve the overall water quality of the Thames River. Although many groups, including the Conservation Authorities, have been involved in monitoring and reporting on the state of the Thames River watershed resources for many years, a comprehensive water management plan had not been developed for some time. In August 2008 the UTRCA Board of Directors endorsed the project concept in principle and directed staff to work with the City of London to further develop the project concept and engage other partners.*

*UTRCA staff viewed the initiative as an opportunity to update the 1975 Thames River Basin Water Management Study. In December 2011, UTRCA was awarded \$402,562.00 from the Ontario Ministry of the Environment Showcasing Water Innovation (SWI) fund to support development of an updated Water Management Plan for the Thames River Watershed. A steering committee of project partners from the Thames River Clear Water Revival was formed and included both the UTRCA and LTVCA, the City of London, Ontario Ministry of the Environment - Southwestern Region, Ontario Ministry of Natural Resources, Ontario Ministry of Agriculture and Food, Environment Canada – Great Lakes Area of Concern, and First Nations.*

*The Terms of Reference for a Thames River Water Management Plan is one of the first products to be developed. It identifies five big picture goals that will be further refined by the water quantity, water quality, communications and First Nations working / technical groups:*

- 1. Identify and address water quantity management issues by incorporating climate change information, demands on and inputs into the river, and interaction between surface and ground water into hydraulic models and into structural / non-structural mitigation strategies.*

2. *Improve water quality of the Thames River watershed and downstream waterways by incorporating trends in sources, transport and accumulations of key parameters identified in the Great Lakes basin-wide initiatives and in important functions of the Thames River.*
3. *Strengthen community connections with the Thames River watershed and its relationship to the Great Lakes by developing a communication plan to increase awareness and value of the Thames River, and promote the Water Management Plan.*
4. *Understand Traditional Ecological Knowledge (TEK) and determine how it can inform water resource management decisions by seeking ways to assemble and implement TEK into studies and recommendations that ensure First Nation ownership, land use, and cultural heritage rights are respected.*
5. *Strengthen collaborations among watershed managers, First Nations, municipalities, Conservation Authorities, Provincial ministries and Federal departments by providing a forum for steering and technical working committees to consider new initiatives and address the goals of the terms of reference in a coordinated fashion.*

*Staff is recommending that the Board of Directors authorize the Terms of Reference for the Thames River Water Management Plan. Authorization signifies an understanding of the scope and deliverables; agreement with the measures of success; and a commitment that staff continue to work with the various watershed managers, First Nations, municipalities, Conservation Authorities, Provincial ministries and Federal departments to develop a Water Management Plan.*

*Prepared and Recommended by:*

*Tara Tchir  
Project Manager*

*Chris Harrington  
Coordinator, Planning and Research*

August 2016

To the Board + Staff

Many thanks to all of you for the lovely gifts presented to me at my last Board meeting.

The jewellery is gorgeous & the gift certificates will be well used. As for the scotch glass - it's been baptized!

Your kind words were greatly appreciated and, as I said, I will certainly miss each and every one of you. I will also miss being a part of the incredible work being done by this organization.

I hope I have the opportunity to get back and visit, but if anyone is in Atlanta - look me up!

Thank you again  
Jane



October 6, 2016

Dear Friends,

**Re: Introduction of Legislation to Amend the *Aggregate Resources Act***

I am writing to inform you of the introduction of a bill to amend the *Aggregate Resources Act* in the Ontario legislature on October 6, 2016. The proposed bill is the foundation of our plan to modernize and strengthen Ontario's framework for managing aggregate resources.

In fall 2015, the Ministry of Natural Resources and Forestry, through an Environmental Registry posting, consulted on proposed changes through a document called 'A Blueprint for Change: a proposal to modernize and strengthen the Aggregate Resources Act policy framework'.

The proposals described in the Blueprint were developed in consideration of the recommendations from the Standing Committee and input from fall 2014 discussions with stakeholders, Indigenous communities and organizations. The comments and the recommendations received were considered in the development of this proposed Bill. This information will also be considered in the development of future changes to regulations and policy.

The proposed bill is the first step in a phased process that will modernize and strengthen the way aggregate operations are managed in Ontario. Should the bill pass, Ontario would move forward with public consultations on any future proposed regulatory and policy changes under the revised act, including future proposals related to changes to fees and royalties.

The changes proposed to the legislation provide the framework for stronger oversight in the management of aggregate operations, increased and equalized fees and royalties, enhanced environmental accountability, and improved information on operations and enhanced public participation.

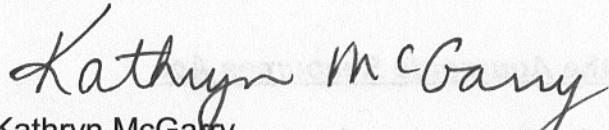
The bill to amend the *Aggregate Resources Act* is available on the Legislative Assembly of Ontario website ([www.ontla.on.ca](http://www.ontla.on.ca)) and has also been posted on the Environmental Registry ([www.ontario.ca/environmentalregistry](http://www.ontario.ca/environmentalregistry), posting number 012-8443) for public consultation for a period of 60 days ending on December 5, 2016. We welcome feedback on the legislative changes proposed. Alternatively, written comments can be sent to [ARAreview@ontario.ca](mailto:ARAreview@ontario.ca).



If you have any questions about the introduction of the bill, please contact Pauline Desroches, Manager, Resource Development Section, at 705-755-2140 or [Pauline.Desroches@ontario.ca](mailto:Pauline.Desroches@ontario.ca).

Thank you for your ongoing support in this initiative. I look forward to hearing your thoughts.

Best,



Kathryn McGarry  
Minister of Natural Resources and Forestry



## Clerk's Department

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 x 1227 / 1-800-567-GREY / Fax: 519-376-8998

October 11, 2016

The Honourable Kathleen Wynne  
Premier of Ontario  
Toronto ON M7A 1A1  
By email only: [premier@ontario.ca](mailto:premier@ontario.ca)

Honourable Madam:

Provincial legislation and Hydro One's strategy regarding hydro costs was discussed at a recent Grey County standing committee meeting. At the October 4, 2016 Council session, resolution SSC70-16 was endorsed as follows:

**WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;**

**AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;**

**NOW THEREFORE BE IT RESOLVED THAT the County of Grey request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;**

**AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).**

Grey County Council respectfully requests consideration of this resolution.

Yours truly,

A handwritten signature in black ink, appearing to read "Sharon Vokes".

Sharon Vokes  
Clerk/Director of Council Services  
[sharon.vokes@grey.ca](mailto:sharon.vokes@grey.ca)  
[www.grey.ca](http://www.grey.ca)

cc. Glenn Thibeault, Minister of Energy by email: [gthibeault.mpp.co@liberal.ola.org](mailto:gthibeault.mpp.co@liberal.ola.org)  
AMO by email: [amo@amo.on.ca](mailto:amo@amo.on.ca)  
OSUM by email: [lmccabe@goderich.ca](mailto:lmccabe@goderich.ca)  
K. Wepler, Director of Finance  
All Ontario Municipalities  
Bill Walker, MPP Bruce Grey Owen Sound by email: [bill.wlker@pc.ola.org](mailto:bill.wlker@pc.ola.org)  
Jim Wilson, Simcoe Grey MPP by email: [jim.wilson@pc.ola.org](mailto:jim.wilson@pc.ola.org)

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

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

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

File Reference:

614-00

November 02, 2015

Dear Mayor/Municipal Clerk,

I take this opportunity to follow-up on the September 8, 2016 letter sent to all OPP-policed municipalities regarding the reconciliation of the municipal policing costs related to the collective agreement negotiations between the Ontario Provincial Police Association (OPPA) and the Province of Ontario (Employer). As you may be aware, both parties proceeded to mediation and ultimately to arbitration; the Arbitrator issued a decision on October 3, 2016, in accordance with the *Ontario Provincial Police Collective Bargaining Act*. The Arbitrator's award is final and binding to both the OPPA and the Employer. The new Civilian and Uniform Collective Agreements will expire on December 31, 2018.

The Arbitrator awarded a salary increase to all classifications in the OPPA Uniform and Civilian Collective Agreements, as follows:

- January 1, 2015 – 2.00 percent
- December 1, 2015 – 0.65 percent
- January 1, 2016 – 1.50 percent
- July 1, 2016 – 0.45 percent
- January 1, 2017 – 1.50 percent
- July 1, 2017 – 0.40 percent
- January 1, 2018 – 1.75 percent

As previously communicated, the OPP has been incorporating estimated salary rates in the municipal policing Annual Billing Statements for 2015 through 2017 as 1.5 percent, 2.64 percent and 2.54 percent, respectively.

As a result, the OPP estimated salary rate increases in your billing statements align very closely to the arbitration award rates and will have a minimal impact on your municipal policing costs. For 2015-2017, the annual compound salary rate percentage in our estimates only differed by 0.37 percent.

	<b>Arbitration Award</b>	<b>Annual Billing Statement Estimates</b>	<b>Variance</b>
Jan-15	2.00%	1.5%	
Dec-15	0.65%		
<b>2015 Compound Impact*</b>	<b>2.06%</b>	<b>1.5%</b>	<b>0.56%</b>
Jan-16	1.5%	2.64%	
Jul-16	0.45%		
<b>2016 Compound Impact*</b>	<b>4.44%</b>	<b>4.18%</b>	<b>0.26%</b>
Jan-17	1.5%	2.54%	
Jul-17	0.40%		
<b>2017 Compound Impact*</b>	<b>6.46%</b>	<b>6.83%</b>	<b>-0.37%</b>

\*The yearly rate and the intra-year compound rates of previous periods prorated according to the specified periods.

The OPP will include both the 2015 and 2016 reconciliation adjustments in the 2018 Annual Billing Statement, providing municipalities with the opportunity to include these adjustments in their 2018 budget planning. The reconciliation adjustments for 2017 will be included in the 2019 Annual Billing Statements.

The cost of OPP services compares very favourably to those of other municipal police services in the province and will continue to do so in 2016 and beyond. I would like to thank municipal partners for their commitment and collaboration in reaching our common goal to maintain public safety in Ontario.

Yours truly,



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



**OFFICE OF THE C.A.O./ CLERK**

P. O. Box 1614, 21 Reeve Street  
Woodstock, Ontario N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Letter Sent Via Email  
October 11, 2016

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

Dear Mr. Graves:

Please be advised that Oxford County Council, at its meeting held on September 28, 2016, adopted the following resolution:

“That the correspondence from the Town of Tillsonburg and the Town of Ingersoll, both dated September 13, 2016, advising of their Council's non-support of Oxford County's Application for Official Plan Amendment OP 16-04-9, be received and referred to Community and Strategic Planning for consideration.”

By copy of this letter, I have advised the Department of Community and Strategic Planning of Council's action.

Yours very truly,

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

Brenda J. Tabor  
Clerk

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



**OFFICE OF THE C.A.O./ CLERK**

P. O. Box 1614, 21 Reeve Street  
Woodstock, Ontario N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
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Letter Sent Via Email  
October 11, 2016

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

Dear Mr. Graves:

Please be advised that Oxford County Council, at its meeting held on September 28, 2016, adopted the following resolution:

“That the correspondence from the Town of Ingersoll, dated September 13, 2016, be received and the request for funding to support the ongoing costs of the Fusion Youth Activity and Technology Centre (Fusion), be referred to the 2017 Budget and Business Plan deliberations.”

By copy of this letter, I have notified Lynn Buchner, Director of Corporate Services, of the referral. You will be advised by the Corporate Services Department regarding any further action of Council on this matter.

Yours very truly,

A handwritten signature in black ink that reads "Brenda J. Tabor". The signature is written in a cursive style.

Brenda J. Tabor  
Clerk

Copy to: Peter Crockett, CAO  
Lynn Buchner, Director of Corporate Services

Bert Jansen  
P. O. Box 106  
Beachville, ON  
N0J 1A0

October 6, 2016

E-mail: [oranjepleinknul@gmail.com](mailto:oranjepleinknul@gmail.com)

Town of Ingersoll Council  
130 Oxford Street  
Ingersoll, ON  
N5C 2V5

Att: Ann Wright, Deputy Clerk

Dear Ms. Wright:

Several weeks ago I spoke with you regarding several letters that I had written recently and also 1 as early as 2012 pertaining to recycling in and about the Town of Ingersoll. You had indicated that your review had not found anything. You suggested that I re-send the same letters, which you will find enclosed.

I trust that the enclosed can be reviewed by yourself and others on council. It would be nice to know that some discussion on this would take place to help alleviate the amount of garbage that goes to landfill.

If any reply is forthcoming, my e-mail is listed above. Thank you for your consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Bert Jansen", written in a cursive style.

Bert Jansen  
Encl. 2

Bert Jansen  
P.O. Box 106  
Beachville, ON  
N0J 1A0  
July 16, 2012

Mayor Ted Comiskey  
130 Oxford St. 2<sup>nd</sup> Floor  
Ingersoll, ON  
N5C 2V5

Dear Mayor Comiskey:

As I am relatively a newcomer to area I try to make myself familiar to what the local community has to offer in way of culture, sports and other amenities. From 2004 to May 2011 I made my home in Canmore, Alberta which is relatively the same size of Ingersoll. While there I involved myself in the community and one was to volunteer for several years in a small way with the Canmore Folk Festival. <http://www.canmorefolkfestival.com/>

I had the opportunity to take in Ingersoll's Canterbury Folk Festival on the weekend to see what it had to offer and how it differed from the Canmore Folk Festival. I understand from the newspaper that you were the original person that started it and obviously it has met with success as was evident with the crowds and their enthusiasm. I wish the committee with continued success.

While wandering about the park after the show there was one thing that struck me as rather odd, given the multitude of signs in and outside of town. Near some food vendors I noted a large dumpster filled to the top with bags of garbage, cardboard boxes and plastic pails. I noticed a handful of volunteers sorting through some of the debris pulling out pop cans and water bottles.

I wondered why so much garbage in light of the fact that the area is currently embroiled in a battle to stop the landfill site just on the outskirts of town. I had noticed that there were blue plastic drums for garbage and a clear plastic bag taped to each barrel for recyclables. However, I did notice that many people did not take advantage of the recycling option and opted for the barrel, as it did not involve opening the bag to deposit the bottle or can. Perhaps separate barrels or a central recycling area should have been set up with volunteers to ensure proper placement was made.

The fact that there was so much garbage produced in one weekend was mind boggling and that many attendees would be aware of the proposed dump that they would be most aware of trying to reduce their garbage and recycle. However, perhaps this was perhaps overlooked in the planning process and could be improved upon. I might suggest that some of the individuals that are on the committee To Stop the Dump may be willing to volunteer to reduce the amount of waste.

You might look at the Canmore Green Example and that it could perhaps be implemented at any future public events in Ingersoll. <http://www.canmorefolkfestival.com/Greening.html>.

Again I thank the committee for organizing the event and providing entertainment for both Ingersoll and out of town residents. Respectfully submitted for your review and feedback invited.

Yours sincerely,

Bert Jansen



Bert Jansen  
P. O. Box 106  
Beachville, ON  
N0J 1A0  
August 22, 2016

Town of Ingersoll Council  
130 Oxford Street  
Ingersoll, ON  
N5C 2V5

Dear Council Members:

I have been watching with interest the ongoing dialogue concerning the dump and the efforts of recycling in both Ingersoll and Woodstock. Reducing one's waste output at the various Town functions plus individual citizens is an important part of the equation.

I mention Town of Ingersoll functions as an important part of the waste reduction. When I moved to the area in 2011 and saw the amount of waste at the Canterbury Festival I interacted with some of the volunteers how ironic it was to see all the "No Dump" signs and yet a huge trailer load of trash resulting after the event. Thankfully to some local volunteers, the waste at the Festival has been drastically reduced.

This past weekend the Harvest Fest was held and on Friday afternoon I ventured downtown to take part in the Kiwanis Club's Fund raising event. I was surprised to see little regard for recycling of soft drink cans as the 5 or so blue plastic drums on the sidewalk contained both soft drink cans and other sorts of waste. I did notice a large blue recycling bin behind one of the BBQ's, which was somewhat hidden from view and may have prevented patrons going behind where the cooking took place. I spoke with one of the Kiwanis members and indicated that it poorly placed and he agreed that it was a valid point. I might add that the permanent stone recycling bin was already overflowing around 1 p.m.

It is imperative that recycling be made very easy and that recycling bins be identified in such a way that each bin is easily identifiable in what goes where. Most people will ultimately take the easy and shortest route in getting rid of their refuse. I have also seen a similar instance when the Home Hardware Car show comes to town, and garbage cans are overflowing with plastic water bottles, soft drink cans and paper plates and all destined to the dump.

I am assuming that a permit is required for each of these public events and that each applicant be required to supply adequate recycling. If this is not a requirement it would make common sense that it be included since Ingersoll is in National news regarding the "NO DUMP" campaign.

Town of Ingersoll  
 Monthly Cheque Disbursements  
 October 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 74,373.08

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
ACAPULCO ***						
80,885	47978	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICALS	\$1,487.99	
80,885	47978	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICALS	\$193.45	
80,885	47978	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICALS	\$0.00	\$1,681.44
LARRY BENDALL						
80,821	47979	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM HVAC CONSULTATION	\$1,125.00	
80,821	47979	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM HVAC CONSULTATION	\$146.25	
80,821	47979	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM HVAC CONSULTATION	\$0.00	\$1,271.25
BRAD'S LOCK & KEY ***						
80,824	47980	01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION LOCKSET+KEYS	\$681.60	
80,824	47980	01-0000-0200-00325	HST RECEIVABLE100%	FUSION LOCKSET+KEYS	\$88.61	
80,824	47980	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION LOCKSET+KEYS	\$0.00	\$770.21
JEFF BRAGG						
80,876	47981	01-2000-4015-41550	MAINTENANCE CONTRACTS	SEP CARRS WLKWY CLEANING	\$600.00	
80,876	47981	01-0000-0200-00325	HST RECEIVABLE100%	SEP CARRS WLKWY CLEANING	\$78.00	
80,876	47981	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP CARRS WLKWY CLEANING	\$0.00	\$678.00
BUTTERWORTH'S SERVICE CENTRE						
80,864	47982	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'05 GMC SIERRA E-TEST	\$30.00	
80,864	47982	01-0000-0200-00325	HST RECEIVABLE100%	'05 GMC SIERRA E-TEST	\$3.90	
80,864	47982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'05 GMC SIERRA E-TEST	\$0.00	\$33.90
CANADIAN NATIONAL RAILWAYS						
80,939	47983	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	OCT SIGNAL W. GATES MAINT	\$776.25	
80,939	47983	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT SIGNAL W. GATES MAINT	\$0.00	\$776.25
CANADIAN RED CROSS-MISSISSAUGA						
80,900	47984	01-5100-6060-41450	LEADERSHIP	WSI MANUALS	\$590.62	
80,900	47984	01-0000-0200-00325	HST RECEIVABLE100%	WSI MANUALS	\$31.79	
80,900	47984	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WSI MANUALS	\$0.00	\$622.41
CANADIAN NEETWORK BROADCASTING						
80,898	47985	01-3000-4000-41000	ADVERTISING	FIRE PREVENTION WEEK AD	\$355.14	
80,898	47985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE PREVENTION WEEK AD	\$39.23	
80,898	47985	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE PREVENTION WEEK AD	\$0.00	\$394.37
CANSEL - TORONTO*****						
80,842	47986	01-4000-4000-40220	TELEPHONE	GPS SERVICE	\$264.58	
80,842	47986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$29.22	
80,842	47986	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$293.80
CAREY'S PRODUCE						
80,905	47987	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$681.50	
80,905	47987	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$681.50
C.H.SAWYER						

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	80,930	47988 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	TRUCK#5 E-TEST	\$103.56	
	80,930	47988 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#5 E-TEST	\$11.44	
	80,930	47988 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#5 E-TEST	\$0.00	\$115.00
COCA-COLA BOTTLING COMPANY						
	80,812	47989 01-5000-6020-40420	PROGRAM SUPPLIES	ARENA PROGRAM SUPPLIES	\$251.90	
	80,812	47989 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PROGRAM SUPPLIES	\$25.99	
	80,812	47989 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA PROGRAM SUPPLIES	\$0.00	\$277.89
COMMISSIONAIRES						
	80,877	47990 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 8/14-8/27	\$751.80	
	80,877	47990 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 8/14-8/27	\$83.04	
	80,877	47990 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 8/14-8/27	\$0.00	\$834.84
	80,878	47990 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	TRAFFIC ENFORCE 8/28-9/10	\$892.79	
	80,878	47990 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRAFFIC ENFORCE 8/28-9/10	\$98.62	
	80,878	47990 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRAFFIC ENFORCE 8/28-9/10	\$0.00	\$991.41
COMPASS MINERALS						
	80,925	47991 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$10,798.60	
	80,925	47991 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$1,192.76	
	80,925	47991 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$11,991.36
	80,940	47991 01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	ROAD SALT	\$3,624.15	
	80,940	47991 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROAD SALT	\$400.31	
	80,940	47991 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROAD SALT	\$0.00	\$4,024.46
COURTNEY'S						
	80,827	47992 01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN ORDER	\$862.40	
	80,827	47992 01-0000-0200-00325	HST RECEIVABLE100%	CANTEEN ORDER	\$94.54	
	80,827	47992 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN ORDER	\$0.00	\$956.94
	80,882	47992 01-5100-6090-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$366.25	
	80,882	47992 01-5100-6060-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$98.25	
	80,882	47992 01-5000-6100-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$76.20	
	80,882	47992 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$47.61	
	80,882	47992 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$12.77	
	80,882	47992 01-0000-0200-00325	HST RECEIVABLE100%	PROGRAM SUPPLIES	\$9.91	
	80,882	47992 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$610.99
FRANK COWAN COMPANY LTD						
	80,848	47993 01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	DEDUCTIBLE	\$10,000.00	
	80,848	47993 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DEDUCTIBLE	\$0.00	\$10,000.00
DALHOUSIE UNIVERSITY COLLEGE						
	80,851	47994 01-0000-0400-00280	PREPAID EXPENSES	FIRE CHIEF TRAINING COURSE2017	\$995.00	
	80,851	47994 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE CHIEF TRAINING COURSE2017	\$0.00	\$995.00
DENSO NORTH AMERICA INC. (CANA						
	80,936	47995 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	TAPE & BUTYL SPRAY	\$2,210.47	

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	80,936	47995 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TAPE & BUTYL SPRAY	\$244.16	
	80,936	47995 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TAPE & BUTYL SPRAY	\$0.00	\$2,454.63
DPA CONTRACTING LTD.						
	80,920	47996 10-0000-3264-80000	MATERIALS	NEW CURBING-16 MAPLE LANE	\$6,563.52	
	80,920	47996 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NEW CURBING-16 MAPLE LANE	\$724.98	
	80,920	47996 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NEW CURBING-16 MAPLE LANE	\$0.00	\$7,288.50
DRIFTWOOD THEATRE GROUP						
	80,870	47997 01-6200-4000-40500	SPECIAL EVENTS	BARD'S BUS TOUR 2016	\$1,750.00	
	80,870	47997 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BARD'S BUS TOUR 2016	\$0.00	\$1,750.00
EMPLOYEE REIMBURSEMENT						
	80,912	47998 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC STAFF	\$8.60	
	80,912	47998 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$1.12	
	80,912	47998 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$9.72
	80,913	47998 01-5100-6090-40620	MILEAGE	MILEAGE-VPCC STAFF	\$5.73	
	80,913	47998 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$0.75	
	80,913	47998 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$6.48
	80,914	47998 01-5100-6070-40620	MILEAGE	MILEAGE-VPCC STAFF	\$84.11	
	80,914	47998 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-VPCC STAFF	\$10.93	
	80,914	47998 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-VPCC STAFF	\$0.00	\$95.04
EASY WAY CLEANING PRODUCTS LIM						
	80,845	47999 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$111.94	
	80,845	47999 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$12.36	
	80,845	47999 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$124.30
EDPRO ENERGY GROUP INC ***						
	80,829	48000 01-5000-6020-41590	EQUIPMENT FUEL	OLYMPIA FUEL	\$36.96	
	80,829	48000 01-0000-0200-00325	HST RECEIVABLE100%	OLYMPIA FUEL	\$4.80	
	80,829	48000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OLYMPIA FUEL	\$0.00	\$41.76
	80,830	48000 01-5000-6020-41590	EQUIPMENT FUEL	OLYMPIA FUEL	\$18.36	
	80,830	48000 01-0000-0200-00325	HST RECEIVABLE100%	OLYMPIA FUEL	\$2.39	
	80,830	48000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OLYMPIA FUEL	\$0.00	\$20.75
	80,831	48000 01-5000-6020-41590	EQUIPMENT FUEL	OLYMPIA FUEL	\$57.21	
	80,831	48000 01-0000-0200-00325	HST RECEIVABLE100%	OLYMPIA FUEL	\$7.44	
	80,831	48000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OLYMPIA FUEL	\$0.00	\$64.65
	80,832	48000 01-5000-6020-41590	EQUIPMENT FUEL	OLYMPIA FUEL	\$75.12	
	80,832	48000 01-0000-0200-00325	HST RECEIVABLE100%	OLYMPIA FUEL	\$9.77	
	80,832	48000 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OLYMPIA FUEL	\$0.00	\$84.89
EMPLOYEE REIMBURSEMENT						
	80,835	48001 10-0000-3228-80010	LABOUR & BURDEN	MILEAGE-ENG STAFF	\$99.68	
	80,835	48001 01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	MILEAGE-ENG STAFF	\$58.84	
	80,835	48001 10-0000-3255-80010	LABOUR & BURDEN	MILEAGE-ENG STAFF	\$13.13	

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	80,835	48001 01-0000-0250-61144	GC16-996-ETNA-WATERMNN	MILEAGE-ENG STAFF	\$15.56	
	80,835	48001 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$11.02	
	80,835	48001 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$6.50	
	80,835	48001 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$1.45	
	80,835	48001 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$1.72	
	80,835	48001 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG STAFF	\$0.00	\$207.90
ERTH HOLDINGS INC.						
	80,834	48002 01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	3 REPLACED LIT POLES-DAVID ST	\$5,265.07	
	80,834	48002 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	3 REPLACED LIT POLES-DAVID ST	\$581.55	
	80,834	48002 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	3 REPLACED LIT POLES-DAVID ST	\$0.00	\$5,846.62
	80,922	48002 01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	ST LIT CABLE REPAIR-WITTY AVE	\$517.50	
	80,922	48002 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ST LIT CABLE REPAIR-WITTY AVE	\$57.16	
	80,922	48002 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ST LIT CABLE REPAIR-WITTY AVE	\$0.00	\$574.66
	80,923	48002 01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	RED LIT OUT @ KING & THAMES ST	\$674.24	
	80,923	48002 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	RED LIT OUT @ KING & THAMES ST	\$74.48	
	80,923	48002 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RED LIT OUT @ KING & THAMES ST	\$0.00	\$748.72
FASTENAL CANADA ***						
	80,861	48003 01-5000-6050-41700	BLDG REPAIRS AND MAINT	NUTS & BOLTS-BIN STOCK	\$149.62	
	80,861	48003 01-0000-0200-00325	HST RECEIVABLE100%	NUTS & BOLTS-BIN STOCK	\$19.45	
	80,861	48003 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NUTS & BOLTS-BIN STOCK	\$0.00	\$169.07
GLASSFORD MOTORS LTD						
	80,857	48004 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'07 CHEVY E-TEST	\$105.00	
	80,857	48004 01-0000-0200-00325	HST RECEIVABLE100%	'07 CHEVY E-TEST	\$13.65	
	80,857	48004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'07 CHEVY E-TEST	\$0.00	\$118.65
	80,858	48004 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'99 DODGE E-TEST	\$30.00	
	80,858	48004 01-0000-0200-00325	HST RECEIVABLE100%	'99 DODGE E-TEST	\$3.90	
	80,858	48004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'99 DODGE E-TEST	\$0.00	\$33.90
	80,902	48004 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'01 RAM SAFETY+E-TEST	\$1,803.41	
	80,902	48004 01-0000-0200-00325	HST RECEIVABLE100%	'01 RAM SAFETY+E-TEST	\$234.44	
	80,902	48004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'01 RAM SAFETY+E-TEST	\$0.00	\$2,037.85
	80,903	48004 01-5000-6050-41510	VEHICLE REPAIRS & MAINT	'08 RAM SAFETY + E-TEST	\$2,904.03	
	80,903	48004 01-0000-0200-00325	HST RECEIVABLE100%	'08 RAM SAFETY + E-TEST	\$377.52	
	80,903	48004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	'08 RAM SAFETY + E-TEST	\$0.00	\$3,281.55
	80,934	48004 01-4500-4230-46387	938700 T7-08 DODGE 3500	TRUCK #7 E-TEST	\$30.53	
	80,934	48004 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #7 E-TEST	\$3.37	
	80,934	48004 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #7 E-TEST	\$0.00	\$33.90
ARENA ICE PAINTER						
	80,892	48005 01-5000-6020-41700	BLDG REPAIRS & MAINT	APPLICATION OF WHITE ICE PAINT	\$350.00	
	80,892	48005 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	APPLICATION OF WHITE ICE PAINT	\$0.00	\$350.00
GRA - HAM ENERGY						

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	80,850	48006 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$52.52	
	80,850	48006 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$5.80	
	80,850	48006 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$58.32
	80,901	48006 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$150.74	
	80,901	48006 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$19.60	
	80,901	48006 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$170.34
EMPLOYEE REIMBURSEMENT						
	80,924	48007 01-3400-4000-40620	MILEAGE	MILEAGE-BLDG INSPECTOR	\$169.71	
	80,924	48007 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-BLDG INSPECTOR	\$18.75	
	80,924	48007 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-BLDG INSPECTOR	\$0.00	\$188.46
EMPLOYEE REIMBURSEMENT						
	80,838	48008 01-4000-4000-40620	MILEAGE	MILEAGE-ENG STAFF	\$22.37	
	80,838	48008 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$2.47	
	80,838	48008 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG STAFF	\$0.00	\$24.84
HERITAGE RENOVATIONS WINDOWS A						
	80,844	48009 10-0000-3121-80000	MATERIALS	LIBRARY WINDOWS REPLACEMENT	\$18,492.65	
	80,844	48009 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LIBRARY WINDOWS REPLACEMENT	\$2,042.61	
	80,844	48009 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIBRARY WINDOWS REPLACEMENT	\$0.00	\$20,535.26
RED BARN BERRIES						
	80,904	48010 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$202.00	
	80,904	48010 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$202.00
HOT,COLD & FREEZING						
	80,820	48011 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA HOT WATER HEATER REPAIR	\$147.16	
	80,820	48011 01-0000-0200-00325	HST RECEIVABLE100%	ARENA HOT WATER HEATER REPAIR	\$19.13	
	80,820	48011 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA HOT WATER HEATER REPAIR	\$0.00	\$166.29
	80,828	48011 01-5000-6040-41700	BLDG REPAIRS & MAINT	SENIOR CENTRE GAS LEAK FIX	\$240.00	
	80,828	48011 01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE GAS LEAK FIX	\$31.20	
	80,828	48011 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE GAS LEAK FIX	\$0.00	\$271.20
	80,852	48011 01-3200-4100-41550	MAINTENANCE CONTRACTS	OPP STN CONTACTOR REPLACED	\$158.65	
	80,852	48011 01-0000-0200-00325	HST RECEIVABLE100%	OPP STN CONTACTOR REPLACED	\$20.62	
	80,852	48011 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN CONTACTOR REPLACED	\$0.00	\$179.27
	80,887	48011 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA REF ROOM HEATER REPAIR	\$324.30	
	80,887	48011 01-0000-0200-00325	HST RECEIVABLE100%	ARENA REF ROOM HEATER REPAIR	\$42.16	
	80,887	48011 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA REF ROOM HEATER REPAIR	\$0.00	\$366.46
HUNTER STEEL SALES						
	80,937	48012 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	ANGLE IRON FOR PAVER	\$108.98	
	80,937	48012 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANGLE IRON FOR PAVER	\$12.04	
	80,937	48012 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANGLE IRON FOR PAVER	\$0.00	\$121.02
	80,938	48012 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	STAL	\$230.90	
	80,938	48012 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STAL	\$25.51	

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	80,938	48012 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAL	\$0.00	\$256.41
HURON TRACTOR LTD						
	80,860	48013 01-5000-6050-41530	EQUIP REPAIRS & MAINT	WINDOW FOR RIDER	\$477.52	
	80,860	48013 01-0000-0200-00325	HST RECEIVABLE100%	WINDOW FOR RIDER	\$62.07	
	80,860	48013 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WINDOW FOR RIDER	\$0.00	\$539.59
	80,916	48013 01-5000-6050-41530	EQUIP REPAIRS & MAINT	GEAR OIL	\$17.42	
	80,916	48013 01-0000-0200-00325	HST RECEIVABLE100%	GEAR OIL	\$2.26	
	80,916	48013 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEAR OIL	\$0.00	\$19.68
IDEAL SUPPLY COMPANY LTD						
	80,818	48014 01-5000-6020-41700	BLDG REPAIRS & MAINT	LIGHTS	\$50.70	
	80,818	48014 01-0000-0200-00325	HST RECEIVABLE100%	LIGHTS	\$6.59	
	80,818	48014 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LIGHTS	\$0.00	\$57.29
INGERSOLL MASONIC TEMPLE CORP.						
	80,866	48015 01-6200-6810-41200	ACCOMODATION & MEALS	HARVEST FEST VOLUNTEER MEALS	\$102.00	
	80,866	48015 40-8000-6900-40580	AUGUST DT SIDEWALK DAYS	HARVEST FEST VOLUNTEER MEALS	\$75.00	
	80,866	48015 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HARVEST FEST VOLUNTEER MEALS	\$0.00	\$177.00
INGERSOLL RENT-ALL ***						
	80,935	48016 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	PAINT	\$53.88	
	80,935	48016 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PAINT	\$5.95	
	80,935	48016 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINT	\$0.00	\$59.83
INGERSOLL PHARMASAVE						
	80,907	48017 01-5000-6051-41000	ADVERTISING	GARDEN FRESH - AD	\$23.26	
	80,907	48017 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH - AD	\$0.00	\$23.26
A. M. JENSEN LIMITED						
	80,869	48018 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$89.13	
	80,869	48018 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$89.13
EMPLOYEE REIMBURSEMENT						
	80,867	48019 01-6200-4000-40420	PROGRAM SUPPLIES	MUSEUM SUPPLIES	\$3.00	
	80,867	48019 01-6200-4000-40500	SPECIAL EVENTS	MUSEUM SUPPLIES	\$23.75	
	80,867	48019 01-7000-4000-41020	PROMOTION & MEALS	MUSEUM SUPPLIES	\$16.81	
	80,867	48019 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM SUPPLIES	\$0.39	
	80,867	48019 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM SUPPLIES	\$3.09	
	80,867	48019 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MUSEUM SUPPLIES	\$1.66	
	80,867	48019 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM SUPPLIES	\$0.00	\$48.70
EMPLOYEE REIMBURSEMENT						
	80,891	48020 01-1300-4000-40610	MEETINGS & CONFERENCES	REIMBURSE-TREASURY STAFF	\$1.80	
	80,891	48020 01-1300-4000-40610	MEETINGS & CONFERENCES	REIMBURSE-TREASURY STAFF	\$429.65	
	80,891	48020 01-1300-4000-40620	MILEAGE	REIMBURSE-TREASURY STAFF	\$271.34	
	80,891	48020 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-TREASURY STAFF	\$0.20	
	80,891	48020 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-TREASURY STAFF	\$47.45	

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VENDOR NAME	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	80,891	48020 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-TREASURY STAFF	\$29.98	
	80,891	48020 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-TREASURY STAFF	\$0.00	\$780.42
EMPLOYEE REIMBURSEMENT						
	80,837	48021 01-4000-4000-40620	MILEAGE	MILEAGE-ENG STAFF	\$8.75	
	80,837	48021 10-0000-3228-80010	LABOUR & BURDEN	MILEAGE-ENG STAFF	\$17.50	
	80,837	48021 01-0000-0250-61075	GC15-927-GEORGE-WTRMN	MILEAGE-ENG STAFF	\$4.86	
	80,837	48021 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$0.97	
	80,837	48021 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$1.94	
	80,837	48021 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$0.54	
	80,837	48021 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG STAFF	\$0.00	\$34.56
LAW ENGINEERING (LONDON) INC						
	80,840	48022 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	MATERIAL TEST-TOPCOAT CONTRACT	\$7,422.12	
	80,840	48022 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MATERIAL TEST-TOPCOAT CONTRACT	\$819.82	
	80,840	48022 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MATERIAL TEST-TOPCOAT CONTRACT	\$0.00	\$8,241.94
	80,921	48022 10-0000-3265-80000	MATERIALS	GEORGE ST TOP COAT INSPECTION	\$3,223.50	
	80,921	48022 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE ST TOP COAT INSPECTION	\$356.06	
	80,921	48022 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE ST TOP COAT INSPECTION	\$0.00	\$3,579.56
LONDON FIRE EQUIPMENT LTD ***						
	80,815	48023 01-5200-4100-41550	MAINTENANCE CONTRACTS	FUSION ANNUAL FIRE INSPECTION	\$956.95	
	80,815	48023 01-0000-0200-00325	HST RECEIVABLE100%	FUSION ANNUAL FIRE INSPECTION	\$124.40	
	80,815	48023 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION ANNUAL FIRE INSPECTION	\$0.00	\$1,081.35
TIM LOVETT INSTALLATIONS INC.						
	80,814	48024 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC LITS IN MEN CHANGEROOM	\$282.84	
	80,814	48024 01-0000-0200-00325	HST RECEIVABLE100%	VPCC LITS IN MEN CHANGEROOM	\$36.77	
	80,814	48024 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC LITS IN MEN CHANGEROOM	\$0.00	\$319.61
	80,865	48024 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA COMPRESSOR #2 REPAIR	\$329.76	
	80,865	48024 01-0000-0200-00325	HST RECEIVABLE100%	ARENA COMPRESSOR #2 REPAIR	\$42.87	
	80,865	48024 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA COMPRESSOR #2 REPAIR	\$0.00	\$372.63
LPL PLUMBING						
	80,825	48025 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA ZAMBONIE CIRC PUMP	\$411.36	
	80,825	48025 01-0000-0200-00325	HST RECEIVABLE100%	ARENA ZAMBONIE CIRC PUMP	\$53.48	
	80,825	48025 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ZAMBONIE CIRC PUMP	\$0.00	\$464.84
LWR AUTOMOTIVE						
	80,926	48026 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	SOLVENT	\$154.65	
	80,926	48026 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SOLVENT	\$17.09	
	80,926	48026 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SOLVENT	\$0.00	\$171.74
	80,927	48026 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	CLEAR ADHESIVE	\$25.09	
	80,927	48026 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR ADHESIVE	\$2.78	
	80,927	48026 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR ADHESIVE	\$0.00	\$27.87
	80,928	48026 01-4500-4230-46395	939500 ELGIN SWEEPER	FILTERS	\$44.46	



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	80,928	48026 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILTERS	\$4.91	
	80,928	48026 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTERS	\$0.00	\$49.37
EMPLOYEE REIMBURSEMENT						
	80,826	48027 01-5000-6020-40290	UNIFORMS & CLOTHING	REIMBURSE-ARENA STAFF	\$110.99	
	80,826	48027 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ARENA STAFF	\$14.43	
	80,826	48027 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ARENA STAFF	\$0.00	\$125.42
MAR-CO						
	80,813	48028 10-0000-3550-80100	PRIME CONTRACT	SPORTS FIELD RECONSTRUCTION	\$24,821.45	
	80,813	48028 01-0000-0200-00325	HST RECEIVABLE100%	SPORTS FIELD RECONSTRUCTION	\$3,226.79	
	80,813	48028 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPORTS FIELD RECONSTRUCTION	\$0.00	\$28,048.24
EMPLOYEE REIMBURSEMENT						
	80,879	48029 01-1002-4000-40620	MILEAGE	MILEAGE-IT STAFF	\$48.43	
	80,879	48029 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-IT STAFF	\$5.35	
	80,879	48029 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-IT STAFF	\$0.00	\$53.78
MINISTER OF FINANCE - EHT ***						
	80,855	48030 01-0000-2100-00720	EMPLOYER HEALTH TAX (13135)	EHT SEP PREMIUM	\$7,623.19	
	80,855	48030 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EHT SEP PREMIUM	\$0.00	\$7,623.19
MOORE, RON						
	80,868	48031 01-6200-6810-42900	MISCELLANEOUS EXPENSE	REIMBURSE-R MOORE	\$27.00	
	80,868	48031 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-R MOORE	\$3.51	
	80,868	48031 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-R MOORE	\$0.00	\$30.51
NEOPOST CANADA LTD ***						
	80,822	48032 01-0000-0400-00280	PREPAID EXPENSES	POSTAGE RENT 11/01/16-1/31/17	\$276.79	
	80,822	48032 01-1000-4000-40230	POSTAGE	POSTAGE RENT 11/01/16-1/31/17	\$553.57	
	80,822	48032 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RENT 11/01/16-1/31/17	\$30.57	
	80,822	48032 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	POSTAGE RENT 11/01/16-1/31/17	\$61.15	
	80,822	48032 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POSTAGE RENT 11/01/16-1/31/17	\$0.00	\$922.08
OLDE BAKERY CAFE						
	80,862	48033 01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY CAKE	\$16.00	
	80,862	48033 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY CAKE	\$0.00	\$16.00
OLDE TYME TAXI						
	80,849	48034 01-1001-4000-41560	CONTRACTS	SEP PARA TAXI	\$3,208.15	
	80,849	48034 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP PARA TAXI	\$354.36	
	80,849	48034 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP PARA TAXI	\$0.00	\$3,562.51
OMEGA CONTRACTORS						
	80,856	48035 10-0000-3271-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$24,336.56	
	80,856	48035 10-0000-3228-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$143,304.41	
	80,856	48035 01-0000-0250-60083	GC11-04 CTY TUNIS SANITARY	TUNIS, CONCESSION, ETNA ST	\$1,126.33	
	80,856	48035 01-0000-0250-60950	GC15-802-TUNIS-WTRMN REPLACE	TUNIS, CONCESSION, ETNA ST	\$155,346.51	
	80,856	48035 10-0000-3255-80100	PRIME CONTRACT	TUNIS, CONCESSION, ETNA ST	\$9,579.40	

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	80,856	48035 01-0000-0250-61144	GC16-996-ETNA-WATERMN	TUNIS,CONCESSION,ETNA ST	\$26,799.85	
	80,856	48035 10-0000-3255-80100	PRIME CONTRACT	TUNIS,CONCESSION,ETNA ST	\$18,004.44	
	80,856	48035 10-0000-3255-80100	PRIME CONTRACT	TUNIS,CONCESSION,ETNA ST	\$10,016.50	
	80,856	48035 01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	TUNIS,CONCESSION,ETNA ST	\$0.00	\$38,245.52
	80,856	48035 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TUNIS,CONCESSION,ETNA ST	\$38,688.48	
	80,856	48035 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TUNIS,CONCESSION,ETNA ST	\$0.00	\$388,956.96
ONTARIO ONE CALL LTD.						
	80,839	48036 01-4000-5020-41500	CONTRACTED SERVICES	SEP LOCATES	\$163.99	
	80,839	48036 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP LOCATES	\$18.11	
	80,839	48036 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP LOCATES	\$0.00	\$182.10
OTTO & COMPANY						
	80,833	48037 01-4000-4000-40810	STUDIES & SURVEYS	PROPERTY VALUATION	\$1,526.40	
	80,833	48037 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PROPERTY VALUATION	\$168.60	
	80,833	48037 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROPERTY VALUATION	\$0.00	\$1,695.00
OXFORD COUNTY ***						
	80,875	48038 01-0000-2020-00635	DUE TO COUNTY - DEVEL. CHGS.	Q3 DEVEL CHRGS	\$477,072.00	
	80,875	48038 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q3 DEVEL CHRGS	\$0.00	\$477,072.00
OXFORD FEED SUPPLY LTD						
	80,816	48039 01-5100-4100-41710	CHEMICALS	VPCC POOL ACID	\$140.00	
	80,816	48039 01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL ACID	\$18.20	
	80,816	48039 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL ACID	\$0.00	\$158.20
PATTON , CORMIER AND ASSOCIATE						
	80,872	48040 01-1000-4000-40800	OMB HEARINGS	OMB HEARING LEGAL FEES	\$9,287.07	
	80,872	48040 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OMB HEARING LEGAL FEES	\$1,011.92	
	80,872	48040 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OMB HEARING LEGAL FEES	\$0.00	\$10,298.99
P M HYDRAULICS ***						
	80,931	48041 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	NOZZLE	\$35.60	
	80,931	48041 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	NOZZLE	\$3.93	
	80,931	48041 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	NOZZLE	\$0.00	\$39.53
PROGRESSIVE WASTE SOLUTIONS						
	80,910	48042 01-5200-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$226.80	
	80,910	48042 01-5000-6020-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
	80,910	48042 01-5100-4100-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
	80,910	48042 01-5000-6050-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.16	
	80,910	48042 01-5000-6040-41550	MAINTENANCE CONTRACTS	GARBAGE SERVICES	\$258.18	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$29.48	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	
	80,910	48042 01-0000-0200-00325	HST RECEIVABLE100%	GARBAGE SERVICES	\$33.56	

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	80,910	48042 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE SERVICES	\$0.00	\$1,423.22
PUROLATOR COURIER LTD						
	80,883	48043 01-5000-4000-40240	COURIER CHARGES	TIGERSHARK POOL CLEANING FIX	\$64.89	
	80,883	48043 01-0000-0200-00325	HST RECEIVABLE100%	TIGERSHARK POOL CLEANING FIX	\$8.44	
	80,883	48043 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TIGERSHARK POOL CLEANING FIX	\$0.00	\$73.33
	80,899	48043 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE TRUCK TIC REPAIR	\$5.29	
	80,899	48043 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE TRUCK TIC REPAIR	\$0.58	
	80,899	48043 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE TRUCK TIC REPAIR	\$0.00	\$5.87
REGIS AUTO PARTS						
	80,895	48044 01-3000-4100-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT BOBCAT REPAIR	\$37.07	
	80,895	48044 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BOBCAT REPAIR	\$4.09	
	80,895	48044 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BOBCAT REPAIR	\$0.00	\$41.16
	80,932	48044 01-4500-4230-46387	938700 T7-08 DODGE 3500	TRUCK#7 OIL FILTER	\$6.86	
	80,932	48044 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#7 OIL FILTER	\$0.76	
	80,932	48044 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#7 OIL FILTER	\$0.00	\$7.62
TOWN BUSINESS OWNER						
	80,854	48045 40-0000-0200-00265	BIA - ACCOUNTS RECEIVABLE-FACADE LOANS	BIA FACADE LOAN	\$500.00	
	80,854	48045 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA FACADE LOAN	\$0.00	\$500.00
RELIANCE HOME COMFORT						
	80,823	48046 01-5100-4100-41550	MAINTENANCE CONTRACTS	VPCC WATER TANK RENTAL	\$384.93	
	80,823	48046 01-0000-0200-00325	HST RECEIVABLE100%	VPCC WATER TANK RENTAL	\$50.05	
	80,823	48046 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC WATER TANK RENTAL	\$0.00	\$434.98
	80,894	48046 01-3200-4100-40340	WATER AND SEWAGE	FIRE DEPT WATER HEATER RENTAL	\$49.98	
	80,894	48046 01-0000-0200-00325	HST RECEIVABLE100%	FIRE DEPT WATER HEATER RENTAL	\$6.50	
	80,894	48046 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT WATER HEATER RENTAL	\$0.00	\$56.48
RESURFICE CORP ***						
	80,886	48047 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	OLYMPIA TOWING	\$313.47	
	80,886	48047 01-0000-0200-00325	HST RECEIVABLE100%	OLYMPIA TOWING	\$40.75	
	80,886	48047 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OLYMPIA TOWING	\$0.00	\$354.22
ROCK SOLID DESIGNS						
	80,919	48048 10-0000-3266-80000	MATERIALS	REMOVE WEEDS&RE-SOD	\$9,906.34	
	80,919	48048 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REMOVE WEEDS&RE-SOD	\$1,094.21	
	80,919	48048 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMOVE WEEDS&RE-SOD	\$0.00	\$11,000.55
ROMA						
	80,873	48049 01-0000-0400-00280	PREPAID EXPENSES	2017 ROMA REGISTRY	\$2,238.72	
	80,873	48049 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2017 ROMA REGISTRY	\$247.28	
	80,873	48049 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 ROMA REGISTRY	\$0.00	\$2,486.00
	80,874	48049 01-0000-0400-00280	PREPAID EXPENSES	2017 ROMA REG-MAYOR	\$559.68	
	80,874	48049 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2017 ROMA REG-MAYOR	\$61.82	
	80,874	48049 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2017 ROMA REG-MAYOR	\$0.00	\$621.50

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 74,373.08

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
EMPLOYEE REIMBURSEMENT						
	80,836	48050 01-4000-4000-40620	MILEAGE	MILEAGE-ENG STAFF	\$21.88	
	80,836	48050 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$2.42	
	80,836	48050 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG STAFF	\$0.00	\$24.30
	80,841	48050 10-0000-3255-80000	MATERIALS	REIMBURSE-ENG STAFF	\$127.61	
	80,841	48050 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-ENG STAFF	\$14.09	
	80,841	48050 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ENG STAFF	\$0.00	\$141.70
SOLID CADGROUP INC.						
	80,847	48051 01-4000-4000-40260	SUBSCRIPTIONS	INFRASTRUCT MAP SVR 3-YR FEES	\$551.19	
	80,847	48051 01-0000-0400-00280	PREPAID EXPENSES	INFRASTRUCT MAP SVR 3-YR FEES	\$6,063.21	
	80,847	48051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INFRASTRUCT MAP SVR 3-YR FEES	\$60.89	
	80,847	48051 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INFRASTRUCT MAP SVR 3-YR FEES	\$669.71	
	80,847	48051 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INFRASTRUCT MAP SVR 3-YR FEES	\$0.00	\$7,345.00
EMPLOYEE REIMBURSEMENT						
	80,890	48052 01-5000-6020-40430	CANTEEN SUPPLIES	REIMBURSE-ARENA STAFF	\$54.86	
	80,890	48052 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	REIMBURSE-ARENA STAFF	\$74.40	
	80,890	48052 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ARENA STAFF	\$7.13	
	80,890	48052 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ARENA STAFF	\$9.67	
	80,890	48052 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ARENA STAFF	\$0.00	\$146.06
STAPLES ADVANTAGE						
	80,881	48053 01-5100-4000-40200	OFFICE SUPPLIES	CORRECTION TAPE	\$15.52	
	80,881	48053 01-0000-0200-00325	HST RECEIVABLE100%	CORRECTION TAPE	\$2.02	
	80,881	48053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CORRECTION TAPE	\$0.00	\$17.54
	80,893	48053 01-3000-4000-40200	OFFICE SUPPLIES	FIRE DEPT OFFICE SUPPLIES	\$90.69	
	80,893	48053 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT OFFICE SUPPLIES	\$10.02	
	80,893	48053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT OFFICE SUPPLIES	\$0.00	\$100.71
	80,911	48053 01-5100-4000-40200	OFFICE SUPPLIES	VPCC OFFICE SUPPLIES	\$70.11	
	80,911	48053 01-0000-0200-00325	HST RECEIVABLE100%	VPCC OFFICE SUPPLIES	\$9.11	
	80,911	48053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC OFFICE SUPPLIES	\$0.00	\$79.22
	80,917	48053 01-1000-4000-40200	OFFICE SUPPLIES	TOWN HALL OFFICE SUPPLIES	\$106.07	
	80,917	48053 01-0100-4000-41020	PROMOTION & MEALS	TOWN HALL OFFICE SUPPLIES	\$136.76	
	80,917	48053 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL OFFICE SUPPLIES	\$11.72	
	80,917	48053 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL OFFICE SUPPLIES	\$0.00	\$254.55
PETTY CASH - ARENA						
	80,908	48054 01-5100-4100-41530	EQUIP REPAIRS & MAINT	ARENA PETTY CASH	\$11.90	
	80,908	48054 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA PETTY CASH	\$16.50	
	80,908	48054 01-5000-4000-40200	OFFICE SUPPLIES	ARENA PETTY CASH	\$19.98	
	80,908	48054 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA PETTY CASH	\$35.90	
	80,908	48054 01-5000-6020-40430	CANTEEN SUPPLIES	ARENA PETTY CASH	\$4.50	
	80,908	48054 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH	\$1.55	

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74,373.08

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	80,908	48054 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH	\$2.15	
	80,908	48054 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH	\$2.60	
	80,908	48054 01-0000-0200-00325	HST RECEIVABLE100%	ARENA PETTY CASH	\$4.67	
	80,908	48054 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA PETTY CASH	\$0.00	\$99.75
ST.MARYS CEMENT INC.						
	80,929	48055 01-0000-0250-61099	C15-951-LOT 5-FLORENCE-NEWSERV	CONCRETE	\$128.38	
	80,929	48055 01-0000-0250-61240	C16-1092-24 WOODHATCH-BRKN WTRMN	CONCRETE	\$128.38	
	80,929	48055 01-0000-0250-61100	C15-952-LOT 2-FLORENCE-NEWSERV	CONCRETE	\$128.38	
	80,929	48055 01-0000-0250-61286	UG16-1138-210 THAMES S-GAS	CONCRETE	\$128.38	
	80,929	48055 01-0000-0250-61203	C16-1055-THAMES S-LOT 347-SEWR	CONCRETE	\$234.21	
	80,929	48055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.18	
	80,929	48055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.18	
	80,929	48055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.18	
	80,929	48055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$14.18	
	80,929	48055 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$25.87	
	80,929	48055 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$830.32
STONETOWN SUPPLY SERVICES(ING)						
	80,817	48056 01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$72.50	
	80,817	48056 01-5000-6020-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$117.38	
	80,817	48056 01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$74.62	
	80,817	48056 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$9.43	
	80,817	48056 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$15.26	
	80,817	48056 01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$9.70	
	80,817	48056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$298.89
	80,853	48056 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$63.05	
	80,853	48056 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$6.96	
	80,853	48056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$70.01
	80,859	48056 01-5100-4100-40210	JANITORIAL SUPPLIES	VPCC JANITORIAL SUPPLIES	\$56.70	
	80,859	48056 01-0000-0200-00325	HST RECEIVABLE100%	VPCC JANITORIAL SUPPLIES	\$7.37	
	80,859	48056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC JANITORIAL SUPPLIES	\$0.00	\$64.07
	80,897	48056 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$107.69	
	80,897	48056 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$11.90	
	80,897	48056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$119.59
	80,933	48056 01-4500-4100-40210	JANITORIAL SUPPLIES	PW JANITORIAL SUPPLIES	\$28.66	
	80,933	48056 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW JANITORIAL SUPPLIES	\$3.16	
	80,933	48056 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW JANITORIAL SUPPLIES	\$0.00	\$31.82
SUN MEDIA, A DIVISION OF POSTM						
	80,880	48057 01-1000-4000-41000	ADVERTISING	BACKYARD HENS PUBLIC MTG AD	\$102.57	
	80,880	48057 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BACKYARD HENS PUBLIC MTG AD	\$11.33	
	80,880	48057 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BACKYARD HENS PUBLIC MTG AD	\$0.00	\$113.90

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THAMESFORD PIZZA						
80,811	48058	01-5100-6060-40420	PROGRAM SUPPLIES	BIRTHDAY PIZZA+PROGRAMS	\$225.13	
80,811	48058	01-5100-6090-40420	PROGRAM SUPPLIES	BIRTHDAY PIZZA+PROGRAMS	\$25.01	
80,811	48058	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY PIZZA+PROGRAMS	\$11.12	
80,811	48058	01-0000-0200-00325	HST RECEIVABLE100%	BIRTHDAY PIZZA+PROGRAMS	\$1.24	
80,811	48058	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIRTHDAY PIZZA+PROGRAMS	\$0.00	\$262.50
THAMES RIVER MELON FARMS						
80,906	48059	01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$616.00	
80,906	48059	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$616.00
THE RURAL VOICE						
80,871	48060	01-6200-4000-41000	ADVERTISING	AD IN SEP ISSUE	\$104.00	
80,871	48060	01-0000-0200-00325	HST RECEIVABLE100%	AD IN SEP ISSUE	\$13.52	
80,871	48060	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AD IN SEP ISSUE	\$0.00	\$117.52
TRADEWINDS INTERNATIONAL SALE						
80,915	48061	01-5000-6050-41720	HORTICULTURAL SUPPLIES	BULBS	\$906.50	
80,915	48061	01-0000-0200-00325	HST RECEIVABLE100%	BULBS	\$117.85	
80,915	48061	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BULBS	\$0.00	\$1,024.35
UNITED LABORATORIES INC ***						
80,889	48062	01-5000-6020-40210	JANITORIAL SUPPLIES	ARENA CLEANING SUPPLIES	\$336.67	
80,889	48062	01-0000-0200-00325	HST RECEIVABLE100%	ARENA CLEANING SUPPLIES	\$43.77	
80,889	48062	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA CLEANING SUPPLIES	\$0.00	\$380.44
EMPLOYEE REIMBURSEMENT						
80,863	48063	01-5000-4000-40220	TELEPHONE	REIMBURSE-VPCC STAFF	\$30.97	
80,863	48063	01-5000-4000-40620	MILEAGE	REIMBURSE-VPCC STAFF	\$34.41	
80,863	48063	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-VPCC STAFF	\$4.03	
80,863	48063	01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-VPCC STAFF	\$4.47	
80,863	48063	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-VPCC STAFF	\$0.00	\$73.88
PETTY CASH - FUSION CENTRE						
80,909	48064	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PETTY CASH	\$5.00	
80,909	48064	01-5200-6090-40230	POSTAGE	FUSION PETTY CASH	\$1.00	
80,909	48064	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PETTY CASH	\$230.95	
80,909	48064	01-5200-6090-40500	SPECIAL EVENTS	FUSION PETTY CASH	\$77.77	
80,909	48064	01-5200-6090-40630	STAFF TRAINING	FUSION PETTY CASH	\$10.00	
80,909	48064	01-5200-6090-40750	CASH SHORTAGE/OVERAGE	FUSION PETTY CASH	\$2.75	
80,909	48064	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$0.65	
80,909	48064	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$0.13	
80,909	48064	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$30.03	
80,909	48064	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PETTY CASH	\$10.12	
80,909	48064	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PETTY CASH	\$0.00	\$368.40
ZAMBONI COMPANY LTD. ***						

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	80,888	48065 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	EDGER REPAIR	\$279.60	
	80,888	48065 01-0000-0200-00325	HST RECEIVABLE100%	EDGER REPAIR	\$36.35	
	80,888	48065 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EDGER REPAIR	\$0.00	\$315.95
MINISTRY OF FINANCE - M.T.O. *						
	80,941	48066 01-4500-4230-46381	938100 T1-14 DODGE RAM	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4000-4000-40410	LICENCES, TAGS, ETC.	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	LICENCE PLATE STICKER RENEWALS	\$1,291.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$282.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	LICENCE PLATE STICKER RENEWALS	\$1,144.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$185.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4500-4230-46385	938500 T5-07 INTERNATIONAL D TRUCK	LICENCE PLATE STICKER RENEWALS	\$260.00	
	80,941	48066 01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	LICENCE PLATE STICKER RENEWALS	\$1,291.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$282.00	
	80,941	48066 01-4500-4230-46386	938603 T6-00 VOLVO D TRUCK	LICENCE PLATE STICKER RENEWALS	\$1,144.00	
	80,941	48066 01-4500-4230-46389	938900 T9-13 CHEV SIERRA	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4500-4230-46390	939000 T10-09 DODGE 2500	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-4500-4230-46384	938400 T4-02 STERLING D TRUCK	LICENCE PLATE STICKER RENEWALS	\$1,291.00	
	80,941	48066 01-4500-4230-46383	938300 T3-09 PETERBILT D TRUCK	LICENCE PLATE STICKER RENEWALS	\$354.00	
	80,941	48066 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$260.00	
	80,941	48066 01-5000-6050-40410	LICENCES, TAGS, ETC	LICENCE PLATE STICKER RENEWALS	\$120.00	
	80,941	48066 01-0000-0100-00100	BANK	LICENCE PLATE STICKER RENEWALS	\$0.00	\$8,744.00
JEFF BRAGG						
	81,131	48080 01-2000-4015-41550	MAINTENANCE CONTRACTS	OCT CARRS WLKWKY CLEANING	\$600.00	
	81,131	48080 01-0000-0200-00325	HST RECEIVABLE100%	OCT CARRS WLKWKY CLEANING	\$78.00	
	81,131	48080 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT CARRS WLKWKY CLEANING	\$0.00	\$678.00
EMPLOYEE REIMBURSEMENT						
	81,135	48081 01-5200-6090-40550	FUND RAISING	MILEAGE-FUSION STAFF	\$34.41	
	81,135	48081 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$4.47	
	81,135	48081 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$38.88
	81,136	48081 01-5200-6090-40500	SPECIAL EVENTS	REIMBURSE-FUSION STAFF	\$24.78	
	81,136	48081 01-5200-6090-40550	FUND RAISING	REIMBURSE-FUSION STAFF	\$123.50	
	81,136	48081 01-5200-6090-40200	OFFICE SUPPLIES	REIMBURSE-FUSION STAFF	\$5.66	
	81,136	48081 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION STAFF	\$3.22	
	81,136	48081 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION STAFF	\$13.20	
	81,136	48081 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-FUSION STAFF	\$0.74	
	81,136	48081 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-FUSION STAFF	\$0.00	\$171.10
R.J.BURNSIDE & ASSOCIATES						

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	81,125	48082 01-4000-4000-40810	STUDIES & SURVEYS	BRIDGE INSPECTION	\$5,088.00	
	81,125	48082 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BRIDGE INSPECTION	\$562.00	
	81,125	48082 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRIDGE INSPECTION	\$0.00	\$5,650.00
BUTTERWORTH'S SERVICE CENTRE						
	81,108	48083 01-4500-4230-46381	938100 T1-14 DODGE RAM	TRUCK #1 REPAIR	\$599.09	
	81,108	48083 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #1 REPAIR	\$66.18	
	81,108	48083 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #1 REPAIR	\$0.00	\$665.27
	81,113	48083 01-4500-4230-46382	938200 T2-07 DODGE 3500	TRUCK#2 OIL SPRAY	\$136.21	
	81,113	48083 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK#2 OIL SPRAY	\$15.05	
	81,113	48083 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK#2 OIL SPRAY	\$0.00	\$151.26
	81,114	48083 01-4500-4230-46389	938900 T9-13 CHEV SIERRA	TRUCK #9 OIL SPRAY	\$136.21	
	81,114	48083 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TRUCK #9 OIL SPRAY	\$15.05	
	81,114	48083 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRUCK #9 OIL SPRAY	\$0.00	\$151.26
CANADIAN TIRE ASSOCIATE STORE						
	80,976	48084 01-5100-4100-41700	BLDG REPAIRS AND MAINT	POLY FILL ETC	\$19.98	
	80,976	48084 01-0000-0200-00325	HST RECEIVABLE100%	POLY FILL ETC	\$2.60	
	80,976	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POLY FILL ETC	\$0.00	\$22.58
	80,977	48084 01-5100-4100-41700	BLDG REPAIRS AND MAINT	CHROME RINGS	\$19.98	
	80,977	48084 01-0000-0200-00325	HST RECEIVABLE100%	CHROME RINGS	\$2.60	
	80,977	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHROME RINGS	\$0.00	\$22.58
	80,978	48084 01-5100-4100-41700	BLDG REPAIRS AND MAINT	CLEANING CLOTH	\$4.99	
	80,978	48084 01-0000-0200-00325	HST RECEIVABLE100%	CLEANING CLOTH	\$0.65	
	80,978	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANING CLOTH	\$0.00	\$5.64
	80,979	48084 01-5100-4100-41700	BLDG REPAIRS AND MAINT	ICE DEPTH MICROMETER	\$42.99	
	80,979	48084 01-0000-0200-00325	HST RECEIVABLE100%	ICE DEPTH MICROMETER	\$5.59	
	80,979	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE DEPTH MICROMETER	\$0.00	\$48.58
	80,980	48084 01-5100-4100-41700	BLDG REPAIRS AND MAINT	WATER CAN	\$8.99	
	80,980	48084 01-0000-0200-00325	HST RECEIVABLE100%	WATER CAN	\$1.17	
	80,980	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER CAN	\$0.00	\$10.16
	80,981	48084 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	MAINT SUPPLIES	\$4.49	
	80,981	48084 01-0000-0200-00325	HST RECEIVABLE100%	MAINT SUPPLIES	\$0.58	
	80,981	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAINT SUPPLIES	\$0.00	\$5.07
	80,982	48084 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	MAINT SUPPLIES	\$3.18	
	80,982	48084 01-0000-0200-00325	HST RECEIVABLE100%	MAINT SUPPLIES	\$0.41	
	80,982	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAINT SUPPLIES	\$0.00	\$3.59
	80,983	48084 01-5000-6050-41470	VEHICLE FUEL	HOSE REEL	\$59.99	
	80,983	48084 01-0000-0200-00325	HST RECEIVABLE100%	HOSE REEL	\$7.80	
	80,983	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOSE REEL	\$0.00	\$67.79
	80,984	48084 01-5000-6020-41700	BLDG REPAIRS & MAINT	BARRICADE REFLECTOR	\$2.93	
	80,984	48084 01-0000-0200-00325	HST RECEIVABLE100%	BARRICADE REFLECTOR	\$0.38	



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74,373.08

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	80,984	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BARRICADE REFLECTOR	\$0.00	\$3.31
	80,985	48084 01-5000-6020-41700	BLDG REPAIRS & MAINT	BARRICADE REFLECTOR	\$2.93	
	80,985	48084 01-0000-0200-00325	HST RECEIVABLE100%	BARRICADE REFLECTOR	\$0.38	
	80,985	48084 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BARRICADE REFLECTOR	\$0.00	\$3.31
CANSel - TORONTO*****						
	80,945	48085 01-4000-4000-40260	SUBSCRIPTIONS	GPS SERVICE	\$264.58	
	80,945	48085 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$29.22	
	80,945	48085 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$293.80
	80,946	48085 01-4000-4000-40260	SUBSCRIPTIONS	GPS SERVICE	\$264.58	
	80,946	48085 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$29.22	
	80,946	48085 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$293.80
	80,949	48085 01-4000-4000-40270	NEW EQUIPMENT	SURVEY POLE	\$999.28	
	80,949	48085 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SURVEY POLE	\$110.38	
	80,949	48085 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SURVEY POLE	\$0.00	\$1,109.66
	81,101	48085 01-4000-4000-40260	SUBSCRIPTIONS	GPS SERVICE	\$264.58	
	81,101	48085 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICE	\$29.22	
	81,101	48085 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICE	\$0.00	\$293.80
PETTY CASH - PW, BLDG INSPECT, ENG						
	81,027	48086 01-3400-4000-40240	COURIER CHARGES	PETTY CASH - PW, BLDG INSPECT, ENG	\$61.06	
	81,027	48086 01-4000-4000-42900	MISCELLANEOUS EXPENSE	PETTY CASH - PW, BLDG INSPECT, ENG	\$54.28	
	81,027	48086 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH - PW, BLDG INSPECT, ENG	\$6.74	
	81,027	48086 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PETTY CASH - PW, BLDG INSPECT, ENG	\$5.65	
	81,027	48086 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH - PW, BLDG INSPECT, ENG	\$0.00	\$127.73
CAREY'S PRODUCE						
	80,970	48087 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$572.50	
	80,970	48087 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$572.50
CENTRELINE SPORTS EXCHANGE						
	81,147	48088 01-5100-6090-41555	MENS RECREATIONAL BASKETBALL	BASEBALL JERSEY	\$480.00	
	81,147	48088 01-0000-0200-00325	HST RECEIVABLE100%	BASEBALL JERSEY	\$62.40	
	81,147	48088 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASEBALL JERSEY	\$0.00	\$542.40
C-MAX FIRE SOLUTIONS						
	81,068	48089 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT LADDER REPAIRS	\$1,006.41	
	81,068	48089 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT LADDER REPAIRS	\$111.16	
	81,068	48089 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT LADDER REPAIRS	\$0.00	\$1,117.57
	81,069	48089 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT PUMP#1 REPAIR	\$457.92	
	81,069	48089 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PUMP#1 REPAIR	\$50.58	
	81,069	48089 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PUMP#1 REPAIR	\$0.00	\$508.50
	81,070	48089 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT PUMP#2 REPAIR	\$457.92	
	81,070	48089 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PUMP#2 REPAIR	\$50.58	
	81,070	48089 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PUMP#2 REPAIR	\$0.00	\$508.50

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	81,071	48089 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	FIRE DEPT AERIAL#1 REPAIR	\$457.92	
	81,071	48089 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT AERIAL#1 REPAIR	\$50.58	
	81,071	48089 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT AERIAL#1 REPAIR	\$0.00	\$508.50
CULLIGAN						
	81,059	48090 01-0100-4000-41020	PROMOTION & MEALS	WATER ON COOLER	\$69.84	
	81,059	48090 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WATER ON COOLER	\$0.29	
	81,059	48090 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WATER ON COOLER	\$0.00	\$70.13
DIRECTOR OF FAMILY RESPONSIBIL						
	81,080	48091 01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE	\$192.00	
	81,080	48091 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE	\$0.00	\$192.00
	81,081	48091 01-0000-2100-00718	FAMILY SERVICES	FAMILY SUPPORT CASE	\$2,061.00	
	81,081	48091 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FAMILY SUPPORT CASE	\$0.00	\$2,061.00
DOMINION EQUIPMENT & CHEMICAL						
	81,046	48092 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	FLOOR MACHINE REPAIR	\$21.80	
	81,046	48092 01-0000-0200-00325	HST RECEIVABLE100%	FLOOR MACHINE REPAIR	\$2.83	
	81,046	48092 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLOOR MACHINE REPAIR	\$0.00	\$24.63
DONNELLY MURPHY - LAWYERS PC						
	81,061	48093 01-1000-4000-41500	CONTRACTED SERVICES	INTEGRITY COMMISSIONER	\$1,246.56	
	81,061	48093 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INTEGRITY COMMISSIONER	\$137.69	
	81,061	48093 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INTEGRITY COMMISSIONER	\$0.00	\$1,384.25
THE DRAFTING CLINIC CANADA LTD						
	80,943	48094 01-4000-4000-41010	GRAPHICS & PRINTING	LARGE PRINTER PAPER	\$528.95	
	80,943	48094 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LARGE PRINTER PAPER	\$58.42	
	80,943	48094 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LARGE PRINTER PAPER	\$0.00	\$587.37
ERTH HOLDINGS INC.						
	80,944	48095 01-4000-4000-40270	NEW EQUIPMENT	DAVID ST SPEED SIGN INSTALL	\$488.45	
	80,944	48095 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DAVID ST SPEED SIGN INSTALL	\$53.95	
	80,944	48095 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAVID ST SPEED SIGN INSTALL	\$0.00	\$542.40
	80,947	48095 01-4000-4000-41530	EQUIPMENT REPAIRS & MAINT	SEP ST LIT MAINT	\$880.73	
	80,947	48095 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP ST LIT MAINT	\$97.29	
	80,947	48095 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP ST LIT MAINT	\$0.00	\$978.02
PSB REIMBURSEMENT						
	81,009	48096 01-3230-4000-41020	PROMOTION & MEALS	REIMBURSE-PSB MEMBER	\$132.95	
	81,009	48096 01-3230-4000-40630	STAFF TRAINING	REIMBURSE-PSB MEMBER	\$58.53	
	81,009	48096 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB MEMBER	\$12.48	
	81,009	48096 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB MEMBER	\$6.47	
	81,009	48096 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-PSB MEMBER	\$0.00	\$210.43
FASTENAL CANADA ***						
	81,110	48097 01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	BOLTS	\$14.65	
	81,110	48097 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BOLTS	\$1.62	

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	81,110	48097 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS	\$0.00	\$16.27
	81,111	48097 01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	BOLTS	\$149.09	
	81,111	48097 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BOLTS	\$16.47	
	81,111	48097 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS	\$0.00	\$165.56
	81,121	48097 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	HEX CAP SCREWS	\$15.16	
	81,121	48097 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEX CAP SCREWS	\$1.68	
	81,121	48097 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEX CAP SCREWS	\$0.00	\$16.84
FIREFIGHTER SERVICES OF ONTARI						
	81,146	48098 01-3000-4000-40630	STAFF TRAINING	C-PAT TEST	\$459.26	
	81,146	48098 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	C-PAT TEST	\$50.74	
	81,146	48098 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	C-PAT TEST	\$0.00	\$510.00
TOWN FORMER RESIDENT						
	80,975	48099 01-0000-0090-99910	TAXES - CLEARING	REFUND PAP PMT	\$270.01	
	80,975	48099 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REFUND PAP PMT	\$0.00	\$270.01
RICHARD FLEMING TREE TRANSPLAN						
	81,124	48100 10-0000-3255-80000	MATERIALS	TREE RELOCATE-CENTRE ST	\$203.52	
	81,124	48100 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TREE RELOCATE-CENTRE ST	\$22.48	
	81,124	48100 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE RELOCATE-CENTRE ST	\$0.00	\$226.00
FLORAL OCCASIONS ***						
	80,963	48101 40-8000-4000-41020	PROMOTION & MEALS	BIA WELCOME PLANTS	\$109.90	
	80,963	48101 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA WELCOME PLANTS	\$12.14	
	80,963	48101 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA WELCOME PLANTS	\$0.00	\$122.04
FOGLER, RUBINOFF LLP						
	81,094	48102 01-0900-4000-40710	LEGAL FEES	LANDFILL LEGAL FEE C4008/132523	\$12,962.26	
	81,094	48102 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LANDFILL LEGAL FEE C4008/132523	\$1,431.75	
	81,094	48102 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDFILL LEGAL FEE C4008/132523	\$0.00	\$14,394.01
FOREST CITY FIRE PROTECTION						
	81,150	48103 01-5000-6040-41700	BLDG REPAIRS & MAINT	FIREPROTECTION REPAIRS	\$340.00	
	81,150	48103 01-0000-0200-00325	HST RECEIVABLE100%	FIREPROTECTION REPAIRS	\$44.20	
	81,150	48103 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIREPROTECTION REPAIRS	\$0.00	\$384.20
GOARLEY FIRE						
	81,072	48104 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT BALACLAVA	\$48.79	
	81,072	48104 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BALACLAVA	\$5.39	
	81,072	48104 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BALACLAVA	\$0.00	\$54.18
GRA - HAM ENERGY						
	80,966	48105 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$132.30	
	80,966	48105 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$17.20	
	80,966	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$149.50
	80,967	48105 01-5000-6050-41470	VEHICLE FUEL	FUEL	\$250.81	
	80,967	48105 01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$32.61	

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	80,967	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$283.42
	81,118	48105 01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	COLORED DIESEL	\$335.92	
	81,118	48105 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$37.10	
	81,118	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$373.02
	81,119	48105 01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$375.17	
	81,119	48105 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$41.44	
	81,119	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$416.61
	81,120	48105 01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	CLEAR DIESEL	\$218.41	
	81,120	48105 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$24.12	
	81,120	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$242.53
	81,145	48105 01-3000-4000-41470	VEHICLE FUEL	FIRE DEPT VEHICLE FUEL	\$97.08	
	81,145	48105 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT VEHICLE FUEL	\$10.72	
	81,145	48105 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT VEHICLE FUEL	\$0.00	\$107.80
EMPLOYEE REIMBURSEMENT						
	81,087	48106 01-1000-4000-40620	MILEAGE	MILEAGE-CLERK	\$115.54	
	81,087	48106 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-CLERK	\$12.76	
	81,087	48106 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-CLERK	\$0.00	\$128.30
GUNN'S HILL ARTISAN CHEESE LTD						
	81,153	48107 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$41.42	
	81,153	48107 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$41.42
EMPLOYEE REIMBURSEMENT						
	81,141	48108 01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO MEMBERSHIP	\$78.00	
	81,141	48108 01-0000-0200-00325	HST RECEIVABLE100%	CANFIT PRO MEMBERSHIP	\$10.14	
	81,141	48108 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANFIT PRO MEMBERSHIP	\$0.00	\$88.14
HILLSIDE KENNELS						
	81,057	48109 01-3600-4000-41560	CONTRACTS	SEP ANIMAL CONTROL	\$712.32	
	81,057	48109 01-3600-4000-41557	VETERINARY SERVICES	SEP ANIMAL CONTROL	\$192.65	
	81,057	48109 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP ANIMAL CONTROL	\$78.68	
	81,057	48109 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP ANIMAL CONTROL	\$0.00	\$983.65
HOT,COLD & FREEZING						
	81,045	48110 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA ROOF TOP HEATER REPAIR	\$741.04	
	81,045	48110 01-0000-0200-00325	HST RECEIVABLE100%	ARENA ROOF TOP HEATER REPAIR	\$96.34	
	81,045	48110 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA ROOF TOP HEATER REPAIR	\$0.00	\$837.38
	81,054	48110 10-0000-3119-80000	MATERIALS	TOWN HALL BOILER REPLACEMENT	\$45,703.50	
	81,054	48110 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL BOILER REPLACEMENT	\$5,048.19	
	81,054	48110 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL BOILER REPLACEMENT	\$0.00	\$50,751.69
INFORMATION NETWORK SYSTEMS						
	81,008	48111 01-1300-4000-41530	EQUIP REPAIRS & MAINT	FOLDING MACHINE MAINT	\$254.40	
	81,008	48111 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FOLDING MACHINE MAINT	\$28.10	
	81,008	48111 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FOLDING MACHINE MAINT	\$0.00	\$282.50

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INGERSOLL DISTRICT CHAMBER ***						
80,954	48112	40-8000-6900-41160	HONOURS & AWARDS	ANNUAL AWARD SPONSORSHIP	\$250.00	
80,954	48112	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL AWARD SPONSORSHIP	\$0.00	\$250.00
81,056	48112	01-5000-4000-42900	MISCELLANEOUS EXPENSE	CHAMBER AWARDS EVENT TICKETS	\$79.65	
81,056	48112	01-0100-4000-41020	PROMOTION & MEALS	CHAMBER AWARDS EVENT TICKETS	\$567.32	
81,056	48112	01-0900-4000-41020	PROMOTION & MEALS	CHAMBER AWARDS EVENT TICKETS	\$81.05	
81,056	48112	01-0000-0200-00325	HST RECEIVABLE100%	CHAMBER AWARDS EVENT TICKETS	\$10.35	
81,056	48112	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAMBER AWARDS EVENT TICKETS	\$62.68	
81,056	48112	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHAMBER AWARDS EVENT TICKETS	\$8.95	
81,056	48112	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHAMBER AWARDS EVENT TICKETS	\$0.00	\$810.00
INGERSOLL HOME CENTRE LTD						
81,028	48113	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	GRINDER	\$167.89	
81,028	48113	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GRINDER	\$18.55	
81,028	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GRINDER	\$0.00	\$186.44
81,030	48113	10-0000-3161-80000	MATERIALS	FIRE SAFETY VILLAGE WOOD	\$721.80	
81,030	48113	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE WOOD	\$79.73	
81,030	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE WOOD	\$0.00	\$801.53
81,031	48113	01-5200-4100-41700	BLDG REPAIRS AND MAINT	FUSION BUILDING SUPPLIES	\$14.49	
81,031	48113	01-0000-0200-00325	HST RECEIVABLE100%	FUSION BUILDING SUPPLIES	\$1.88	
81,031	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION BUILDING SUPPLIES	\$0.00	\$16.37
81,032	48113	01-5200-6090-40500	SPECIAL EVENTS	FUSION HAUNTED HOUSE SUPPLIES	\$68.95	
81,032	48113	01-0000-0200-00325	HST RECEIVABLE100%	FUSION HAUNTED HOUSE SUPPLIES	\$8.96	
81,032	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION HAUNTED HOUSE SUPPLIES	\$0.00	\$77.91
81,033	48113	01-5000-6050-41700	BLDG REPAIRS AND MAINT	HASP	\$7.69	
81,033	48113	01-0000-0200-00325	HST RECEIVABLE100%	HASP	\$1.00	
81,033	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HASP	\$0.00	\$8.69
81,034	48113	01-5100-4100-41700	BLDG REPAIRS AND MAINT	BUILDING MAINT SUPPLIES	\$44.96	
81,034	48113	01-0000-0200-00325	HST RECEIVABLE100%	BUILDING MAINT SUPPLIES	\$5.84	
81,034	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUILDING MAINT SUPPLIES	\$0.00	\$50.80
81,035	48113	01-5000-6050-41700	BLDG REPAIRS AND MAINT	WASP SPRAY	\$25.81	
81,035	48113	01-0000-0200-00325	HST RECEIVABLE100%	WASP SPRAY	\$3.36	
81,035	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WASP SPRAY	\$0.00	\$29.17
81,036	48113	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LUMBER	\$49.56	
81,036	48113	01-0000-0200-00325	HST RECEIVABLE100%	LUMBER	\$6.44	
81,036	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LUMBER	\$0.00	\$56.00
81,037	48113	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SCREWS + GLUE	\$41.03	
81,037	48113	01-0000-0200-00325	HST RECEIVABLE100%	SCREWS + GLUE	\$5.33	
81,037	48113	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SCREWS + GLUE	\$0.00	\$46.36
81,038	48113	01-5000-6050-41700	BLDG REPAIRS AND MAINT	ROPE	\$8.69	
81,038	48113	01-0000-0200-00325	HST RECEIVABLE100%	ROPE	\$1.13	

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	81,038	48113 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROPE	\$0.00	\$9.82
	81,040	48113 01-5100-6060-40420	PROGRAM SUPPLIES	VPCC COFFEE MAKER	\$21.96	
	81,040	48113 01-5100-4000-42900	MISCELLANEOUS EXPENSE	VPCC COFFEE MAKER	\$34.98	
	81,040	48113 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COFFEE MAKER	\$2.85	
	81,040	48113 01-0000-0200-00325	HST RECEIVABLE100%	VPCC COFFEE MAKER	\$4.55	
	81,040	48113 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC COFFEE MAKER	\$0.00	\$64.34
INGERSOLL MEMORIALS LTD.						
	80,958	48114 40-8000-6950-41430	STREET DECORATIONS	BUSINESS DISTINCTIONS STONES	\$915.84	
	80,958	48114 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BUSINESS DISTINCTIONS STONES	\$101.16	
	80,958	48114 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BUSINESS DISTINCTIONS STONES	\$0.00	\$1,017.00
INGERSOLL RENT-ALL ***						
	81,064	48115 10-0000-3161-80000	MATERIALS	FIRE SAFETY VILLAGE MATERIAL	\$302.23	
	81,064	48115 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE SAFETY VILLAGE MATERIAL	\$33.38	
	81,064	48115 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE SAFETY VILLAGE MATERIAL	\$0.00	\$335.61
	81,151	48115 01-5100-4100-41700	BLDG REPAIRS AND MAINT	SUBPUMP RENTAL	\$127.60	
	81,151	48115 01-0000-0200-00325	HST RECEIVABLE100%	SUBPUMP RENTAL	\$16.59	
	81,151	48115 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUBPUMP RENTAL	\$0.00	\$144.19
INGERSOLL ROTARY CLUB						
	80,953	48116 40-8000-6900-42005	CHRISTMAS PARADE	X'MAS PARADE SPONSORSHIP	\$2,500.00	
	80,953	48116 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	X'MAS PARADE SPONSORSHIP	\$0.00	\$2,500.00
INGERSOLL RURAL CEMETERY BOARD						
	81,157	48117 01-1500-4000-98200	TRANSFERS TO CEMETERY BOARD	RURAL CEMETERY 4TH PMT	\$24,402.00	
	81,157	48117 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RURAL CEMETERY 4TH PMT	\$0.00	\$24,402.00
INGERSOLL PHARMASAVE						
	80,973	48118 01-5000-6051-41000	ADVERTISING	GARDEN FRESH VEGGIES AD	\$23.49	
	80,973	48118 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES AD	\$0.00	\$23.49
EMPLOYEE REIMBURSEMENT						
	81,142	48119 01-5100-6070-40600	MEMBERSHIP FEES	CANFIT PRO MEMBERSHIP	\$78.00	
	81,142	48119 01-0000-0200-00325	HST RECEIVABLE100%	CANFIT PRO MEMBERSHIP	\$10.14	
	81,142	48119 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANFIT PRO MEMBERSHIP	\$0.00	\$88.14
A. M. JENSEN LIMITED						
	81,152	48120 01-6200-4000-40440	GIFT SHOP SUPPLIES	MUSEUM GIFT SHOP SUPPLIES	\$128.75	
	81,152	48120 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM GIFT SHOP SUPPLIES	\$0.00	\$128.75
EMPLOYEE REIMBURSEMENT						
	80,964	48121 40-8000-4000-41020	PROMOTION & MEALS	REIMBURSE-ECON DEVEL STAFF	\$26.97	
	80,964	48121 01-6200-4000-40500	SPECIAL EVENTS	REIMBURSE-ECON DEVEL STAFF	\$127.04	
	80,964	48121 01-6200-4000-41020	PROMOTION & MEALS	REIMBURSE-ECON DEVEL STAFF	\$15.00	
	80,964	48121 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-ECON DEVEL STAFF	\$1.06	
	80,964	48121 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ECON DEVEL STAFF	\$14.32	
	80,964	48121 01-0000-0200-00325	HST RECEIVABLE100%	REIMBURSE-ECON DEVEL STAFF	\$1.95	

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	80,964	48121 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-ECON DEVEL STAFF	\$0.00	\$186.34
D.H. JUTZI LIMITED						
	81,086	48122 01-5000-6020-41550	MAINTENANCE CONTRACTS	MONTHLY WATER TREATMENT	\$375.00	
	81,086	48122 01-0000-0200-00325	HST RECEIVABLE100%	MONTHLY WATER TREATMENT	\$48.75	
	81,086	48122 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MONTHLY WATER TREATMENT	\$0.00	\$423.75
BILL KNOTT						
	81,049	48123 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	EDWARD PARK PLAYGROUND EQUIP	\$1,100.00	
	81,049	48123 01-0000-0200-00325	HST RECEIVABLE100%	EDWARD PARK PLAYGROUND EQUIP	\$143.00	
	81,049	48123 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EDWARD PARK PLAYGROUND EQUIP	\$0.00	\$1,243.00
KOFFEE KORNER INGERSOLL						
	81,051	48124 01-0100-4000-41020	PROMOTION & MEALS	COFFEE SUPPLIES	\$68.75	
	81,051	48124 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE SUPPLIES	\$0.00	\$68.75
EMPLOYEE REIMBURSEMENT						
	81,039	48125 01-1300-4000-40630	STAFF TRAINING	REIMBURSE-TREASURY STAFF	\$11.25	
	81,039	48125 01-1300-4000-40620	MILEAGE	REIMBURSE-TREASURY STAFF	\$36.96	
	81,039	48125 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-TREASURY STAFF	\$1.25	
	81,039	48125 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-TREASURY STAFF	\$4.08	
	81,039	48125 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-TREASURY STAFF	\$0.00	\$53.54
EMPLOYEE REIMBURSEMENT						
	81,098	48126 01-4000-4000-40620	MILEAGE	MILEAGE-ENG STAFF	\$283.02	
	81,098	48126 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-ENG STAFF	\$31.26	
	81,098	48126 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-ENG STAFF	\$0.00	\$314.28
LECLAIR & ASSOCIATES						
	81,058	48127 01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$1,030.32	
	81,058	48127 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$113.81	
	81,058	48127 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$1,144.13
LEVACS						
	81,053	48128 01-1000-4000-41160	HONOURS & AWARDS	PLAQUES M. HENNESSY	\$76.32	
	81,053	48128 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLAQUES M. HENNESSY	\$8.43	
	81,053	48128 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLAQUES M. HENNESSY	\$0.00	\$84.75
LIND LUMBER LIMITED						
	81,103	48129 01-4500-4110-80000	MATERIALS-BRIDGES & CULVERTS	GUARD RAIL WOOD	\$3,317.05	
	81,103	48129 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GUARD RAIL WOOD	\$366.39	
	81,103	48129 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GUARD RAIL WOOD	\$0.00	\$3,683.44
LONDON CIVIC EMPLOY,LOCAL 107						
	81,082	48130 01-0000-2100-00707	CUPE 107 UNION DUES (12100)	OCT UNION DUES	\$1,424.43	
	81,082	48130 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT UNION DUES	\$0.00	\$1,424.43
LONG & McQUADE						
	81,138	48131 01-5200-6090-40550	FUND RAISING	FUSION HAUNTED HOUSE RENTAL	\$386.00	
	81,138	48131 01-0000-0200-00325	HST RECEIVABLE100%	FUSION HAUNTED HOUSE RENTAL	\$50.18	

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	81,138	48131 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION HAUNTED HOUSE RENTAL	\$0.00	\$436.18
TIM LOVETT INSTALLATIONS INC.						
	80,968	48132 01-5000-6050-41700	BLDG REPAIRS AND MAINT	BASEBALL DIAMOND BALLAST	\$1,620.00	
	80,968	48132 01-0000-0200-00325	HST RECEIVABLE100%	BASEBALL DIAMOND BALLAST	\$210.60	
	80,968	48132 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BASEBALL DIAMOND BALLAST	\$0.00	\$1,830.60
M & L SUPPLY						
	81,007	48133 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT SCBA MASK	\$398.83	
	81,007	48133 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SCBA MASK	\$44.05	
	81,007	48133 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SCBA MASK	\$0.00	\$442.88
MCKENZIE HOMES						
	81,091	48134 01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	COND BLDG PERMIT REFUND	\$3,000.00	
	81,091	48134 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COND BLDG PERMIT REFUND	\$0.00	\$3,000.00
	81,092	48134 01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	COND BLDG PERMIT REFUND	\$3,000.00	
	81,092	48134 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COND BLDG PERMIT REFUND	\$0.00	\$3,000.00
	81,093	48134 01-0000-2000-00756	COND. BLDG. PERMIT - DEPOSIT	COND BLDG PERMIT REFUND	\$3,000.00	
	81,093	48134 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COND BLDG PERMIT REFUND	\$0.00	\$3,000.00
MCKIM HARDWARE						
	81,012	48135 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$10.17	
	81,012	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$1.12	
	81,012	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$11.29
	81,013	48135 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$10.86	
	81,013	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$1.20	
	81,013	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$12.06
	81,014	48135 10-0000-3102-80000	MATERIALS	DRAIN COVER-FIRE DEPT FLOORING	\$9.77	
	81,014	48135 01-0000-0200-00325	HST RECEIVABLE100%	DRAIN COVER-FIRE DEPT FLOORING	\$1.27	
	81,014	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRAIN COVER-FIRE DEPT FLOORING	\$0.00	\$11.04
	81,015	48135 01-3000-4000-41520	COMMUNICATION	FIRE DEPT SUPPLIES	\$14.26	
	81,015	48135 01-3000-4000-40630	STAFF TRAINING	FIRE DEPT SUPPLIES	\$35.61	
	81,015	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SUPPLIES	\$1.57	
	81,015	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT SUPPLIES	\$3.93	
	81,015	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT SUPPLIES	\$0.00	\$55.37
	81,016	48135 01-2000-4025-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$10.03	
	81,016	48135 01-2000-4025-40270	NEW EQUIPMENT	JANITORIAL SUPPLIES	\$37.62	
	81,016	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$1.11	
	81,016	48135 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JANITORIAL SUPPLIES	\$4.16	
	81,016	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$52.92
	81,017	48135 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM LIGHT BULB	\$33.97	
	81,017	48135 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM LIGHT BULB	\$4.42	
	81,017	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM LIGHT BULB	\$0.00	\$38.39
	81,018	48135 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM LIGHT BULB	\$11.89	



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	81,018	48135 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM LIGHT BULB	\$1.55	
	81,018	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM LIGHT BULB	\$0.00	\$13.44
	81,019	48135 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BUILDING SUPPLIES	\$12.64	
	81,019	48135 01-0000-0200-00325	HST RECEIVABLE100%	OPP BUILDING SUPPLIES	\$1.64	
	81,019	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BUILDING SUPPLIES	\$0.00	\$14.28
	81,020	48135 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	ARENA DEHUMIDIFIER V-BELT	\$7.22	
	81,020	48135 01-0000-0200-00325	HST RECEIVABLE100%	ARENA DEHUMIDIFIER V-BELT	\$0.94	
	81,020	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA DEHUMIDIFIER V-BELT	\$0.00	\$8.16
	81,021	48135 01-5100-4100-41700	BLDG REPAIRS AND MAINT	CAULKING	\$16.96	
	81,021	48135 01-0000-0200-00325	HST RECEIVABLE100%	CAULKING	\$2.20	
	81,021	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAULKING	\$0.00	\$19.16
	81,022	48135 01-5200-6090-40500	SPECIAL EVENTS	FUSION HAUNTED HOUSE SUPPLIES	\$4.39	
	81,022	48135 01-0000-0200-00325	HST RECEIVABLE100%	FUSION HAUNTED HOUSE SUPPLIES	\$0.57	
	81,022	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION HAUNTED HOUSE SUPPLIES	\$0.00	\$4.96
	81,023	48135 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	GASKET	\$1.91	
	81,023	48135 01-0000-0200-00325	HST RECEIVABLE100%	GASKET	\$0.25	
	81,023	48135 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GASKET	\$0.00	\$2.16
TOWN RESIDENT						
	81,102	48136 01-0000-0250-61142	GC16-994-CONCESSION-SANITARY	CONCESSION ST TREE REPLACED	\$88.50	
	81,102	48136 01-0000-0250-60951	GC15-803-CONCESSION-WTRMN REPL	CONCESSION ST TREE REPLACED	\$88.50	
	81,102	48136 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCESSION ST TREE REPLACED	\$9.78	
	81,102	48136 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCESSION ST TREE REPLACED	\$9.77	
	81,102	48136 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCESSION ST TREE REPLACED	\$0.00	\$196.55
MINISTRY OF FINANCE - M.T.O. *						
	81,090	48137 01-1000-4240-01627	VIOLATIONS - M.O.T.	SEP COURT COST	\$57.75	
	81,090	48137 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP COURT COST	\$0.00	\$57.75
MINISTRY OF FINANCE (OPP)***						
	81,026	48138 01-3200-4000-40450	OPP CONTRACTED SERVICES	OCT OPP SERVICES	\$211,869.00	
	81,026	48138 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT OPP SERVICES	\$0.00	\$211,869.00
NABCO CANADA INC.						
	81,129	48139 01-2000-4025-41550	MAINTENANCE CONTRACTS	LAST SEMI-ANNUAL MAINT.	\$531.70	
	81,129	48139 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LAST SEMI-ANNUAL MAINT.	\$58.73	
	81,129	48139 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAST SEMI-ANNUAL MAINT.	\$0.00	\$590.43
	81,130	48139 01-2000-4025-41530	EQUIPMENT REPAIRS & MAINTENANCE	TOWN HALL FRONT DOOR REPAIR	\$333.91	
	81,130	48139 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL FRONT DOOR REPAIR	\$36.88	
	81,130	48139 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL FRONT DOOR REPAIR	\$0.00	\$370.79
NATURAL RESOURCE SOLUTIONS INC						
	81,083	48140 01-0900-4000-40880	CONSULTING FEES	INDUSTRIAL LANDS REZONING	\$5,719.91	
	81,083	48140 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	INDUSTRIAL LANDS REZONING	\$631.80	
	81,083	48140 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INDUSTRIAL LANDS REZONING	\$0.00	\$6,351.71

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OLDE BAKERY CAFE						
80,961	48141	40-8000-4000-41020	PROMOTION & MEALS	BIA AGM REFRESHMENT	\$70.21	
80,961	48141	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA AGM REFRESHMENT	\$7.76	
80,961	48141	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA AGM REFRESHMENT	\$0.00	\$77.97
O.M.E.R.S. ***						
81,079	48142	01-0000-2100-00704	OMERS (15000)	OCTOBER PREMIUM	\$57,034.50	
81,079	48142	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCTOBER PREMIUM	\$0.00	\$57,034.50
ONTARIO HERITAGE TRUST						
80,959	48143	01-6200-4000-41020	PROMOTION & MEALS	CHEESE PLAQUE	\$4,320.11	
80,959	48143	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHEESE PLAQUE	\$0.00	\$4,320.11
ORCO SIGNS						
80,955	48144	01-0000-2375-00740	BUILD INGERSOLL GROUP "BIG" DEPOSIT	CHANGE HOME TOUR DATE	\$76.32	
80,955	48144	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHANGE HOME TOUR DATE	\$8.43	
80,955	48144	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHANGE HOME TOUR DATE	\$0.00	\$84.75
80,956	48144	40-8000-6900-41010	GRAPHICS & PRINTING	MOONLIT MADNESS SIGNS	\$61.06	
80,956	48144	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MOONLIT MADNESS SIGNS	\$6.74	
80,956	48144	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MOONLIT MADNESS SIGNS	\$0.00	\$67.80
80,974	48144	01-5000-6100-41000	ADVERTISING	SANTA'S VILLAGE ENTRANCE SIGN	\$45.00	
80,974	48144	01-0000-0200-00325	HST RECEIVABLE100%	SANTA'S VILLAGE ENTRANCE SIGN	\$5.85	
80,974	48144	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SANTA'S VILLAGE ENTRANCE SIGN	\$0.00	\$50.85
ORKIN CANADA CORP.						
80,952	48145	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM PEST CONTROL	\$142.14	
80,952	48145	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM PEST CONTROL	\$18.07	
80,952	48145	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$160.21
80,960	48145	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM PEST CONTROL	\$139.00	
80,960	48145	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM PEST CONTROL	\$18.07	
80,960	48145	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM PEST CONTROL	\$0.00	\$157.07
OXFORD COUNTY ***						
81,060	48146	01-1000-4000-40800	OMB HEARINGS	Q3 SITE PLAN PROCESSING FEE	\$1,153.02	
81,060	48146	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q3 SITE PLAN PROCESSING FEE	\$0.00	\$1,153.02
OXFORD COUNTY ***						
81,112	48147	01-4500-5000-41010	GRAPHICS & PRINTING	GARBAGE TAGS	\$1,940.00	
81,112	48147	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARBAGE TAGS	\$0.00	\$1,940.00
81,115	48147	01-4500-5012-80000	MATERIALS - DEBRIS & LITTER PICK UP	SEP LANDFILL CHRGS	\$293.00	
81,115	48147	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP LANDFILL CHRGS	\$0.00	\$293.00
OXFORD PROCESS SERVICES						
81,134	48148	01-5100-4000-40240	COURIER CHARGES	SERVICE PROCESSING FEES	\$72.50	
81,134	48148	01-0000-0200-00325	HST RECEIVABLE100%	SERVICE PROCESSING FEES	\$9.43	
81,134	48148	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SERVICE PROCESSING FEES	\$0.00	\$81.93
PATTON , CORMIER AND ASSOCIATE						

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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 74,373.08

VENDOR NAME	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
	81,155	48149 01-0900-4000-40710	LEGAL FEES	ENVIRON.-HOLCROFT ST W	\$712.32	
	81,155	48149 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ENVIRON.-HOLCROFT ST W	\$78.68	
	81,155	48149 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ENVIRON.-HOLCROFT ST W	\$0.00	\$791.00
TOWN BUSINESS OWNER						
	81,062	48150 40-0000-0200-00265	BIA - ACCOUNTS RECEIVABLE-FACADE LOANS	BIA SIGNAGE LOAN	\$500.00	
	81,062	48150 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA SIGNAGE LOAN	\$0.00	\$500.00
PK SNACKS						
	81,148	48151 01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$143.40	
	81,148	48151 01-0000-0200-00325	HST RECEIVABLE100%	CANTEEN SUPPLIES	\$12.26	
	81,148	48151 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$155.66
PRECISION CURB CUTTING LTD.						
	80,942	48152 10-0000-3228-80000	MATERIALS	WALL & CURB CUTTING	\$111.94	
	80,942	48152 10-0000-3255-80000	MATERIALS	WALL & CURB CUTTING	\$391.78	
	80,942	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WALL & CURB CUTTING	\$12.36	
	80,942	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WALL & CURB CUTTING	\$43.27	
	80,942	48152 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WALL & CURB CUTTING	\$0.00	\$559.35
	81,043	48152 01-0000-0250-61294	GC16-1146-271 HARRIS-CCUT	CURB CUT	\$76.32	
	81,043	48152 01-0000-0250-61200	GC16-1052-151 INNES-CCUT	CURB CUT	\$106.85	
	81,043	48152 01-0000-0250-61230	GC16-1082-205-207 OXFORD ST-CCUT	CURB CUT	\$808.99	
	81,043	48152 01-0000-0250-61257	GC16-1109-66 CATHERINE-CCUT	CURB CUT	\$30.53	
	81,043	48152 01-0000-0250-61273	GC16-1125-66 FRANCES-CCUT	CURB CUT	\$122.11	
	81,043	48152 01-0000-0250-61274	GC16-1126-3 CROSS-CCUT	CURB CUT	\$290.02	
	81,043	48152 01-0000-0250-61221	GC16-1073-349 THAMES-CCUT	CURB CUT	\$274.75	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$8.43	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$11.80	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$89.36	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$3.37	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$13.49	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$32.03	
	81,043	48152 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUT	\$30.35	
	81,043	48152 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CURB CUT	\$0.00	\$1,898.40
PROGRESSIVE WASTE SOLUTIONS						
	81,065	48153 01-3000-4100-41550	MAINTENANCE CONTRACTS	FIRE DEPT GARBAGE PICKUP	\$171.47	
	81,065	48153 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GARBAGE PICKUP	\$18.94	
	81,065	48153 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GARBAGE PICKUP	\$0.00	\$190.41
PUROLATOR COURIER LTD						
	81,104	48154 01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	DENSO SHIPPING COST	\$138.07	
	81,104	48154 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DENSO SHIPPING COST	\$15.25	
	81,104	48154 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DENSO SHIPPING COST	\$0.00	\$153.32
REGIS AUTO PARTS						

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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>
	81,143	48155 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	WIRE	\$10.10	
	81,143	48155 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WIRE	\$1.12	
	81,143	48155 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WIRE	\$0.00	\$11.22
RESURFICE CORP ***						
	81,047	48156 01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	BLAD SHARPENING+FLOOD PIPE	\$635.20	
	81,047	48156 01-0000-0200-00325	HST RECEIVABLE100%	BLAD SHARPENING+FLOOD PIPE	\$82.58	
	81,047	48156 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLAD SHARPENING+FLOOD PIPE	\$0.00	\$717.78
RIETTA'S DECOR & DESIGN CENTRE						
	81,006	48157 01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP PAINT	\$145.18	
	81,006	48157 01-0000-0200-00325	HST RECEIVABLE100%	OPP PAINT	\$18.87	
	81,006	48157 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP PAINT	\$0.00	\$164.05
ROGERS (WIRELESS)						
	81,004	48158 01-1300-4000-40220	TELEPHONE EXPENSE	OCT MOBILE PHONE CHRGS	\$22.34	
	81,004	48158 01-4500-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$33.73	
	81,004	48158 01-5200-6090-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$20.25	
	81,004	48158 01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$30.90	
	81,004	48158 01-5000-6020-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$301.40	
	81,004	48158 01-1002-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$72.88	
	81,004	48158 01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$24.17	
	81,004	48158 01-5200-6090-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$28.95	
	81,004	48158 01-0900-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$39.64	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$50.85	
	81,004	48158 01-5000-6020-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$23.10	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$9.40	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-5000-6050-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.00	
	81,004	48158 01-4500-4150-80000	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.09	
	81,004	48158 01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$20.60	
	81,004	48158 01-4500-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$23.56	
	81,004	48158 01-0100-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$62.23	
	81,004	48158 01-1002-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$38.95	
	81,004	48158 01-1000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$32.00	
	81,004	48158 01-3000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.09	
	81,004	48158 01-3000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$32.51	
	81,004	48158 01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$27.63	

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74,373.08

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,004	48158 01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$20.61	
	81,004	48158 01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$305.28	
	81,004	48158 01-4000-4000-40220	TELEPHONE	OCT MOBILE PHONE CHRGS	\$39.99	
	81,004	48158 01-4500-4150-80000	TELEPHONE	OCT MOBILE PHONE CHRGS	\$5.09	
	81,004	48158 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OCT MOBILE PHONE CHRGS	\$89.62	
	81,004	48158 01-0000-0200-00325	HST RECEIVABLE100%	OCT MOBILE PHONE CHRGS	\$60.96	
	81,004	48158 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCT MOBILE PHONE CHRGS	\$0.00	\$1,461.82
	81,127	48158 01-4000-4000-40260	SUBSCRIPTIONS	GPS DATA	\$22.39	
	81,127	48158 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS DATA	\$2.47	
	81,127	48158 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS DATA	\$0.00	\$24.86
GRASS CUTTING						
	81,128	48159 01-2000-4025-41740	LAND MAINT & IMPROVEMENTS	TOWN HALL GRASS CUTTING OCT	\$60.00	
	81,128	48159 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL GRASS CUTTING OCT	\$0.00	\$60.00
WOODSTOCK RESIDENT						
	81,097	48160 01-5100-6060-01637	YOUTH PROGRAM REVENUES	VPCC BIRTHDAY PARTY REFUND	\$110.00	
	81,097	48160 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BIRTHDAY PARTY REFUND	\$0.00	\$110.00
SAFEDESIGN APPAREL LTD						
	81,001	48161 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE HALL BOOTS-G ROBELS	\$518.96	
	81,001	48161 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL BOOTS-G ROBELS	\$57.32	
	81,001	48161 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL BOOTS-G ROBELS	\$0.00	\$576.28
	81,066	48161 01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	FIRE DEPT GLOVES	\$506.16	
	81,066	48161 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT GLOVES	\$55.91	
	81,066	48161 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT GLOVES	\$0.00	\$562.07
SARNIA-LAMBTON HOME BUILDERS A						
	81,042	48162 01-3400-4000-40630	STAFF TRAINING	BLDG KNOWLEDGE & AIR SOLUTION	\$101.76	
	81,042	48162 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BLDG KNOWLEDGE & AIR SOLUTION	\$11.24	
	81,042	48162 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG KNOWLEDGE & AIR SOLUTION	\$0.00	\$113.00
SCOR FOOD HUB						
	80,972	48163 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$201.60	
	80,972	48163 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$201.60
SHAW DIRECT						
	81,002	48164 01-3000-4000-40300	UTILITIES	FIRE HALL SATELLITE CHRGS	\$110.92	
	81,002	48164 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE HALL SATELLITE CHRGS	\$12.25	
	81,002	48164 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE HALL SATELLITE CHRGS	\$0.00	\$123.17
SHOPPERS DRUG MART						
	81,140	48165 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$6.48	
	81,140	48165 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$12.97	
	81,140	48165 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$19.45
R & B SHULMAN INC.						
	81,024	48166 10-0000-3657-80000	MATERIALS	REMAIN. BAL-HWY 401 SIGN	\$9,540.51	

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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>
	81,024	48166 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REMAIN. BAL-HWY 401 SIGN	\$1,053.80	
	81,024	48166 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REMAIN. BAL-HWY 401 SIGN	\$0.00	\$10,594.31
	81,025	48166 10-0000-3657-80000	MATERIALS	401 INGERSOLL SIGN	\$15,172.35	
	81,025	48166 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	401 INGERSOLL SIGN	\$1,675.87	
	81,025	48166 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	401 INGERSOLL SIGN	\$0.00	\$16,848.22
SOAK IT UP INC						
	81,088	48167 01-2000-4025-41540	RENTAL	TOWL HALL MAT RENTAL	\$29.00	
	81,088	48167 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWL HALL MAT RENTAL	\$3.21	
	81,088	48167 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWL HALL MAT RENTAL	\$0.00	\$32.21
	81,089	48167 01-2000-4015-41540	RENTAL	CARRS WLKWY MAT RENTAL	\$11.00	
	81,089	48167 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY MAT RENTAL	\$1.43	
	81,089	48167 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY MAT RENTAL	\$0.00	\$12.43
	81,132	48167 01-2000-4025-41540	RENTAL	TOWN HALL MAT RENTAL	\$29.00	
	81,132	48167 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TOWN HALL MAT RENTAL	\$3.21	
	81,132	48167 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TOWN HALL MAT RENTAL	\$0.00	\$32.21
	81,133	48167 01-2000-4015-41540	RENTAL	CARRS WLKWY MAT RENTAL	\$11.00	
	81,133	48167 01-0000-0200-00325	HST RECEIVABLE100%	CARRS WLKWY MAT RENTAL	\$1.43	
	81,133	48167 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CARRS WLKWY MAT RENTAL	\$0.00	\$12.43
	81,154	48167 01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM MAT RENTAL	\$18.00	
	81,154	48167 01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM MAT RENTAL	\$2.34	
	81,154	48167 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM MAT RENTAL	\$0.00	\$20.34
SPECTRUM COMMUNICATIONS LTD.						
	81,005	48168 01-3000-4000-41520	COMMUNICATION	BATTERIES	\$82.06	
	81,005	48168 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BATTERIES	\$9.06	
	81,005	48168 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BATTERIES	\$0.00	\$91.12
STAPLES ADVANTAGE						
	81,050	48169 01-5100-4000-40200	OFFICE SUPPLIES	VPCC STATIONARIES	\$70.19	
	81,050	48169 01-0000-0200-00325	HST RECEIVABLE100%	VPCC STATIONARIES	\$9.12	
	81,050	48169 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC STATIONARIES	\$0.00	\$79.31
	81,099	48169 01-1000-4000-40200	OFFICE SUPPLIES	STATIONARIES	\$110.23	
	81,099	48169 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	STATIONARIES	\$12.17	
	81,099	48169 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STATIONARIES	\$0.00	\$122.40
	81,105	48169 01-4000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$116.38	
	81,105	48169 01-4500-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$116.38	
	81,105	48169 01-3400-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$116.38	
	81,105	48169 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$12.85	
	81,105	48169 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$12.86	
	81,105	48169 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$12.86	
	81,105	48169 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$387.71
	81,126	48169 01-4500-4000-40200	OFFICE SUPPLIES	LAMINATING PAPER	\$22.73	

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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>
	81,126	48169 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LAMINATING PAPER	\$2.51	
	81,126	48169 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAMINATING PAPER	\$0.00	\$25.24
ST.MARYS CEMENT INC.						
	81,122	48170 01-0000-0250-61269	C16-1121-57 FRANCES-SEWER	CONCRETE	\$228.35	
	81,122	48170 01-0000-0250-61274	GC16-1126-3 CROSS-CCUT	CONCRETE	\$228.35	
	81,122	48170 01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$163.22	
	81,122	48170 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$25.23	
	81,122	48170 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$25.22	
	81,122	48170 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$18.03	
	81,122	48170 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$688.40
STONETOWN SUPPLY SERVICES(ING)						
	81,078	48171 01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$128.32	
	81,078	48171 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$14.17	
	81,078	48171 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$142.49
	81,139	48171 01-5200-4100-40210	JANITORIAL SUPPLIES	FUSION JANITORIAL SUPPLIES	\$128.85	
	81,139	48171 01-0000-0200-00325	HST RECEIVABLE100%	FUSION JANITORIAL SUPPLIES	\$16.75	
	81,139	48171 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION JANITORIAL SUPPLIES	\$0.00	\$145.60
SUN MEDIA, A DIVISION OF POSTM						
	81,052	48172 01-1000-4000-41000	ADVERTISING	WILDLIFE FEEDING MTG AD	\$251.31	
	81,052	48172 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WILDLIFE FEEDING MTG AD	\$27.75	
	81,052	48172 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WILDLIFE FEEDING MTG AD	\$0.00	\$279.06
THAMES RIVER MELON FARMS						
	80,957	48173 01-6200-4000-40500	SPECIAL EVENTS	PUMPKIN FEST PUMPKINS	\$1,100.00	
	80,957	48173 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMPKIN FEST PUMPKINS	\$0.00	\$1,100.00
	80,971	48173 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$337.50	
	80,971	48173 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$337.50
THE COFFEE MAN SALES & SERVICE						
	81,085	48174 01-5000-6020-40430	CANTEEN SUPPLIES	CANTEEN SUPPLIES	\$78.50	
	81,085	48174 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CANTEEN SUPPLIES	\$0.00	\$78.50
EMPLOYEE REIMBURSEMENT						
	81,029	48175 01-7000-4000-40620	MILEAGE	MILEAGE-EC DEVELOPMENT	\$153.67	
	81,029	48175 01-0900-4000-40620	MILEAGE	MILEAGE-CAO	\$255.78	
	81,029	48175 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-EC DEVELOPMENT	\$16.97	
	81,029	48175 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MILEAGE-CAO	\$28.26	
	81,029	48175 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-CAO	\$0.00	\$454.68
TILLSONBURG FIRE & RESCUE SERV						
	81,063	48176 01-3000-4000-41520	COMMUNICATION	3RD QTR DISPATCH FEES	\$8,800.00	
	81,063	48176 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	3RD QTR DISPATCH FEES	\$0.00	\$8,800.00
TOROMONT INDUSTRIES LTD						
	81,116	48177 01-4500-4230-46392	939200 2012 BACKHOE LOADER	PW TRUCKS PARTS	\$40.35	

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74,373.08

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	81,116	48177 01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	PW TRUCKS PARTS	\$847.06	
	81,116	48177 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$4.46	
	81,116	48177 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PW TRUCKS PARTS	\$93.56	
	81,116	48177 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PW TRUCKS PARTS	\$0.00	\$985.43
TREMBLETT'S YOUR INDEPENDENT G						
	80,986	48178 01-3000-4000-40630	STAFF TRAINING	FIRE DEPT MUTUAL AID MTG SNACK	\$271.48	
	80,986	48178 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT MUTUAL AID MTG SNACK	\$9.26	
	80,986	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT MUTUAL AID MTG SNACK	\$0.00	\$280.74
	80,987	48178 01-5100-6060-40420	PROGRAM SUPPLIES	PROGRAM SUPPLIES	\$7.47	
	80,987	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM SUPPLIES	\$0.00	\$7.47
	80,988	48178 01-5100-4000-42900	MISCELLANEOUS EXPENSE	COFFEE CREAM	\$2.49	
	80,988	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COFFEE CREAM	\$0.00	\$2.49
	80,989	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION NUTRITION PROG SUPPLIES	\$45.68	
	80,989	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION NUTRITION PROG SUPPLIES	\$0.00	\$45.68
	80,990	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$21.52	
	80,990	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$18.07	
	80,990	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	80,990	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$39.60
	80,991	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$24.46	
	80,991	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$19.97	
	80,991	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	80,991	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$44.44
	80,992	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$10.27	
	80,992	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$36.65	
	80,992	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	80,992	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$46.93
	80,993	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$26.43	
	80,993	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$16.46	
	80,993	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.44	
	80,993	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$43.33
	80,994	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$36.47	
	80,994	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$33.05	
	80,994	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$69.52
	80,995	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$36.62	
	80,995	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$27.61	
	80,995	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	80,995	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$64.24
	80,996	48178 01-5200-6090-40500	SPECIAL EVENTS	FUSION THANKSGIVING DINNER	\$149.15	
	80,996	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION THANKSGIVING DINNER	\$0.32	
	80,996	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION THANKSGIVING DINNER	\$0.00	\$149.47



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	80,997	48178 01-5200-6090-40460	NUTRITION PURCHASES	FUSION PROGRAM SUPPLIES	\$26.17	
	80,997	48178 01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PROGRAM SUPPLIES	\$20.48	
	80,997	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION PROGRAM SUPPLIES	\$0.01	
	80,997	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PROGRAM SUPPLIES	\$0.00	\$46.66
	80,998	48178 01-5200-6090-40500	SPECIAL EVENTS	FUSION THANKSGIVING DINNER	\$58.06	
	80,998	48178 01-0000-0200-00325	HST RECEIVABLE100%	FUSION THANKSGIVING DINNER	\$1.33	
	80,998	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION THANKSGIVING DINNER	\$0.00	\$59.39
	80,999	48178 01-5200-6090-40500	SPECIAL EVENTS	FUSION THANKSGIVING DINNER	\$2.39	
	80,999	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION THANKSGIVING DINNER	\$0.00	\$2.39
	81,000	48178 01-5000-6020-40430	CANTEEN SUPPLIES	HOT DOGS,BUNS, ETC	\$35.44	
	81,000	48178 01-0000-0200-00325	HST RECEIVABLE100%	HOT DOGS,BUNS, ETC	\$0.01	
	81,000	48178 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HOT DOGS,BUNS, ETC	\$0.00	\$35.45
EMPLOYEE REIMBURSEMENT						
	80,948	48179 01-3400-4000-40610	MEETINGS & CONFERENCES	REIMBURSE-BLDG INSPECTOR	\$50.33	
	80,948	48179 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-BLDG INSPECTOR	\$5.56	
	80,948	48179 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-BLDG INSPECTOR	\$0.00	\$55.89
TOWN RESIDENT						
	81,100	48180 01-1000-4000-01313	PLANNING ACT FEES (ZBA,MV,SP)	ZONE CHANGE APPLICATION REFUND	\$2,500.00	
	81,100	48180 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ZONE CHANGE APPLICATION REFUND	\$0.00	\$2,500.00
WASTE MANAGEMENT						
	81,117	48181 01-4500-4100-41550	MAINTENANCE CONTRACTS	SEP WASTE SERVOCES	\$665.18	
	81,117	48181 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SEP WASTE SERVOCES	\$71.89	
	81,117	48181 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SEP WASTE SERVOCES	\$0.00	\$737.07
PSB REIMBURSEMENT						
	81,010	48182 01-3230-4000-41520	COMMUNICATION	REIMBURSE-PSB MEMBER	\$117.94	
	81,010	48182 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REIMBURSE-PSB MEMBER	\$13.02	
	81,010	48182 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REIMBURSE-PSB MEMBER	\$0.00	\$130.96
EMPLOYEE REIMBURSEMENT						
	81,137	48183 01-5200-6090-40620	MILEAGE	MILEAGE-FUSION STAFF	\$104.65	
	81,137	48183 01-0000-0200-00325	HST RECEIVABLE100%	MILEAGE-FUSION STAFF	\$13.61	
	81,137	48183 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MILEAGE-FUSION STAFF	\$0.00	\$118.26
PETTY CASH - FUSION CENTRE						
	81,096	48184 01-5200-4100-41705	SKATE PARK REPAIRS	PETTY CASH-FUSION	\$28.00	
	81,096	48184 01-5200-6170-40270	NEW EQUIPMENT	PETTY CASH-FUSION	\$16.25	
	81,096	48184 01-5200-6090-40550	FUND RAISING	PETTY CASH-FUSION	\$309.00	
	81,096	48184 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$2.11	
	81,096	48184 01-0000-0200-00325	HST RECEIVABLE100%	PETTY CASH-FUSION	\$6.05	
	81,096	48184 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PETTY CASH-FUSION	\$0.00	\$361.41
WOODSTOCK, CITY OF ***						
	81,107	48185 01-4500-4000-41520	COMMUNICATION	Q4 DISPATCH SERVICES	\$558.00	

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	81,107	48185 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	Q4 DISPATCH SERVICES	\$0.00	\$558.00
WOODSTOCK & DISTRICT DEVELOPME						
	80,965	48186 01-5000-6051-40420	PROGRAM SUPPLIES	GARDEN FRESH VEGGIES	\$45.00	
	80,965	48186 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARDEN FRESH VEGGIES	\$0.00	\$45.00
WORK EQUIPMENT LTD.						
	81,109	48187 01-4500-4221-80000	MATERIALS-SIDEWALK, SNOW, SALT, SAND	ROLLER CHAIN	\$67.77	
	81,109	48187 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ROLLER CHAIN	\$7.49	
	81,109	48187 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ROLLER CHAIN	\$0.00	\$75.26
WORKPLACE SAFETY & INS. BOARD						
	81,041	48188 01-0000-2100-00708	WSIB PAYABLE	OCTOBER PREMIUM	\$10,730.98	
	81,041	48188 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OCTOBER PREMIUM	\$0.00	\$10,730.98
ZOLL MEDICAL CANADA INC.						
	81,067	48189 01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	FIRE DEPT PREVENTATIVE MAINT	\$326.34	
	81,067	48189 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PREVENTATIVE MAINT	\$36.05	
	81,067	48189 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PREVENTATIVE MAINT	\$0.00	\$362.39
ROYAL BANK VISA						
	81,158 EFT	01-5200-6090-40420	PROGRAM SUPPLIES	VISA SEP 2016-FUSION	\$87.00	
	81,158 EFT	01-5200-6090-40500	SPECIAL EVENTS	VISA SEP 2016-FUSION	\$5.00	
	81,158 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-FUSION	\$11.31	
	81,158 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-FUSION	\$0.00	\$103.31
ROYAL BANK VISA						
	81,159 EFT	01-4500-4000-40290	UNIFORMS & CLOTHING	VISA SEP 2016-PUBLIC WORKS	\$227.91	
	81,159 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-PUBLIC WORKS	\$25.18	
	81,159 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-PUBLIC WORKS	\$0.00	\$253.09
ROYAL BANK VISA						
	81,160 EFT	01-1000-4000-40710	LEGAL FEES	VISA SEP 2016-CLERKS	\$155.98	
	81,160 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA SEP 2016-CLERKS	\$372.28	
	81,160 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-CLERKS	\$13.39	
	81,160 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-CLERKS	\$0.00	\$541.65
ROYAL BANK VISA						
	81,161 EFT	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VISA SEP 2016-VPCC	\$44.27	
	81,161 EFT	01-5100-6070-40630	STAFF TRAINING	VISA SEP 2016-VPCC	\$114.00	
	81,161 EFT	01-5000-4000-42900	MISCELLANEOUS EXPENSE	VISA SEP 2016-VPCC	\$66.37	
	81,161 EFT	01-5100-4000-42900	MISCELLANEOUS EXPENSE	VISA SEP 2016-VPCC	\$50.00	
	81,161 EFT	01-5100-4100-40210	JANITORIAL SUPPLIES	VISA SEP 2016-VPCC	\$327.94	
	81,161 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-VPCC	\$5.76	
	81,161 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-VPCC	\$14.82	
	81,161 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-VPCC	\$8.63	
	81,161 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-VPCC	\$42.63	
	81,161 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-VPCC	\$0.00	\$674.42

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ROYAL BANK VISA						
	81,162 EFT	01-6200-4000-40630	STAFF TRAINING	VISA SEP 2016-MUSEUM	\$395.00	
	81,162 EFT	01-6200-4000-40420	PROGRAM SUPPLIES	VISA SEP 2016-MUSEUM	\$49.29	
	81,162 EFT	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	VISA SEP 2016-MUSEUM	\$94.99	
	81,162 EFT	01-6200-4000-41020	PROMOTION & MEALS	VISA SEP 2016-MUSEUM	\$19.75	
	81,162 EFT	01-6200-4000-40600	MEMBERSHIP FEES	VISA SEP 2016-MUSEUM	\$100.00	
	81,162 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-MUSEUM	\$51.35	
	81,162 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-MUSEUM	\$1.89	
	81,162 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-MUSEUM	\$12.35	
	81,162 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-MUSEUM	\$2.56	
	81,162 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-MUSEUM	\$0.00	\$727.18
ROYAL BANK VISA						
	81,163 EFT	01-7000-4000-41300	TRADE SHOWS	VISA SEP 2016-CAO	\$200.00	
	81,163 EFT	01-0900-4000-40630	STAFF TRAINING	VISA SEP 2016-CAO	\$356.16	
	81,163 EFT	01-0900-4000-40270	NEW EQUIPMENT	VISA SEP 2016-CAO	\$98.69	
	81,163 EFT	01-7000-4000-41020	PROMOTION & MEALS	VISA SEP 2016-CAO	\$38.74	
	81,163 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-CAO	\$39.34	
	81,163 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-CAO	\$10.90	
	81,163 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-CAO	\$3.50	
	81,163 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-CAO	\$0.00	\$747.33
ROYAL BANK VISA						
	81,164 EFT	10-0000-3159-80000	MATERIALS	VISA SEP 2016-FIRE	\$543.81	
	81,164 EFT	01-0000-0090-99999	SUSPENSE - CLEARING	VISA SEP 2016-FIRE	\$543.81	
	81,164 EFT	01-3000-4000-40630	STAFF TRAINING	VISA SEP 2016-FIRE	\$55.43	
	81,164 EFT	01-3000-4000-41610	FIRE FIGHTING EQUIPMENT	VISA SEP 2016-FIRE	\$116.65	
	81,164 EFT	01-3000-4000-42900	MISCELLANEOUS EXPENSE	VISA SEP 2016-FIRE	\$33.36	
	81,164 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-FIRE	\$60.06	
	81,164 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-FIRE	\$60.06	
	81,164 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-FIRE	\$2.72	
	81,164 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-FIRE	\$3.68	
	81,164 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-FIRE	\$0.00	\$1,419.58
ROYAL BANK VISA						
	81,165 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA SEP 2016-IT	\$730.00	
	81,165 EFT	01-1001-4000-41550	MAINTENANCE CONTRACTS	VISA SEP 2016-IT	\$662.96	
	81,165 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA SEP 2016-IT	\$333.26	
	81,165 EFT	01-1002-4000-40610	MEETINGS & CONFERENCES	VISA SEP 2016-IT	\$491.43	
	81,165 EFT	01-1002-4000-41550	MAINTENANCE CONTRACTS	VISA SEP 2016-IT	\$1,224.74	
	81,165 EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA SEP 2016-IT	\$27.00	
	81,165 EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA SEP 2016-IT	\$11.18	
	81,165 EFT	01-1002-4000-40630	STAFF TRAINING	VISA SEP 2016-IT	\$3,546.40	

Town of Ingersoll  
 Monthly Cheque Disbursements  
 October 2016

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 74,373.08

<u>VENDOR NAME</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	81,165 EFT	01-1002-4000-40610	MEETINGS & CONFERENCES	VISA SEP 2016-IT	\$0.00	\$699.00
	81,165 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-IT	\$36.82	
	81,165 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-IT	\$52.24	
	81,165 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA SEP 2016-IT	\$1.24	
	81,165 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA SEP 2016-IT	\$0.00	\$34.95
	81,165 EFT	01-0000-0100-00100	BANK	VISA SEP 2016-IT	\$0.00	\$6,383.32
UNION GAS						
	81,166 EFT	01-5000-6020-40350	NATURAL GAS	GAS AUG-SEP	\$180.04	
	81,166 EFT	01-3200-4100-40350	NATURAL GAS	GAS AUG-SEP	\$21.00	
	81,166 EFT	01-3000-4000-40350	NATURAL GAS	GAS AUG-SEP	\$21.37	
	81,166 EFT	01-5000-6050-40350	NATURAL GAS	GAS AUG-SEP	\$27.22	
	81,166 EFT	01-4500-4100-40350	NATURAL GAS	GAS AUG-SEP	\$93.04	
	81,166 EFT	01-5000-6040-40350	NATURAL GAS	GAS AUG-SEP	\$86.89	
	81,166 EFT	01-5000-6040-40350	NATURAL GAS	GAS AUG-SEP	\$53.70	
	81,166 EFT	01-5100-4100-40350	NATURAL GAS	GAS AUG-SEP	\$1,255.33	
	81,166 EFT	01-5200-4100-40350	NATURAL GAS	GAS AUG-SEP	\$41.04	
	81,166 EFT	01-6200-4100-40350	NATURAL GAS	GAS AUG-SEP	\$35.43	
	81,166 EFT	01-6200-4100-40350	NATURAL GAS	GAS AUG-SEP	\$24.43	
	81,166 EFT	01-2000-4020-40350	NATURAL GAS	GAS AUG-SEP	\$38.35	
	81,166 EFT	01-2000-4025-40350	NATURAL GAS	GAS AUG-SEP	\$509.86	
	81,166 EFT	01-2000-4015-40350	NATURAL GAS	GAS AUG-SEP	\$21.00	
	81,166 EFT	01-2000-4015-40350	NATURAL GAS	GAS AUG-SEP	\$21.00	
	81,166 EFT	01-0000-0200-00325	HST RECEIVABLE100%	GAS AUG-SEP	\$234.69	
	81,166 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GAS AUG-SEP	\$68.95	
	81,166 EFT	01-0000-0100-00100	BANK	GAS AUG-SEP	\$0.00	\$2,733.34
					=====	
				DISTRIBUTION TOTALS:	\$1,605,245.24	\$1,605,245.24
					=====	



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-039-16

**COUNCIL MEETING DATE:** November 14, 2016

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

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### 1. Closed Session Reporting

There is nothing to report at this time.

### 2. Upcoming Legislation

There have been significant updates to the Municipal Elections Act and staff are working on a report to advise Council of the changes. That report will be coming forward at the December meeting.

### 3. Museum

**SUMMARY:** October has been a very busy month and another record setting one. Pumpkinfest was phenomenal and as a result, our year-to-date attendance figures thus far have surpassed the year-end total of 2015.

**Buildings & Grounds:** The tender document for the installation of a new HVAC system is out and closing on November 25, 2016. Public works is planning to lay some additional asphalt in our front parking lot in order to curb the flow of water from the higher elevations in the east end of the site.

**Tours:** As noted last month we have 5 tours that have either visited or are still on their way this month. A large number of children are visited on October 28<sup>th</sup> and a Home School representative is looking to book a tour for early December

**Big Cheese Plaque:** The unveiling will take place at the Elm Hurst on Monday October 24<sup>th</sup>, at 3:00pm.

#### 4. **Human Resources**

**Recruitment** – Recruitment was a primary focus for HR in the months of September and October and will continue into November. Hiring needs extended across a number of facilities including the Arena, Victoria Park Community Centre, Fusion Youth Centre and Town Hall. Over 30 interviews were conducted over the past two months and a total of 11 new employees were hired in September and October. All vacancies are approved under the budget and have occurred as a result of normal rates of attrition and seasonal demand.

Human Resources continues to partner with Senior Management to establish and encourage adoption of streamlined recruitment and retention strategies and to ensure that all external opportunities are publicized through forums (social media, targeted job boards, educational institutions) that will reach the largest target audience at the lowest cost.

**Onboarding** – Increased onboarding and orientation needs have been driven by increased recruitment. Human Resources has worked with all new hires to ensure required training is delivered via the online training portal and that new hire orientation packages are provided. Orientation is a key component of establishing a successful employment relationship from the outset. As such, orientation packages have been developed to include pertinent employment relationship information such as offers of employment and accompanying role descriptions, new hire information forms and key policies including the Town's Anti-Violence, Harassment and Discrimination Policy.

**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

	Current Month	Prior Yr. Month	Percentage	Year-to-date	Prior-Year-to-date	Percentage
<b>MARRIAGE LICENCES</b>	<b>14</b>	<b>14</b>	<b>100%</b>	<b>212</b>	<b>205</b>	<b>103%</b>
In Town Marriage Licences	2	6	33%	49	51	96%
Out-of-Town Marriage Licences	12	8	150%	163	154	106%
<b>CIVIL WEDDINGS</b>	<b>0</b>	<b>2</b>	<b>0%</b>	<b>21</b>	<b>34</b>	<b>62%</b>
Ceremonies Held	1	2	50%	13	21	62%
Ceremonies Booked	0	0	0%	9	18	50%
<b>Burial Permits</b>	<b>9</b>	<b>20</b>	<b>45%</b>	<b>128</b>	<b>215</b>	<b>60%</b>
In Town Burial Permits	4	5	80%	45	40	113%
Out-of-Town Burial Permits	5	15	33%	83	175	47%
<b>Commissioners of Oaths</b>	<b>20</b>	<b>11</b>	<b>182%</b>	<b>175</b>	<b>157</b>	<b>111%</b>
<b>Paratransit Tickets</b>	<b>252</b>	<b>422</b>	<b>60%</b>	<b>3081</b>	<b>3350</b>	<b>92%</b>
<b>Parking Passes</b>	<b>0</b>	<b>1</b>	<b>0%</b>	<b>16</b>	<b>22</b>	<b>73%</b>
Day Parking Passes	0	1	0%	5	14.5	34%
Evening Parking Passes	0	0	0%	8	7.5	107%
24-Hour Parking Passes	0	0	0%	3	0	0%
<b>Plaques Ordered</b>	<b>0</b>	<b>1</b>	<b>0%</b>	<b>7</b>	<b>7</b>	<b>100%</b>
Commemorative Plaques	0	0	0%	7	6	117%
Certificates Ordered	0	1	0%	0	1	0%
<b>Transient Traders Licenses</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>1</b>	<b>1</b>	<b>100%</b>
<b>Lottery Licenses</b>	<b>2</b>	<b>2</b>	<b>100%</b>	<b>11</b>	<b>12</b>	<b>92%</b>
<b>Lunch Wagon Permits</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>2</b>	<b>1</b>	<b>200%</b>



**DEPARTMENT:** Ingersoll Fire & Emergency Services

**REPORT NO:** F-014-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Ingersoll Fire & Emergency Services Month End Report

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### **FIRE CALLS**

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

- 5 – Residential
- 2 – Vehicles / M.V.C.
- 4 – Rubbish/Dumpster
- 6 – Medical
- 6 – Carbon Monoxide
- 1 – Rescue

There was \$8,500 loss in buildings, \$3,000 loss to content and \$5,000 loss to vehicles during the month of October.

### **TRAINING**

During the month of October your firefighters were working on their firefighter survival skills and incorporated rescue scenarios in the training.

We joined the Thamesford Fire Department for an interdepartmental training session to preplan an emergency involving the use of Ingersoll's aerial device in an event that would involve the use of portable water supplies.

Members of the Emergency Management Control Group participated in a yearly training session hosted by the Township of Blandford Blenheim.

Deputy Chief Baker and Firefighter Kuipers attended a CBRN training session hosted at the Emergency Operations Centre in London. This was a session regarding all



community threats of a Chemical, Biological, Radioactive, or Nuclear threat. It was not intended to make anyone an expert on the subject matter just to be aware of the dangers and recognize the existence of the threats themselves.

### **TRAFFIC ACTIVITY**

Traffic Infractions for the month are as follows:

21 – Fully paid totaling \$265.00

3 – Late Fee totaling \$15.00

0 – Partially paid totaling \$0.00

– Service Fees totaling \$412.00

In answer to a previous question by Council regarding the allocation of hours by the parking enforcement officer the contract is for 20 hours a week and in those 20 hours he is responsible for patrols of the downtown core, data input for tickets written by Town of Ingersoll Staff and OPP staff, and producing various reports needed for the courts. He will also be required to attend court if any tickets are contested.

The hours spent on data entry will vary throughout the year from a high of approximately 12 hours per week due mainly to the winter restrictions for overnight parking to a low of approximately 3 hours per week in the summer months. Court time is difficult to pinpoint as it only exists when someone wants to contest a ticket and is not common.

### **FIRE PREVENTION INSPECTIONS**

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

2 – Residential

2 – Assembly

1 – Business & Personal

### **PUBLIC EDUCATION**

October was a busy month for Public Education with Fire Prevention Week. There were fire prevention ads on the Town website and a local radio station and all of the Town entrance signs contained a prevention message for the week. Our Fire fighters were busy visiting local schools, teaching fire prevention, practicing fire drills and giving tours of the fire safety house. The goal was to reach out to all the grade 5 students with a presentation and the grade one students with a tour of the fire safety house. Every student in an elementary class participated in a fire drill and the school was evaluated on their procedures and provided with feedback and recommendations for

improvement. By the end of the week every elementary grade child in the Town received some form of fire prevention education.

Fire extinguisher training was delivered to the staff at Secord Trails Long Term Care Facility.

A fire prevention talk was delivered to the members of the VON seniors group.

### **BY-LAW ENFORCEMENT**

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

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

2 – Open Air Burn – Bylaw #13-4726

There were three (3) by-law investigations during the month of October that were resolved. Two (2) tickets were issued.

### **OTHER ACTIVITIES**

Chief Holmes attended the County Emergency Management Program Committee meeting.

I would like to welcome our new firefighter recruit Austin Malchesky.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** OPERATIONS

**REPORT NO:** OP-028-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** October Operations Report

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

I worked on two OCIF funding applications. I applied for government funding for the 2017 Victoria Street culvert replacement and stormwater funding for the 2017 North Town Line construction project.

I attended a Debris Management Plan Workshop put on by the MTO. This two day workshop dealt with how to prepare a Debris Management Plan as a result of an Emergency such as flooding, ice or wind storm. The material will be shared with the Town's Emergency Management Team as well as the County's.

I met with the consultant and the petitioner to discuss the Municipal Drain petition for Clark Road. Different scenarios were discussed and will be presented at a public meeting November 29<sup>th</sup>.

I spent time going over the 2017 Operating and Capital Budget with the Treasurer and CAO.

I set up a Transportation Committee Meeting to discuss the options presented by the parents of Royal Roads Public School about the parking restrictions on Princess Park Road. I also attended a meeting with a representative from the School Board to discuss these options.

I attended the first meeting of the Steering Committee for the Oxford County Transportation Master Plan. The County is looking at updating their plan that will include the use of autonomous vehicles, more active transportation and transit.

Engineering Services responded to 108 requests for locates or re-locates during September. This included emergency locates.

Respectfully Submitted  
 Sandra Lawson, P.Eng.  
 Town Engineer

**A. Chief Building Official and Facilities Manager**

**By-Law Enforcement – October 2016**

Total Complaints for 2016	61
Total # of letters sent	27
Total # closed to date, completed	35
Waiting for Compliance/Under Investigation	18
To be investigated	8

**Complaint Summary**

Total Complaints to Date (2016)	
Property Standards/Lot Maintenance	41
Building without permit	5
Zoning	12
Parking	0
Fencing	5
Swimming Pool	0
October 2016 Complaints	
Total # of Complaints	3
Zoning	3

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

Under October 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.

**Facilities Management**

## Snow Removal - Carrs Walkway, Gazebo, Town Centre

The contract has been extended for further 2 years to Jeffrey Bragg, of Ingersoll at the same hourly rate as 2016- 2018 at \$50.00 per hour.

### 1. Building Department

**October 2016 Permits – 15** building permits for construction valued at \$1,270,700.00 were issued for the month of October.

- a. Total permits fees collected **\$23,074.66**
- b. Single and Multi-Unit for October - 4 single family dwellings & 0 Multi-Units (0 units) & 1 Semi-Detached Dwelling (2 units)
- c. **Total Single & Multi units permits over year to date (2016);**
  - **59 Single Family Dwelling permits**
  - **6 Semi-detached Dwelling permits- 12 units**
  - **3 Multi-Unit permits - 14 Units**
- d. Total October Sewer Permits - 15
- e. October Permit Comparison Summary and Permit Reports as follows:

### Permit Comparison Summary from 10/1/2016 to 10/31/2016

Category	Previous Year						Current Year					
	#	Building	Muni Dev.	Muni Levy	County	Value	#	Building	Muni Dev.	Muni Levy	County	Value
Accessory (Residential)	7	\$2,113.26	\$0.00	\$0.00	\$0.00	\$38,940	5	\$794.64	\$0.00	\$0.00	\$0.00	\$44,200
Commercial	3	\$6,300.00	\$0.00	\$0.00	\$0.00	\$35,550	2	\$5,400.00	\$0.00	\$0.00	\$0.00	\$10,250
Agricultural	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Institutional	2	\$2,250.00	\$0.00	\$0.00	\$0.00	\$20,210	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Industrial	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0	1	\$4,200.00	\$0.00	\$0.00	\$0.00	\$2,500
Residential	6	\$12,816.46	\$17,435.00	\$0.00	\$72,960.00	\$1,154,654	7	\$12,680.02	\$21,282.00	\$0.00	\$89,100.00	\$1,213,750

	Previous Year	Current Year
<b>Total Permits Issued</b>	18	15
<b>Total Dwelling Units Created</b>	5	4
<b>Total Permit Value</b>	\$1,249,354.00	\$1,270,700.00
<b>Total Permit Fees</b>	\$23,479.72	\$23,074.66

## TOWN OF INGERSOLL Permit Summary From 10/1/2016 to 10/31/2016

Building Code Category	Total		New Structures		Add/Reno/UseCh		Demolitions		Signs		Other	
	Value	#	Value	#	Value	#	Value	#	Value	#	Value	#
Accessory Residential	\$44,200	5	\$14,200	4	\$0	0	\$0	0	\$30,000	1	\$0	0
Residential	\$1,213,750	7	\$1,210,250	5	\$3,500	2	\$0	0	\$0	0	\$0	0
Agricultural	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Commercial	\$10,250	2	\$0	0	\$10,250	2	\$0	0	\$0	0	\$0	0
Industrial	\$2,500	1	\$2,500	1	\$0	0	\$0	0	\$0	0	\$0	0
Institutional	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTALS</b>	<b>\$1,270,700</b>	<b>15</b>	<b>\$1,226,950</b>	<b>10</b>	<b>\$13,750</b>	<b>4</b>	<b>\$0</b>	<b>0</b>	<b>\$30,000</b>	<b>1</b>	<b>\$0</b>	<b>0</b>

Respectfully Submitted,  
 Shannon Vanderydt  
 Chief Building Official

### B. Public Works Manager

#### MAINTENANCE

##### Asphalt and Concrete Repairs

- Crews completed a final 8 cubic metre pour to finish the last of this year's concrete repairs before the winter season.
- The rail crossing at Pemberton St was levelled and a new section of rail was installed by Ontario Southland. Public Works crews took this opportunity to repave the area and repair a manhole in rail right of way.

- JARR was low bid for crushing the stockpile of concrete and asphalt. They will complete the crushing by Christmas and the material will be used in 2017 construction projects.

#### Leaf Pick Up

- Leaf pick up continues without issue. Crews have been able to collect leaves from every street once per week. Homeowners should have their leaves to the curb by Monday morning each week to avoid being missed. Collection should continue until mid to late November weather depending.

#### Equipment Replacement

- The department used Govdeals.ca auction site to liquidate assets that are to be replaced or are no longer required. Our concrete floor saw which 12 years old was sold for \$470.00.
- Truck 3 (single axle dump and plow truck) sold for \$62,220.00 and was viewed by 1,223 unique individuals. The high final price is due to a combination of low engine hours/kms and our employees' diligence in maintaining their equipment to a very high standard. The truck was kept in very good condition by the Works crew and their effort was reflected in the price.

#### Miscellaneous

- New guard rail will be installed or replaced this November as staffing and weather permit.
- Street signs continue to be replaced as required. After fabricating an attachment for our street sweeper, staff are now able to vacuum sign holes which triples the number of holes per hour crews are able to complete.
- Staff completed their annual County wide joint winter control training. Two staff members also completed the Ontario Good Roads Association snow school which is a more comprehensive 3 day course.

Respectfully Submitted,  
Doug Wituik,  
Public Works Manager

Prepared by: Sandra Lawson P.Eng., Town Engineer  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Parks & Recreation

**REPORT NO:** R-030-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Parks & Recreation 2016 November Monthly Report

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

**Oxford Trails Council Meeting**

Monday, November 7<sup>th</sup>, 2016 – 12 noon

Oxford Thames River Trail

Monday, December 5<sup>th</sup>, 2016 – 12 noon

Oxford County Building

**Ingersoll Recreational Trails Meeting**

3<sup>rd</sup> Wednesday of the Month at 6:30 pm – Town Hall

Wednesday, November 16, 2016

**Ingersoll Safe Cycling Committee Meeting**

Thursday, November 24<sup>th</sup>, 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, November 24<sup>th</sup>, 2016 – 11:30 am – Fusion

**Off Leash Dog Park** – Volunteers continue to work with Parks Staff to clear bush and install fence posts. Great progress was made the weekend of October 29<sup>th</sup> & 30<sup>th</sup>, 2016.



### **Santa's Festival Village**

Every Weekend starting Friday, November 18 to Saturday, December 10, 2016

Fridays – 6 to 0 pm

Saturdays – 5 to 9 pm

Grand Opening & Fireworks Display – Friday, November 18<sup>th</sup>, 2016 – 7 pm

### **Festival of Lights**

Thursday, November 17 to Sunday, January 1<sup>st</sup>, 2017

Daily 5 pm to 11 pm

Over 300 Festive Light Displays featured at 5 local parks.

## **2. 2016 November Additional Work Projects:**

- Multi Use Recreation Centre Ad Hoc Committee – Hiring of Consultant for RFP and developing a work plan;
- Coordination and Implementation of Santa's Festival Village and the Festival of Lights;
- Canada 150<sup>th</sup> 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 Goals and Objectives;
- 2017 Winter Edition of Ingersoll Connection.

## **3. VPCC/Arena/Parks Highlights**

- Parks staff are working hard to install all the Festival of Lights in the five parks and assist in the decorating of Santa's Village;
- At the end of August Membership Revenue at VPCC was up 9% compared to the same time period in 2015;
- Staff are working on completing all 2016 Capital Projects before year end.

## **4. Fusion Highlights**

- The annual Thanksgiving Dinner took place on Wednesday Oct 5<sup>th</sup>. A total of 55 you attended the dinner that was prepared by Fusion staff. Many thanks to Ontario Refrigeration Services Inc. for donating 4 turkeys for the dinner;
- School Recruitment Assemblies were completed at Royal Roads & Laurie Hawkins. Meetings took place with the Principals at St. Judes & Harrisfield. Starting the first week of November Fusion staff will be running our outreach Recreation Programs at every school in Ingersoll;
- A table hockey game was donated by a community member. The game is in the lounge and getting lots of use.
- As of October 28th there have been a total of 1,178 youth visits at the Centre;
- As of October 28th there have been a total of 300 youth visits to the skate park;

- The Haunted House was a great success with 962 people attending. The event netted a total of \$5,400 in profits. Special thanks is extended to our sponsors and the 60+ youth that volunteered their time over the weekend. Special thanks is also extended to all the staff at Fusion for their hard work towards great community special event;
- Fusion has registered for the upcoming Rotary Christmas Parade. Unifor 88 is once again partnering with Fusion and is sponsoring the Float;
- The Ingersoll Kiwanis Golf Tournament was held on October 4<sup>th</sup>; a portion of the proceeds will be donated to Fusion;
- Fusion youth, Keegan Bourque, won the logo design contest for Unifor's Anti-Bullying Campaign, congratulations Keegan;
- Fusion's Statement of Interest for United Way funding was submitted on October 7<sup>th</sup>. Fusion was successful in being invited to submit a full funding application which will be due on December 7<sup>th</sup>.

Prepared by: Bonnie Ward, Director of Parks & Recreation

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-025-16

**COUNCIL MEETING DATE:** November 14th, 2016

**TITLE:** Treasury Department Monthly Report

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Mayor Comiskey and Members of Council:

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

**Treasury**

1. In the process of 2017 budget preparation. First drafts of the operating and capital budgets have been submitted and consolidated. The Finance will present the first draft in November 21<sup>st</sup> special Council meeting.
2. October 31<sup>st</sup> was the final property tax instalment date for 2016. The due dates are always busy months with the high volume of transactions including servicing taxpayer that still pay at the counter.
3. Finance and Property Tax Statistics:

533	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
\$2,040,522	Property Taxes O/S October 31, 2016
\$31,949	Revenue – Treasurer Certificates, Title Changes, Other
\$72,645	Interest Earned
\$198,430	Interest on Overdue Taxes

## Information Technology

1. File Server Failure Update. In 2011 the Town purchased a ReadyNAS 1500 network area storage device to relieve high speed servers from transferring flat files to subscribers and make the Database Servers more efficient.

On October 25, at 9:45 am two hard drives failed on the device prompting staff to retrieve and restore the entire File Repository. Backup procedures were modified recently to alleviate restoral times of data. Since testing of our disaster recovery procedures in our new virtual environment was nearing completion the week before, this became a real life disaster recovery scenario. Proof of concept was achieved in this scenario.

All critical databases, email or web services were not affected. Data loss was restricted to Microsoft Office Documents.

With the change in the backup procedure, files with a date stamp less than 90 days were restored immediately; files older than 90 days were restored at users request.

A new system has been purchased. All Data has been restored, on-line and backed up as of 10:00 PM November 7, 2016.

2. Diamond Municipal Conference – Banff Alberta October 15 – 22. It was announced at the conference that Stardyne Technologies the parent company of Diamond Municipal Software Solutions was acquired by Aptean a leading provider of mission critical enterprise software solutions in Canada.

Ingersoll put forward one enhancement which was also requested by the County of Norfolk. This was in the Property Tax Module. “The Town of Ingersoll reprints a Tax Bill for new owners with the current Balance for any new owner. We are asking that an option to reprint the bill be offered to the input clerk when posting the Title change. This is to include multiple Title changes. Municipalities now charge for Ownership Changes and this would go a long way to streamlining the current process.

Sessions attended were Demo Wars (new features from Great Plains), Municipal best Practices, Hosting, New Features, (Diamond Product Features), Automating Data Entry, 30 Tips in 60 Minutes, Diamond 101, Client Networking, Innovating to Stay Relevant, Management Reporter.

Also participated in the After Conference training for SQL Server Reporting Services for Financials.

3. New Cell Phone Plan. The Town entered a new cell phone contract with Rogers Telecommunications using the new VOR Contract VOR OSS-00415819. Cost Reductions from our current monthly cost of \$60.00 per line for voice and data has been cut to approx. \$30.00 for voice and data.

Voice plans have unlimited local voice with a low Monthly Service Fee, Low per-minute rates for long distance in Canada (\$0.02 from \$0.10).

New plan offers a Tiered Flex Plans, each month the mobile user will start on the lowest data tier and may progress to the unlimited tier dependent upon usage. This will eliminate huge charges for data overages.

1. Other Projects
  - Assisted Durell Control systems in the installation and connection of the HVAC System through our Network.
  - Added switch to plug in council chambers that controls wireless projector. This precludes staff from climbing a ladder to reset the modem and enhances security.

#### Monthly Statistics

Closed Tickets - 88  
Opened Tickets - 88  
Still Outstanding - 12

#### Website Stats

Users - 5527  
Page Views – 18,226

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

<u>Town of Ingersoll - Minor Variance Status Table</u>								
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				
A07-16	Jennifer Story	6 Elm Street	To reduce the front yard setback for a covered porch	November 14/16				

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			



**Town of Ingersoll Site Plan Control Status Table**

<b>File</b>	<b>Owner/Applicant</b>	<b>Address</b>	<b>Purpose</b>	<b>Application Received</b>	<b>Agency Circulation</b>	<b>Revised Drawing Received</b>	<b>Decision</b>	<b>STATUS</b>
<b>SPA-004/14</b>	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 4th submission
<b>SP 6-14-05</b>	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
<b>SP 6-15-03-2</b>	Taylor-Moyer	11 Underwood Road	Remove landscaped buffer and extend parking lot	July 6/16	July 19/16			Waiting for 2nd submission
<b>SP 6-15-04</b>	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

<b>SP 6-16-03</b>	Sifton	Block 62, Plan 41M-309	Proposed 14 townhouse units	April 14/16	April 28/16			Approved
<b>SP 6-16-05</b>	Sifton	Block 63, Plan 41M-309	Proposed 14 townhouse units	April 29/16	May 9/16			Approved
<b>SP 6-13-1-01</b>	1199794 Ontario Inc.	40 Samnah Cres.	Proposed 828 m2 build	Nov. 2/16	Nov. 9/16			



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-024-16

**COUNCIL DATE:** November 14th, 2016

**TITLE:** ERTH Resolution Request from correspondence dated October 27th 2016

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**OBJECTIVE:** To provide information and seek direction from Council on a request from the President of ERTH Corporation.

**BACKGROUND:** Council will recall that ERTH approached the Town in the fall of 2015 to seek permission to make application under the Ontario Fit4 green energy program, for solar applications.

The request was brought forward at that time because part of the application was that ERTH hoped to be able to enter into a lease agreement with the municipality to install one application on a municipally owned facility and also that they were considering a ground mount application on ERTH owned property within the Town of Ingersoll as well.

ERTH indicated that they would be following up on the discussion if and when their application was approved.

ERTH has now advised that they have received approval and wish to proceed with lease negotiations with the Town. Additionally they are also seeking permission under the shareholders agreement to set up a Limited Partnership under a numbered company to undertake the solar business.

In that regard they have included the following request (See Attachment dated October 27<sup>th</sup> 2016:

***In order to allow our shareholders to invest in the FIT4 generation projects, we are recommending the creation of a Limited Partnership (LP). Via the LP, our municipal shareholders can invest directly in the projects by acquiring LP units.***

***Accordingly, as required under section 4.1(6) of the ERTH shareholder agreement, we are asking that the shareholder councils pass a resolution approving the creation of a limited partnership (an "LP") by ERTH for the sole purpose of developing, owning and operating renewable generation facilities***

***which includes, without limitation, the incorporation of a numbered Ontario corporation to act as the general partner of the LP. It is our hope that all shareholders pass this resolution at a council meeting in advance of the CEO breakfast. If any additional approvals or discussion is required, a special shareholder meeting will be scheduled immediately after the CEO breakfast for this purpose.***

**ANALYSIS:** Although Staff are appreciative of the fact that the new CEO is trying to improve communication flow between the shareholders and the management of the Board, the request is problematic for a number of reasons that I will outline for Council.

Staff have a call into the CEO to discuss the concerns and questions and potentially can address them prior to the meeting scheduled in December. If necessary Council may wish to also consider a special meeting if need be. Staff have discussed their concerns with the Mayor and he has asked that he attend the meeting when arranged. As such the Mayor will be invited to the meeting when scheduled.

## **STAFF CONCERNS**

The request to approve the establishment of a Limited Partnership numbered company is premature at best. The Shareholders should be provided a business plan for the solar initiative and approve that prior to proceeding. At the very least projected operating budgets (profit and loss statement) should be provided to the shareholders before asking for a blanket approval.

There is no information on the capital costs of the project or how that capital is to be raised. How the capitalization of the venture is made will have a financial impact on the shareholders. If it is to be financed in whole or in part it ultimately impacts the shareholders equity of the company. If it is going to be financed as per a request to the directly to the shareholders, it would mean that each shareholder would be responsible for providing their proportionate share to EARTH. These in Staff's opinion are significant questions.

EARTH has indicated that it wishes to maintain a managing partner's role within the Limited Partnership but they have not provided information on what percentage share they will be proposing to maintain. Regardless, the shareholders will be members via EARTH and its managing partner share, along with any other third party that eventually buys LP units. Whether that is existing shareholders or third parties remains to be determined.

Clarification on the return also needs clarification and explanation. In the correspondence the CEO has suggested the project is anticipated to generate a 6% return. What is not clear is whether that is the total return on investment, or just the profit margin on an annual basis. If the project only generates a 6% percent annual profit of six percent, the payback on investment would be in the fifteen to 17 year range. If Staff are understanding correctly, would not seem to be a good investment. This is

why a meeting with the management of ERTH has been requested so as to provide clarification.

Staff believe that this should have been addressed fully and completely in the 12 month period that has elapsed between the actual application and the request to commence moving forward. In Staff's view a request such as this should have been prepared and presented to the shareholders at large, either at the AGM or a special meeting of all shareholder representatives. There was time to do this with proper planning and consultation, it should not need to be rushed now.

To ask for approval before explanations seems backward in its approach. All Council members from the respective municipalities should be provided with the information, have an opportunity to absorb and discuss before being asked to make a decision. In this case again only one member of Council, aside from its appointed Director, is to be given access to the more detailed information but after its Council has already granted a blanket approval. Should there be concerns, it would be too late as the respective Council resolutions have already been passed.

As a note, even should Ingersoll not be in agreement based on the information that is available now, or in the future, ERTH can proceed provided that they get 66.6% approval from the total shareholders. That is if 6 of the current 8 Shareholders agree ERTH may proceed.

**INTERDEPARTMENTAL IMPLICATIONS:** This will affect Public Works if an agreeable arrangement can be entered into to place a solar unit on the Town's Facilities.

**FINANCIAL IMPLICATIONS:** There are undoubted financial implications to the Town as a shareholder and as a potential landlord. However that information is not available at the time of drafting this report. Hopefully answers to these questions can be fully addressed with the proposed meeting between Town Staff and ERTH management.

## **RECOMMENDATION**

**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 ERTH CEO to provide additional information and whether a special meeting of Council is required.

Prepared by: William J. Tigert, Chief Administrative Officer



**DEPARTMENT:** Chief Administrative Officer

**REPORT NO:** A-025-16

**COUNCIL DATE:** November 14<sup>th</sup>, 2016

**TITLE:** Delegation to Upper Thames River Conservation Authority

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**OBJECTIVE:** To provide information to Council.

**BACKGROUND:** Council is fully aware of the challenges incorporated in development within the regulated areas of Upper Thames.

There are numerous applications underway that require approvals of Upper Thames, before site plan approval or building permits can be issued. Staff have been working through the processes and some applications have been easier than others to facilitate.

Staff have worked hard to build a better relationship, but it remains difficult as the objectives of the Town and the Authority remain wide apart.

In this regard Staff requested in August that Ingersoll be allowed delegation status to the Board to discuss the concerns and seek means of narrowing the gap between positions.

Delegation status was granted and the Mayor and Deputy Mayor were invited to make a presentation to the Upper Thames Board on September 27<sup>th</sup>. The Mayor was unable to attend, however the Deputy Mayor and the CAO did attend and made a brief presentation to the Board asking them to look at new technologies and out of the box thinking to assist in safe development in Ingersoll.

**ANALYSIS:** Based on the Staff report from the Upper Thames it would appear that there is no room for the Upper Thames to move to a more cooperative collaborative approach with development applications in the Ingersoll Flood Fringe. The full Staff report is attached with the Board agenda for information.

**INTERDEPARTMENTAL IMPLICATIONS:** Development applications in the flood fringe will remain, long contentious discussions with little expectation of Upper Thames cooperation outside of their ridged regulations and interpretations.

**FINANCIAL IMPLICATIONS:** Development loss is the expected reality with not quantifiable determination of lost investment within the Town.

**RECOMMENDATION:**

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

Prepared by: William J. Tigert, Chief Administrative Officer

**ATTACHMENTS:** Upper Thames River Conservation Authority Agenda and Staff Reports October 2016.

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

<b>AGENDA:</b>		<b>TIME</b>
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





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](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:

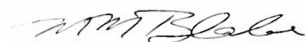
*Once a drainage system has been constructed under the Drainage Act, the municipality has a responsibility to manage the system on behalf of the community of landowners in the watershed of the drain. If someone has blocked a municipal drain, the Drainage Act provides the municipality the authority to 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](mailto:annettt@thamesriver.on.ca) to discuss this issue further.

Yours Truly,

UPPER THAMES RIVER CONSERVATION AUTHORITY



Murray Blackie, Chair

c.c. Tracy Annett, UTRCA (via email [annettt@thamesriver.on.ca](mailto: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 24<sup>th</sup> 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**

Pittock 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 Pittock 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 Pittock 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.

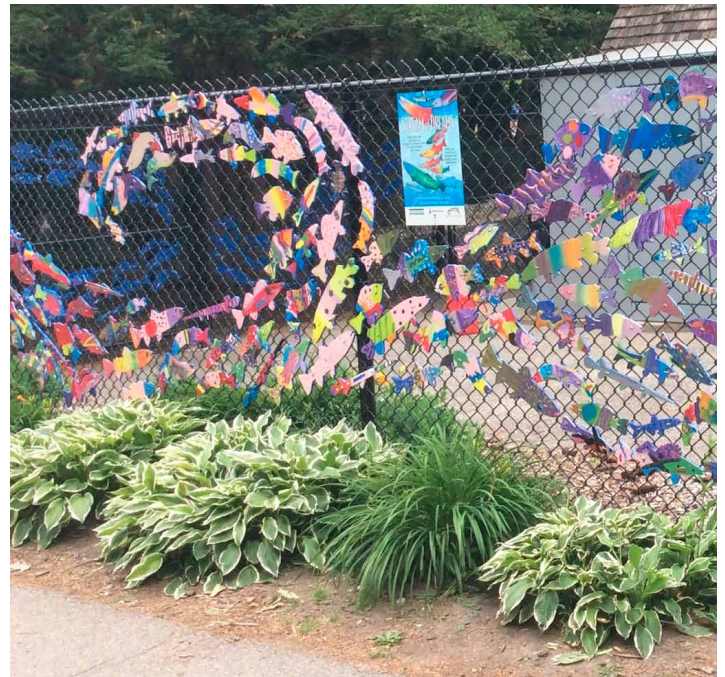
### **Mitchell**

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](http://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](http://www.thamesriver.on.ca)  
519-451-2800  
Twitter @UTRCAmarketing  
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.*

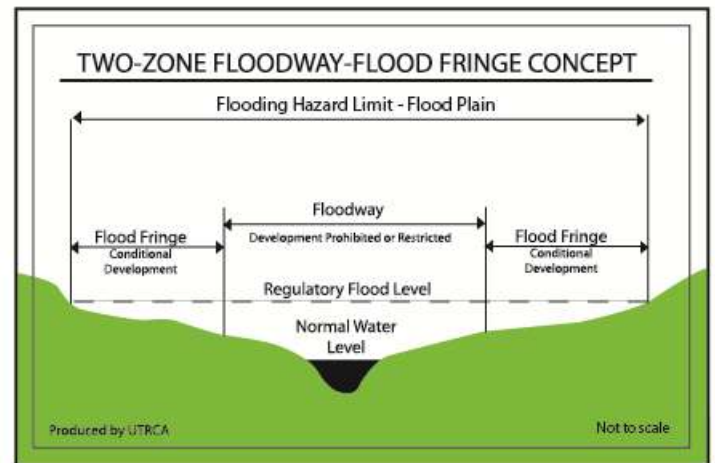
*3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, 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* (MNR, 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](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". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

# MEMO

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**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

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## 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.

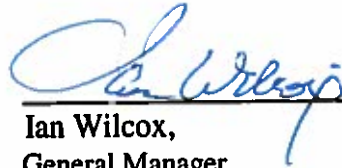
PREPARED BY:



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

RECOMMENDED BY:



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Ian Wilcox,  
General Manager

**To:** UTRCA Board of Directors

**From:** Teresa Hollingsworth

**Date:** October 19, 2016

**Agenda #:** 10 (c)

**Subject:** U.S. Currency Account

**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

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**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

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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**

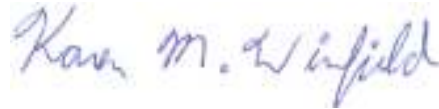
After previously being advised, both verbally and in writing, of the need for written pre-approval (permits) from the Conservation Authority, the landowner went ahead and piped/enclosed the watercourse on the property and filled in the associated valley land in the absence of said approval(s). Charges 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)	<b>\$669.00</b> <b>(660.00 + 9.90)</b>
GLENGOWAN AREA #2	Township of Perth South, Blanshard Ward Con. 15, Lot 3	\$657.00 (647. + 10.35)	\$670.00 (657. + 13.14)	<b>\$680.00</b> <b>(670.00 + 10.05)</b>
#3	Township of Perth South, Blanshard Ward Con. 15, Lot 2	\$108.22 (106.52 + 1.70)	\$110.38 (108.22 + 2.16)	<b>\$112.04</b> <b>(110.38 + 1.66)</b>
#4	Township of West Perth, Fullarton Ward Con. EMR, Lot 30	\$680.00 (670. + 10.72)	\$693.00 (680. +13.60)	<b>\$703.00</b> <b>(693.00 + 10.40)</b>
#5	Township of West Perth, Fullarton Ward Con. 17, Lot 25	\$618.00 (609. + 9.74)	\$630.00 (618. + 12.36)	<b>\$639.00</b> <b>(630.00 + 9.45)</b>
				<hr/> <b>Total Monthly Increase = \$39.66</b>

**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:** 3<sup>rd</sup> 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
<b>Revenue</b>			
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
<b>Total Revenue</b>	<b>12,276,205.00</b>	<b>14,578,612.96</b>	<b>12,751,155.66</b>
<b>Mission Cost Centre Expenditures</b>			
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
<b>Total Expenditures</b>	<b>12,378,003.00</b>	<b>10,618,259.02</b>	<b>10,078,685.01</b>
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)
<b>Net Excess Revenue</b>	<b>(245,302.00)</b>	<b>\$3,728,558.51</b>	<b>2,348,106.15</b>



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-040-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Wildlife Feeding By-law

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## **OBJECTIVE**

To consider the potential for a Wildlife Feeding By-law

## **BACKGROUND**

Council has previously considered this issue and has received a fair amount of feedback from the public. Before adopting a by-law Council directed staff to hold a public meeting and allow for public input.

## **ANALYSIS**

Unfortunately we didn't have very good attendance at the public meeting and none of the attendees were prepared to speak to the issue. We did receive a couple of written pieces of correspondence that are attached hereto.

The major issue in the public seems to be strong opposition to any limitation on bird feeding.

However, the by-law as proposed specifically says at Section 2:

*"No person shall intentionally feed a wild animal;"*

And

*"Section 2 does not apply to the Feeding of birds on private property, provided the following feeding requirements are met by the owner or occupier of the private property;*

- (a) Seed or other feed is placed in a bird feeding device that is sufficiently above grade as to not attract, or be accessible by a wild animal;*



*(b) Spillage of seed or other feed upon the ground is removed by the property owner or occupier forthwith and disposed of in such a manner that it does not attract wild animals or feral or stray domestic animals.”*

We know that Council has received complaints about people feeding squirrels, skunks, weasels, raccoons amongst others.

This is what the by-law is attempting to resolve.

However, we understand the public’s concern so we have another option for Council.

We could add some wording to our existing animal control by-law 01-3990.

Our current by-law states:

*5.8 No person shall fail to keep feed or animal food in a rodent-proof container.*

Council could change this wording to say:

*5.8 No person shall fail to keep feed or animal food in a rodent-proof container or to feed animals, including birds, in such a manner that spillage encourages rodents and wild animals into the residential areas.*

Under the definitions we could include the following definitions taken from the Oxford Dictionary:

**Rodent** *a gnawing mammal of an order that includes rats, mice, squirrels, hamsters, porcupines, and their relatives, distinguished by strong constantly growing incisors and no canine teeth.*

**Wild animal** or **Wildlife** *means an animal that is wild, untamed, uncultivated, feral or brutal in nature or disposition. An animal that was once a domestic animal can become a wild animal.*

This wording would have a similar effect to provide enforcement to discourage feeding of wild animals.

## **INTERDEPARTMENTAL IMPLICATIONS**

Either of these options may create more by-law enforcement issues and that department has seen significant increases in complaints and enforcement issues. At some point the staffing compliment may need to be looked at.

## **FINANCIAL IMPLICATIONS**

At this point no real financial issues but as stated above in the implications section we need to be cognizant of the impact on staffing in by-law enforcement.

## **RECOMMENDATION**

### **Option 1**

**THAT** staff be directed to bring forward a wildlife feeding by-law in essentially the format as attached here.

### **Option 2**

**THAT** an amendment be brought forward to 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 feed in such a manner as to not encourage rodents and wild animals into residential areas as outlined in report C-039-16.

### **Option 3**

**THAT** Council receive Report C-039-16 as information.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

## **ATTACHMENTS**

Correspondence

Wildlife Feeding By-Law

From; Mrs. Barbara J. Cole  
242 Wonham St. S., Ingersoll.

Re; Wildlife Feeding

Dear Mayor Ted, I am a long time resident of Ingersoll and have lived in the same house for the past 75 years. Over this time many homes have been built in the area where many animals have lived. We are the intruders not them.

I am COPD and bound to the house. My husband has put a bed in the livingroom so I can see out the window to our deck and back yard. He has put up four bird feeders so I can watch the Blue Jays, Chickadees and other birds who come to feed. We have three cats that we also feed on the porch outside the window were I can see them. If my husband does not bring the leftover food in at dark, once in a while a racoon and an opossum will show up. The odd skunk walks through the yard once in a while but we leave it alone and it leaves us alone. We live on the railway ravine and these animals have been here for years.

I would be very sad not to see these lovely creatures, they are my friends. Right now for the next while they are my life.

Barbara Cole

Just a note to add to my wife's letter about *feeding wild animals*.

The gist I got from Mr Gonder's letter in the paper was that he felt all cats, squirrels raccoon, skunks etc should be rounded up and relocated to rural areas or be put down so they will not be a bother to us in the Town. I am sure our rural friends would appreciate them. If I am wrong Mr. Gonder I am sorry and stand to be corrected.

The argument that these animals pose a threat to humans by carrying dangerous diseases does not worry me. I worked for the Provincial Government for 35 years in this immediate area. During that time as a microbiologist I can only recall sending one sample from a suspected rabid animal away for testing. I have worked on several cat scratch infected wounds but these are common to inside cats as well as outside ones. With the County and Provincial oversight of potential problems I am not worried about environmental outbreaks of disease. I do not however ignore the fact that some of these animals can carry some diseases that could harm.

The thing I most worry about is that we could further cause an imbalance of nature and thus we should worry about having a problem with other rodents. (Do not forget why the people of Hamelin called on the Pied Piper).

Who is going to enforce this "Bi-law"? What is it going to cost? I am worried about the new leashfree dog park that needs to be built. Who is liable for dog bites and accidents that may occur there?

Don Cole

I am saddened that the small town in which I was born and raised is considering a bylaw that was conceived from petty and mean-spirited intentions to regulate feeding birds, which many people find to be an enjoyable and worthwhile activity.

This town espouses a nature-friendly attitude with its emphasis on hiking trails and concern about the effects of wildlife from a potential landfill site, yet some people seek to limit the presence of birds and other wildlife in town. The proposed bylaw includes provisions that will allow residents and town officials to continue to vilify those who enjoy the presence of nature.

I know many people—many who are elderly—who enjoy watching birds (and squirrels) in their yards. Nature will take care of itself without needless regulations by humans, and feeding birds does not contribute to the presence of wildlife in a town such as Ingersoll.

In his well-known poem, “The Rime of the Ancient Mariner”, Samuel Taylor Coleridge writes, “He prayeth best who loveth best/All

things both great and small./For the dear God who loveth us/He makes  
and loveth all.” I hope that council will consider the necessity of  
tolerating various aspects of nature in our town.



Corporation of the Town of Ingersoll  
By-Law 16-4878

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**A By-law to prohibit the feeding of wildlife on private property within the  
Town of Ingersoll**

**WHEREAS** subsections 8(3) and 10(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), authorizes a municipality to pass by-laws respecting animals and prohibiting, regulating, restricting and requiring the licensing of Animals;

**AND WHEREAS** Section 128 of the Municipal Act, 2001 authorizes a municipality to pass by-laws prohibiting and regulate public nuisances;

**AND WHEREAS** the Council of The Corporation of the Town of Ingersoll deems it appropriate to regulate the feeding of wildlife on private property within the Town of Ingersoll;

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

**PART 1: Definitions**

1. In this By-law:

**"Animal"** means any member of the animal kingdom, other than a human;

**"Animal Control Officer"** means shall mean a person appointed by the Municipality, whose duties include the enforcement of this by-law;

**"Attractant"** means any substance which could reasonably be expected to attract a Wild Animal or Animals or does attract Wild Animals, strays, feral or abandoned Animals;

**"Device"** means a mechanism to attract Wildlife, or capable of being used to attract Wildlife. The term includes anything used to support or contain Feed. However, for the purposes of this By-law, the term excludes bird feeders marketed for, and commonly used, to attract or Feed Wild Animals;

**"Domestic Animal"** means an Animal that is not wild, untamed, uncultivated, feral or brutal in nature or disposition;

**"Feed"** or **"Feeding"** means the deliberate act of furnishing food or other substances, or making food or other substances available, which is likely to be consumed by Wild Animals, strays, feral or abandoned Animals;

**"Town"** means The Corporation of the Town of Ingersoll;

**"Wild Animal"** or **"Wildlife"** means an Animal that is wild, untamed, uncultivated, feral or brutal in nature or disposition. An Animal that was once a domestic Animal can become a Wild Animal;

## **PART 2: Feeding of Wildlife**

2. No person shall intentionally Feed a Wild Animal or leave food or Attractants of any type or form out doors in such a manner as to attract, or be accessible by, a Wild Animal or a feral or stray domestic Animal, on private property within the geographical limits of the Town.
3. Section 2 does not apply to the Feeding of birds on private property, provided the following Feeding requirements are met by the owner or occupier of the private property;
  - a) Seed or other feed is placed in a bird feeding device that is sufficiently above grade as to not attract, or be accessible by, Wild Animal;
  - b) Spillage of seed or other feed upon the ground is removed by the property owner or occupier forthwith and disposed of in such a manner that it does not attract Wild Animals or feral or stray Domestic Animals.
4. Section 2 does not apply in the following situations:
  - a) The leaving of food as bait in a trap by a property owner to capture a nuisance Animal inhabiting or habituating their property pursuant to the Fish and Wildlife Conservation Act, 1997, S.O. 1997, c. 41;
  - b) The leaving of food as bait by a licensed trapper, an employee of a licensed Wildlife or pest control agency, a Municipal Law Enforcement Officer, an Ontario Society for the Prevention of Cruelty to Animals Inspector, or an Ontario Provincial Police Officer, in the performance of their duties;
  - c) The leaving of food for a colony of stray or feral cats for the purposes of a trap, neuter or spay and release program approved by the Town; and
  - d) Fruits or vegetables grown on private property for human consumption.

## **PART 3: Enforcement**

5. This By-law may be enforced by an Animal Control Officer.

## **Part 4: Offence**

6. Every person who contravenes a provision of this By-law is guilty of an offence and liable on conviction to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c.P33.

## **PART 5: Interpretation**

7. In this By-law, unless the context otherwise requires, words importing the singular number shall include the plural.
8. If a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, it is the intention of the Town that the remainder of the By-law shall continue to be in force.

## **PART 6: Short Title**

9. This By-law may be referred to "Feeding of Wildlife By-law."



**PART 7: Effective Date**

10. This By-law shall come into force and take effect upon final passage thereof.

READ a first and second time this 11<sup>th</sup> day of April, 2016.

READ a third time and finally passed this 11<sup>th</sup> day of April, 2016.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-041-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Request for Concurrence - Application for a Wireless Telecom Facility at 30 Wilson Street

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## **OBJECTIVE**

To consider if Union PhiQi Corp. met the communication protocol for the proposed Wireless Telecom Facility at 30 Wilson Street.

## **BACKGROUND**

As council may be aware communications towers are completely regulated by Industry Canada. These towers do not need to meet requirements of zoning or building permit, etc. The only thing the municipality gets to comment on is if the applicant complied with the requirements of public consultation. You will see in the attachments the steps Union PhiQi Corp. took under the protocol to meet the public consultation.

## **Analysis**

As the only issue Council gets to comment on is if the applicants met the requirements of public consultation, you will see in the attachments the applicants mailed the neighbouring property owners and posted an ad in the paper.

They only received one comment that they feel has been handled.

## **Conclusion**

It is the opinion of staff that the applicants have followed the appropriate protocol and met the communication requirements. As such we recommend Council direct staff to sign a letter of concurrence stating that the communication protocol was met.

## **INTERDEPARTMENTAL IMPLICATIONS:**

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**RECOMMENDATION**

**THAT** Council direct 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.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**ATTACHMENTS**

Notification for a Proposed Wireless Cellular Communications Pole Installation Mail out  
Labels for Mail out  
Request for Concurrence  
Newspaper Tear Sheet

# NOTIFICATION FOR A PROPOSED WIRELESS CELLULAR COMMUNICATIONS POLE INSTALLATION

## PURPOSE

Union PhiQi Corp. is committed to effective public consultation with the public and the land use authority. The purpose of this notice is to allow the people of the Town of Ingersoll and the applicant to exchange information about this proposal. Recognizing wireless coverage deficiencies, it has been determined that a communications pole is needed at 30 Wilson Street, Town of Ingersoll, ON, to improve the wireless and data services in the area. Given the height requirements to meet coverage objectives, there were no other structures identified in the surrounding search area that would meet the coverage objectives.

## LOCATION OF THE SUBJECT LANDS

The proposed site is located at 30 Wilson Street, Town of Ingersoll, ON – Geographical Coordinates are as follows: 42°57'30.84"N and -81° 0'52.27"W, and is described as PT LT 182, 295 BLK 39 PL 279; PT ORIGINAL CHANNEL OF THAMES RIVER AS SHOWN ON PL 477 N OF CENTRE LINE OPPOSITE LT 12 CON 4 NORTH OXFORD, PT ORIGINAL CHANNEL OF THAMES RIVER AS SHOWN ON PL 477 S OF CENTRE LINE OPPOSITE LT 19 BROKEN FRONT CON WEST OXFORD PT 1, 41R3794; INGERSOLL. An aerial photograph is provided for your reference indicating the subject lands.



## PROPOSED INSTALLATION

The purpose of the installation is to provide improved wireless services in the immediate area of Ingersoll. The proposed communications pole is 57 meters in height and is subject to Transport Canada requirements. At the time of this notification the proposed antennas will be of the latest cell phone technology and optimum speed, operating within the industry standard range of 1710-2155 MHz, at a 65 degree beam width. For further information please contact the Applicant.



## **COMMENTS**

Any person may make written and/or verbal representation with respect to the proposed development. Also, if you have any questions or would like to discuss this matter, inquiries can be directed to the land use authority, the Town of Ingersoll, or the applicant.

*If you have any questions, please send them in written format on or before **October 5th, 2016** to the following mailing and/or email address:*

Applicant: *Union PhiQi Corp., c/o Zachary Baum, 99 Harbour Square – Suite 3212, Toronto, ON, M5J 2H2; 416-409-2930; Zbaum@statetelecom.net*

In addition to the land-use consultation and public consultation requirement, we must also fulfill other important obligations including: compliance with Health Canada's Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV Canada aeronautical safety responsibilities. With respect to the said obligations, we would like to advise as follows.

Health Canada's Safety Code 6 Compliance — Union PhiQi attests that the proposed radio antenna system described in this notification will comply with *Health Canada's Safety Code 6* limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier collocations and nearby installations within the local radio environment - at all times.

Control of Public Access — This site facility would include a locked, alarmed and electronically monitored mechanical equipment enclosure. Anti-climb shields will be installed on the tower to prevent unauthorized climbing. Other demarcation measures will include a fenced perimeter and other signage to control and prevent public access.

Canadian Environmental Assessment Act, 2012— Union PhiQi attests that the radio antenna system described in this notification will comply with the *Canadian Environmental Assessment Act* as this facility is exempt from assessment.

Transport Canada's Aeronautical Obstruction Marking Requirements — Union PhiQi attests that the radio antenna system described in this notification will comply with Transport Canada/NAV Canada aeronautical safety requirements. Union PhiQi has made all necessary applications to Transport Canada and NAV Canada. For additional detailed information, please consult Transport Canada at <http://www.tc.gc.ca/CivilAviation/publications/tpl4371/AGA/6-0.htm>.

Engineering Practices — Union PhiQi attests that the radio antenna system described in this notification will be constructed in compliance with the National Building Code of Canada, and comply with good engineering practices and structural adequacy.

Local Land Use Requirements — Wireless facilities are exclusively regulated by the Federal Government and as a result are not required to obtain municipal permits of any kind, however, Union PhiQi will attempt to resolve concerns at the local level and as expressed by the land use authority, the Town of Ingersoll. The land use authority has no jurisdiction in this matter other than as a commenting body to Industry Canada and the applicant.

Industry Canada's Spectrum Management — Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Industry Canada, and this circulation is in accordance with Industry Canada's guidelines CPC-2-0-03. For more information on Industry Canada's public consultation guidelines including CPC-2-0-03 contact (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>) or the local Industry Canada office:

**Central and Western Ontario District**, 4475 North Service Road, Suite 100, Burlington, ON  
L7L 4X7 Telephone: 1-855-465-6307, Fax: 905-639-6551, Email: [spectrum.cwod@ic.gc.ca](mailto:spectrum.cwod@ic.gc.ca) Hours of  
Operation 8:30 a.m. 4:30 p.m. (by appointment only)

General information relating to antenna systems is also available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home> and <http://strategos.gc.ca/spectrum>).

### **Land Use Authority Contact Information — Town of Ingersoll**

Michael Graves, Clerk, The Corporation of the Town of Ingersoll,  
130 Oxford Street (2<sup>nd</sup> Floor), Ingersoll, Ontario, N5C 2V5  
519-485-0120 Ext 2222, [mgraves@ingersoll.ca](mailto:mgraves@ingersoll.ca)

111 CHARLES STREET PLAZA INC  
THE MADISON CENTRE  
4950 YONGE ST SUITE 1202  
NORTH YORK ON, M2N 6K1

1718636 ONTARIO INC  
108 MELITA ST  
INGERSOLL ON, N5C 2E2

2067752 ONTARIO INC  
30 WILSON ST  
INGERSOLL ON, N5C 4E8

806418 ONTARIO INC  
152 CARNEGIE ST  
RR 5 STN MAIN  
INGERSOLL ON, N5C 4A8

ATKINSON LINDSEY ANN  
153 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

AYLWIN KATHERINE CARRIE,  
AYLWIN JEFFREY DAVID  
166 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

BALKEMA HENRIETTA GRACE,  
FORD DARREL GLEN  
118 MUTUAL ST N  
INGERSOLL ON, N5C 1Z9

BELL CAROL PAMELA  
159 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

BIGHAM NICOLE MARIE  
106 KING HIRAM ST  
INGERSOLL ON, N5C 1L6

BODDY JONATHAN WILLIAM,  
BOWMAN CHARITY NICOLE  
105 BRUCE ST  
INGERSOLL ON, N5C 3W6

BORUTSKI JOANN FRANCIS,  
BORUTSKI GERARD MICHAEL  
216 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

BOURGEOIS CINDY LOUISE,  
BOURGEOIS MAURICE DONALD  
66 CAMBRIDGE ST  
INGERSOLL ON, N5C 1P7

BRADLEY MATTHEW WILLIAM  
205 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

BROMMER DAVID WAYNE  
149 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

BROWN JAMES THOMAS  
199 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

BRUCE DOUGLAS LAVERNE,  
BRUCE DOREEN LILLIAN  
195 CHARLES ST E  
INGERSOLL ON, N5C 1K3

BUCK MARC EDWARD, BUCK  
JUDITH ANNE  
198 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

CANADIAN NATIONAL RAILWAY  
CO  
ATT SUPERVISOR CONTRACTS & TAX  
1 ADMINISTRATION RD  
CONCORD ON, L4K 1B9

CANADIAN NATIONAL RAILWAY  
CO  
ATT SUPERVISOR CONTRACTS & TAX  
1 ADMINISTRATION RD  
CONCORD ON, L4K 1B9

CANADIAN PACIFIC RAILWAY  
C/O PROPERTY TAX DEPARTMENT  
1290 CENTRAL PKY W FLR 8TH  
MISSISSAUGA ON, L5C 4R3

CARIGNAN JUDITH ROSINA,  
CARIGNAN JEAN-GUY JEAN-PAUL  
19 CROSS ST  
INGERSOLL ON, N5C 1B1

CEASER ALLAN HENRY, KEATING-  
CEASER KIMBERLY ANN  
125 CARNEGIE ST  
INGERSOLL ON, N5C 1K9

CHHINA CYNTHIA  
PO BOX 760 STN MAIN  
BRADFORD ON, L3Z 2B3

CLARK SHANE RYAN, PEARSON  
AMANDA COURTNEY  
189 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

COTE RENE  
102 KING HIRAM ST  
INGERSOLL ON, N5C 1L6

COUNTY CONTRACTING OF  
WHEATL  
246 1/2 CHARLES ST E  
INGERSOLL ON, N5C 1K5

CROUSE ALICE CLAIR,  
MACMILLAN PATRICK  
ALEXANDER  
187 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

CULLIGAN KAREN EILEEN,  
LONGWORTH JEREMY DAVID  
183 CHARLES ST E  
INGERSOLL ON, N5C 1J9

DOWN BRUCE JOHN  
133 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

DURSTON GAYLA DARLENE,  
DURSTON RICHARD RALPH  
122 KING HIRAM ST  
INGERSOLL ON, N5C 1L6

DURSTON LINDA MARIE, HAMM  
DANNY  
12 FELTZ DR  
INGERSOLL ON, N5C 4E9

DURSTON LINDA MARIE, HAMM  
DANNY  
12 FELTZ DR  
INGERSOLL ON, N5C 4E9

ELDRIDGE RYAN DAVID, BICKLEY  
ERIN CHRISTAN  
173 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

ELLIOTT TRUDY KIMBERLY  
107 BLANDFORD ST  
PO BOX 87  
INNERKIP ON, N0J 1M0

ELLIOTT WILFRED DANIEL, LAVA  
RODNEY MACCALLUM  
260 BELL ST  
INGERSOLL ON, N5C 2P3

FALCONER BRADLEY JAMES  
151 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

FITZMORRIS PHYLLIS ANN  
144 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

FLEUELLING PATRICIA ANN  
171 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

FREEMAN JANET MARY KOOT,  
FREEMAN RODERICK RAYMOND  
190 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

FREEMAN RODERICK RAYMOND  
190 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

FREEMAN RODERICK RAYMOND  
190 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

FRIAS JOE  
185 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

GOODALL PATRICIA CHRISTINA  
564128 KARN RD  
RR 2  
INGERSOLL ON, N5C 3J5

GRASS HAROLD GEORGE, GRASS  
DORIS IRENE  
179 CHARLES ST E  
INGERSOLL ON, N5C 1J9

GREAVES ILINE AGATHAE  
147 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

HACKERT JAMES WILLIAM,  
HACKERT SHARRY LYNN  
197 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

HADAWAY CINDY MARGARET,  
WALKER RALPH EDWARD  
126 KING HIRAM ST  
INGERSOLL ON, N5C 1L6

HARD ASHLEY SAMANTHA,  
LAFOND CHRISTOPHER MICHAEL  
175 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

HARRISON TERRY VINCENT  
RR 4 STN MAIN  
INGERSOLL ON, N5C 3J7

HASSELGREN MICHELE  
ELIZABETH, HASSELGREN JIM  
PATRIK  
191 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

HAYES ANDREA, HAYES RICHARD  
21 FARLEY PL  
ST THOMAS ON, N5R 3E6

HEALD NATHAN ISAAC  
176 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

HEARNS JENNY CAMILLE  
95B CARNEGIE ST  
INGERSOLL ON, N5C 1K9

HOPF RYAN JOHN  
175 CHARLES ST E  
INGERSOLL ON, N5C 1J9

HOPPER HEATHER JEAN  
133 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

HOPPER HEATHER JEAN, DOWN  
BRUCE JOHN  
133 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGERSOLL TOWN  
C/O TOWN CENTRE  
130 OXFORD ST FLR 2ND  
INGERSOLL ON, N5C 2V5

INGRAM PATRICIA LYNN  
124 KING HIRAM ST  
INGERSOLL ON, N5C 1L6

INGROX LIMITED  
11 ST ANDREWS ST  
INGERSOLL ON, N5C 1K6

JACKSON KATHERINE ELIZABETH,  
JACKSON DOUGLAS LLOYD  
141 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

JANSSENS LAWRENCE HENDRIK,  
JANSSENS SHERI LYNN  
201 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

KEENAN DANIEL KENNETH,  
KEENAN MILDRED ELMA  
203 CHARLES ST E  
INGERSOLL ON, N5C 1K3

KELLY SEAN PAUL, KELLY  
JOSEPHINE ROZANNE  
161 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

KLASSEN SARAH ALICE, KLASSEN  
GEORGE  
161 KING SOLOMON ST  
INGERSOLL ON, N5C 1P4

KNOTT IAN CHADRICK  
170 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

LANDICK ANDREW JAMES, VINCE  
CRYSTAL MARIE  
220 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

LANDICK JOHN DOUGLAS,  
LANDICK PEGGY MARLENE  
224 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

LAVA RODNEY MAC CALLUM,  
PICK ROSS WILLIAM ERIC, LAVA  
LISA JEAN  
185 CHARLES ST E  
INGERSOLL ON, N5C 1K3

LINTON SHERRY ANNE, HUNT  
RAYMOND ALBERT  
93 CARNEGIE ST  
INGERSOLL ON, N5C 1K9

MASSEN JOHN HAROLD  
162 ELIZABETH AVE  
INGERSOLL ON, N5C 3X8

MCFARLAND MARILYN EDITH,  
MCFARLAND BENJAMIN ERNEST  
112 KING SOLOMON ST  
INGERSOLL ON, N5C 1N8

MCNUTT ANDRE FREDERICK,  
MCNUTT BARBARANNE MAY LEE  
109 CARNEGIE ST  
INGERSOLL ON, N5C 1K9

MEATHERALL WALTER LEROY,  
MEATHERALL ANNIE LUELLA,  
MEATHERALL KATHLEEN JOAN  
114 MUTUAL ST N  
INGERSOLL ON, N5C 1Z9

MILMINE CORRINA MARY JEAN,  
MILMINE TIMOTHY KELVIN  
152 KING HIRAM ST  
INGERSOLL ON, N5C 1L8

MORDAK STEPHEN RANDAL,  
SCHEELE ANGELA KAREN  
183 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

MOSKAL TAMMIE LYNNE  
145 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

NEUKAMM HEINZ GUNTHER  
SILVER MOTEL  
398 CHATHAM ST S  
RR 2  
BLENHEIM ON, N0P 1A0

NEUKAMM HEINZ GUNTHER,  
NEUKAMM ANA MARIA  
SILVER MOTEL  
398 CHATHAM ST  
RR 2  
BLENHEIM ON, N0P 1A0

NICKOLUK NELLIE  
163 CARNEGIE ST  
INGERSOLL ON, N5C 1L1

O'CONNOR RICHARD MICHAEL,  
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SUSAN LOIS  
194 KING HIRAM ST  
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PARKER RICHARD LLOYD  
273 KING ST E  
INGERSOLL ON, N5C 1H4

PYE JESSICA JEAN  
202 KING HIRAM ST  
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PYE LAWRENCE ELWOOD, PYE  
BARBARA ISABELLE  
110 KING HIRAM ST  
INGERSOLL ON, N5C 1L6



RILEY SANDRA MARIE, RILEY  
GORDON ARTHUR  
146 KING HIRAM ST  
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KENNETH LEE ESTATE  
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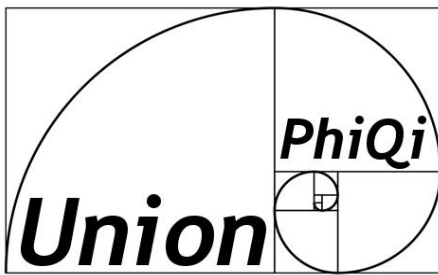
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Mr. Michael Graves, Clerk  
The Town of Ingersoll  
130 Oxford Street (2<sup>nd</sup> Floor)  
Ingersoll, Ontario  
N5C 2V5

October 11<sup>th</sup> 2016

RE: Request for Concurrence – Application for a Wireless Telecom Facility at 30 Wilson Street.

Hello Mr. Graves,

As per our discussions and submittals, Union PhiQi Corp. has complied with the Town of Ingersoll's public consultation process as well as Industry Canada's policy. Notification was provided to all property owners within a radius of three times the tower height. A public notice was also printed in the Ingersoll Times on Wednesday September 7<sup>th</sup>, 2016. Please see the attached 'tear sheet' of the notice, as it appeared in the Ingersoll Times.

Only one comment was received during the one-month public consultation period. Nicole Bowman who resides at 105 Bruce Street, had concerns over the potential effects on the value of her property as well as minor concerns regarding the negative impact of radio communications equipment on health. It was explained to her that the site and its equipment will operate within the limits as set forth by Health Canada, and as such, the site has been deemed safe to the public. As per Section 4.2. of Industry Canada's CPC-2-0-03, any comments pertaining to the potential effects that a proposed system will have on property values has been deemed an irrelevant concern. Information regarding the Safety Code 6 and Industry Canada's 'Frequently Asked Questions on Radiofrequency Energy and Health' were offered to Ms. Bowman for her reference.

Please accept all of our previous submittals as confirmation that the public consultation has been successfully completed, and that Union PhiQi respectfully requests a Letter of Concurrence from the Town of Ingersoll.

Should you have any questions please feel free to contact me on the telephone number listed below.

Best Regards,

Zachary Baum  
Union PhiQi Corp.  
Acquisitions and Site Development  
416-409-2930

## Public Notices Public Notices

Public Notice for a  
Proposed Communication Pole Installation

The purpose of this public notification is to inform the public and the Town of Ingersoll of the proposed installation of a cellular wireless telecommunication pole in the Town of Ingersoll.

## LOCATION OF PROPOSED LAND

The proposed site is located at 30 Wilson Street, Town of Ingersoll, Ontario. Geographical coordinates are as follows: 42°37'36.94 N and -81°10'32.27" W.

## PROPOSED INSTALLATION

The purpose of the installation is to provide improved cellular and wireless services in the Town of Ingersoll and the surrounding area.

## REPRESENTATION

Any person may submit written comments with respect to the proposed development by October 7th, 2016. Comments can be submitted via regular mail or email to the applicant as listed below. Additional information relating to the proposed installation will be available for inspection at the Town of Ingersoll's Building Services department during regular business hours.

Ulrich PHQ Corp.  
49 Waterloo Street, Suite 312/2  
Toronto, Ontario, M5U 2E1  
416-409-2090  
Ulrich@ulrichcorp.net

Michael Graves, Clerk  
The Corporation of the Town of Ingersoll,  
1130 Ontario Street (2nd Floor)  
Ingersoll, Ontario, N5C 2H5  
519-482-4120 ext. 2022  
mgraves@ingersoll.ca

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-Mabamba Gbandi

## Obituaries

## Obituaries



**PIPEL, Sarah (née Ferreira)** - After a courageous battle, Sarah Pipel (née Ferreira) passed away at Sakara Hospice, Woodstock on Sunday, August 28, 2016, at the age of 36. Beloved wife and best friend of Darrin Pipel. Loving mother and step-mother of Alesia, Leiland and Marisol. Dear daughter of Luis and Teresa Ferreira. Cherished sister of Peter, Tony (Rosa) and Michael (Lucy). Sarah will be missed by her very special friend Luisa and in-laws John (Garrison) Pipel and their family. She will be remembered by her many nieces, nephews, extended friends and family. Special thanks to the doctors and nurses of Sakara Hospice for their exceptional care and support in Sarah's final days. Friends were received at DENNING'S OF STRATHROY on Wednesday, August 31st, 2016. A Mass of Christian Burial took place at All Saints Roman Catholic Church (24 Front Street East, Strathroy, ON N7G 1Y8), on Thursday, September 1st, 2016. In lieu of flowers, donations may be made to the Sakara Hospice (VON Oxford). Donations and condolences may be left online at [www.denning.ca](http://www.denning.ca).

Friends are the pillars on your porch. Sometimes they hold you up, sometimes they lean on you, and sometimes it's just enough to know that they are standing by.

-Auntie Greenlee

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**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-042-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Backyard Hens

---

## **OBJECTIVE**

To consider the issue of backyard hens

## **BACKGROUND**

At the April 11, 2016 Council meeting staff were directed to put together a public meeting to gather input from the public regarding the potential for allowing backyard hens in the Town of Ingersoll.

Staff have now conducted that public meeting.

### **Background**

The issue of backyard hens was considered in a comprehensive report to Council C-014-16 (attached).

The Public meeting held on September 12, 2016 was attended by approximately 25 people. Seven people spoke at the meeting. Six were in favour of backyard hens and one was not in favour.

Since that meeting the town has received written comments from five more individuals and one organization (transition to less waste). Five of those submissions were in favour, one was not. The town also received three more submissions in favour from individuals that spoke in favour of backyard hens at the public meeting (one was a point of clarification). All correspondence is attached.

## **ANALYSIS**

Obviously, this kind of input does not represent any statistical analysis of the general feeling of the entire population. Staff can say that there are some people that are

interested in having backyard hens and I believe they genuinely wish to do it in a positive, healthy manner.

At issue for Council is whether or not the program should be implemented. Most importantly there will be costs associated with the program and it is difficult to recommend that the majority of taxpayers subsidize the wishes of a very few people. Therefore, staff recommend a cost recovery licensing program.

The licensing program would limit the number of hens per backyard (staff would suggest 4) and the setbacks being 20 feet from the owners home and 50 feet from any neighbours home (identical to Woodstock's by-law).

The licensing regime would need to be in place to allow for an inspection to ensure the coop placement would meet the appropriate setbacks and that the design was acceptable to deter vermin (a design standard would need to be developed similar to those developed in other municipalities). The licensing regime would also allow for the applicants to acknowledge the requirements of Oxford County Public Health being: that they are not allowed to slaughter any of the hens on any lands within the Town limits; they are not allowed to operate any kind of a petting zoo; that they are not allowed to sell any meat from the hens or sell any eggs to a third party, that the eggs and chickens are for their own personal use. Oxford County Public Health requires the contact information of all the residents that get a backyard hens license so that they may provide them instructions during an avian flu outbreak.

Council has previously committed to cost recovery for applications, permits and licensing. Staff would have to calculate such a fee that encompasses issuance of the permit, initial inspection, complaint handling and prosecution services. It is very possible that this fee would be in the hundreds of dollars per backyard hen license per year.

Further the concern with this issue is the capacity in Building and By-law Enforcement to inspect and enforce. The Building department is often at capacity especially during the summer months so inspection at those times may be difficult. As well, by-law enforcement is often at capacity and staff may have to consider hiring additional staff in those departments to handle this issue. That would drive up our costs significantly.

### Conclusion

Given this analysis staff have difficulty recommending to Council to allow backyard hens. The issue requires licensing to cover the costs of the municipality and those costs will be significant. Those costs along with the costs of a coop, feed, winter lighting (to ensure continued egg production) and heating (to ensure survival) mean that the eggs the backyard hens produce will probably cost more than the eggs that can be purchased in the market.

**INTERDEPARTMENTAL IMPLICATIONS:** Approval of a licensing regime for backyard hens is going to create additional work for Building Department and By-law

enforcement. What is unknown is if this licensing regime will create enough additional work to require additional staff resources.

### **FINANCIAL IMPLICATIONS:**

This could lead to an increase in staff time and cost to evaluate the license, to evaluate the coop, and to follow up on the location. As such staff are recommending a cost recovery for this license which will have to be calculated.

### **RECOMMENDATION**

**Option 1:** THAT staff report C-014-16 be received as information AND THAT a backyard hens licensing regime not be implemented.

**Option 2:** THAT Council direct Staff to bring forward a by-law to allow for the licensing of backyard hens.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

### **ATTACHMENTS**

Previous Report C-014-16  
Correspondence



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-014-16

**COUNCIL MEETING DATE:** April 11<sup>th</sup>, 2016

**TITLE:** Backyard Hens

---

## **OBJECTIVE**

To consider the issue of backyard hens.

## **BACKGROUND**

Our current Zoning By-law says at 5.2 of the General Provisions:

### ***"CONTROL OF ANIMALS, BIRDS AND REPTILES***

*Where an Animal Control By-law has been passed by the Town, the prohibition or regulation of the keeping of animals, birds or reptiles within any Zone shall be controlled by such By-law."*

As such our Animal Control By-law 01-3990 lists Chicken as a Class 2 Animal along with goose, turkey, duck and domestic fowl. It further states:

*"No person shall keep a class 2 animal within the municipal boundaries of the Town of Ingersoll."*

### **Background**

There has been a renewed interest in this topic recently probably due to increased interest in people trying to become more self-sustaining and also having much more interest in food production practices, supply and safety.

Several municipalities in Ontario have considered this lately with some adopting policies that allow for backyard chickens. Most allow only hens, not roosters. Most require some setbacks from neighbouring properties and many require a registration or licensing process.



A report written by Clark Consulting and considered by the Municipality of Trent Hills stated the benefits and disadvantages as follows:

### **3.1 Benefits to Keeping Backyard Chickens:**

- locally produced food, greater control over food sources,
- reduction of municipal solid waste through consumption of table scraps and other organic waste by hens,
- food safety - better quality, fresh, no pesticides or antibiotics,
- better conditions for hens in comparison to industrial farms,
- better tasting eggs,
- manure can be composted and used for fertilizer,
- companionship,
- pest control,
- home raised agriculture avoids the energy usage and carbon emissions typically associated with transporting food provide lessons for children about responsibility and where food comes from,
- lower food bills for owners,
- accessible protein,
- global environmental sustainability begins with local initiatives such as backyard hens,
- KFL&A Public Health released a report in June 2009 and assessed backyard hens to pose no health concerns.

### **3.2 Disadvantages to Keeping Backyard Chickens:**

- Nuisances such as odours and noise,
- Animal Health and Public Health - Poultry can be a source of disease and require health management and veterinary care as well as basic biosecurity measures to minimize the occurrence and spread of disease,
- Attraction of predators and pests such as rodents, flies, stray dogs, coyotes, raccoons, foxes etc,
- Trespassing - chickens at large, Food Safety - unregulated sale of eggs,
- Slaughter of animals and disposal of dead animals,
- Animal Care - poultry need proper shelter, water and adequate space to stay healthy,
- Manure must be disposed of in a safe and environmentally responsible manner.

The most cited issues associated with the keeping of backyard chickens are complaints from neighbours about noise, odours, chickens running at large and vermin. Some municipalities have found that clearly defined regulations regarding the keeping of chickens in urban areas reduces the potential for complaints but does not eliminate them all.

Some municipalities, like the City of Quinte West have only allowed chickens to be located on lots no smaller than 1 acre in size. They also have several other restrictions including setbacks from neighbouring properties and institutional uses such as schools and churches.

The City of Kingston has similar restrictions as does the City of Niagara Falls. The City of Guelph also allows backyard hens but their by-law is the oldest being from 1944.

Policy Issue	Quinte West	Kingston	Niagara Falls	Guelph	Woodstock
Minimum Lot Size	1 acre	Not required	40 feet x 100 feet	N/A	
Roosters	Not allowed	Not allowed	Not allowed		
Running Large at	Not allowed	Kept in Coop from 9 pm to 6 am.	Not allowed		
Setbacks	3 meters from side lot, 1.2 from rear lot, 7.5 meters from school or church, 3 meters from any abutting buildings	1.2 meters from rear and side lot lines, 7.5 meters from any school, 15 meters from any church or business, 3 meters from any abutting buildings	7.5 meters from rear lot line, 4.5 meters from side lot line		20' from the keeper's home and 50' from any other home.
Number of Hens allowed	4	6	10		
Size of pen allowed	3 x 3 meters, no larger than 4.5 meters high	N/A			
Placement of Coop	in rear yard	In rear yard	In rear yard		
Other		Must tell neighbours of intention to get coop, sale of eggs or other products prohibited, slaughter of hens prohibited			

## ANALYSIS

The Town would need to adopt similar rules regarding number of hens, location of pen, setbacks, etc as a minimum to minimize neighbourhoods' complaints.

The Town would also need rules regarding the disposal of deadstock and manure storage and disposal. This would require a licensing process and a follow up process and a process for dealing with neighbour's complaints. The process would also require some evaluation of the coop to determine that it meets set standards to control the hens and limit the attraction of vermin and predators. All of these needs would place additional demands on building and bylaw enforcement staff. Fees would be necessary to recoup the costs, however Staff are busy with current responsibilities, and it could generate demands for additional resources.

Biosecurity is probably one of the largest area of concern. If backyard chickens are not kept healthy and dead chickens are not quickly disposed of the chance for the spread of disease to larger scale operations in the rural area could be possible.

Staff have requested input from Oxford County Public Health and they have submitted comments in the attached letter.

This issue really comes down to a policy decision for Council. If Council is asking for a staff recommendation, staff would respond that the Town should not allow backyard hens.

The cost of enforcement to ensure there are no nuisance issues and complaints, as well as safety, cleanliness, methods of controlling vermin and prohibition on sale of chickens and eggs can add up quickly to significant additional costs to the municipality. All for a product (free range organic eggs and chickens) that are available in the market.

Still Council may be willing to accept those costs and be willing to adopt a policy to allow backyard hens. If Council does, it would be Staff's advice and recommendation that there be a number of requirements including but not limited to the requirements on lot size and setbacks for the coop from neighbouring properties.

All individuals that want backyard hens should be required to register and acquire a municipal license with applicable annual fees, with the Town and sign an agreement requiring them to acknowledge that they are not allowed to slaughter any of the hens on any lands within the Town limits. They are not allowed to operate any kind of a petting zoo. That they are not allowed to sell any of the hens or their eggs to a third party, that the eggs and chickens are for their own personal use. And that they must compost the manure from the hens as per specific guidelines established by the Municipality.

Since this issue is governed by The Municipality's animal control by-law this would not require a public planning process, however, if Council is going to consider going forward it would be advisable to hold a public input meeting to gather the public's opinion regarding this issue.

**INTERDEPARTMENTAL IMPLICATIONS:** Any decision to proceed with the allowing of backyard chickens will have a multi-jurisdictional impact on the licensing, permitting and enforcement of the required regulations.

**FINANCIAL IMPLICATIONS:**

This could lead to a significant increase in staff time and cost to evaluate the license, to evaluate the coop, and to follow up on the location.

It could also lead to a significant increase in by-law enforcement complaints and consideration should be given to the potential budgetary impacts of such a decision.

**RECOMMENDATION**

**THAT** staff report C-014-16 be received as information.

**AND FURTHER THAT** Council direct Staff to organize and schedule a public input meeting on backyard hens, to gather further information before making a determination on proceeding with the request.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer





Michael Graves &lt;mgraves@ingersoll.ca&gt;

---

## Backyard Chickens

---

Denise.Lynch@wolseleyinc.ca <Denise.Lynch@wolseleyinc.ca>  
To: mgraves@ingersoll.ca

Thu, Sep 22, 2016 at 10:13 AM

Hello, I would like to take this opportunity to thank you for hearing the opinions of the residents at yesterday's meeting

At the meeting I overheard the mayor say if this (meaning back yard chickens) is the biggest problem we have then we are doing ok. I couldn't agree more, thank goodness we are not having meeting to discuss things like homelessness, crime or the safety of our residents. I do however think that there is value in discussing this topic and even though it may not seem like an important subject to everyone. I think it was demonstrated last night by the research that was done that the people who are interested in raising back yard chicken feel quite passionately about it.

I am someone who has been on both sides of this discussion. Originally I was someone who didn't understand why anyone would want to have chickens on their farms let alone on their urban properties. After having some exposure to back yard chicken in my previous community I began to grow an interest in the idea of raising chickens for eggs. Now after raising back yard chickens at our previous residence I completely understand the value and appeal of having backyard chickens.

For my family personally we love the idea of eating fresh eggs, that we know what the chickens were fed and how they were raised. I also feel there is a huge educational factor for our children, they have the responsibility of helping us take care of the animals and they learn all about where your food comes from.

The other side benefit that I hadn't expected when we originally got chicken was how much we would cut down on food garbage, in Hamilton they have a program to dispose of your food garbage so it is composted and does not end up in landfills. Here in Ingersoll our food garbage goes right in with the other garbage. Chickens love fruit and vegetable scraps and it really cut down on what we ended up throwing out.

Lastly there was something else we discovered when we started raising back yard chicken, it was the social aspect. People who raise chickens love to discuss it and share tips and tricks. It's a great conversation starter, kids and adults alike love to hear about why and how you raise back yard chickens

With all that being said I do understand the concerns that people may have with back yard chickens, as I said I have had the same concerns in the past, but I quickly learned that those concerns can be easily controlled or may not actually be a problem at all. A comment was made last night that most residents know of someone who is currently raising backyard chickens and I believe that you confirmed that there have not been any complaints that you are aware of. I of course am not suggesting that anyone disobey the by-law but I think it does show that concerns of some residents may not be a problem at all. I believe the two main concerns are noise/nuisance and the attraction of unwanted animals, below are my experiences:

Noise/ nuisance – Roosters are the ones that make the noise, I think all would agree that there should be a no rooster clause in the by-law, permission should be given to raise back yard hens only. As was stated last night hens are very quiet, they make less noise than the birds do in the morning and the crickets do at night and certainly less noise than a barking dog.

Attraction of unwanted animals – again as was stated last night there are raccoons and squirrels and other creatures in or community right now, there are certain things that attract them to your properties, garbage, bird feeders, pet food. Just as residents are expected to act responsibly with these other items, chicken owners would be expected to act responsibly with their chicken feed. I think it is important to state in the by-law that food must be stored properly, this is a common verbiage in other communities by-laws.

I do believe that a by-law similar to the ones in other Ontario cities that allow back yard chickens would be necessary to keep order. Below is an example of a simple set of rules that could be put into place. I think if a by-law similar to this was put in place you would have some very happy residents who would benefit from raising backyard chickens and you would see little to no complaints associated.

This is an example of a by-law that could be put in place

- A maximum of 6 hens are permitted on any residential property.
- The keeping of roosters is prohibited.
- The owner of the hens must reside on the property where the hens are kept.
- Hens must be kept in their coops from 9:00 p.m. to 6:00 a.m.
- Hens must be kept in an enclosed hen run when not in their coop.
- Hen coops and runs shall be a distance of at least 1.2m from the rear lot line and at least 1.2m from any side lot line of the dwelling lot on which the hen coop is located.
- Hen coops and hen runs shall be a minimum distance of 3 m from all windows and doors of dwellings that are located on an abutting property.
- Hen coops are not permitted in any front yard.
- Hen feed must be stored in an sealed container.
- Sales of eggs, manure and other products associated with the keeping of hens are prohibited.
- Hen coops and hen runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odors, substances and vermin.
- Stored manure shall be kept in an enclosed structure such as a compost bin in accordance with compost regulations, and no more than three cubic feet shall be stored at any one time.
- Manure shall be disposed of in accordance with Municipal by-laws. Hen waste must be solid and bagged.
- Home slaughter of hens is prohibited and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian

I would like to thank you for taking the time to hear my comments, I appreciate living in a town where residents can be heard.

My final thought is this.....no, it is not for everyone, no I do not think you will have a huge influx of residents raising back yard chickens but for the residents who wish to do so I think as long as some simple rules are followed those residents should have the right to do so.

Sincerely,

Denise Lynch





Michael Graves <mgraves@ingersoll.ca>

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## Backyard Hens

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Shane Lynch <slynch@markssupply.net>  
To: "MGRAVES@INGERSOLL.CA" <MGRAVES@ingersoll.ca>

Thu, Sep 22, 2016 at 12:53 PM

Hello

I would like to start by saying thank you for holding a meeting yesterday regarding the backyard hens/ducks by-law. I moved to Ingersoll two years ago from Hamilton and I love this town. Although some may think a meeting in Town Hall to speak about backyard hens/ducks is ridiculous, it shows that our town council members respect their people and truly care what they have to say.

I am completely in favor for the passing of a by-law which would allow residents to own backyard hens/ducks. I was raised in an urban city and we had many friends and family members who had chickens in their yards, and it was great being around something like that growing up. It allows children to see where food comes from, it helps them understand that a self-sustaining lifestyle is possible, and the look on their face when they know those eggs are on the table because of their hard work is amazing.

Hens/ducks are fantastic pets(although some might not agree). They are friendly, loving animals with personalities much like cats or dogs, but are much quieter than the average dogs already in our town. Like a gentleman said last night, they are at their loudest when laying eggs and have about the same decibel level as human conversation (60 to 70 decibels). Hens are so quiet that there have been cases of family flocks being kept for years without the next door neighbors knowing it. To put that in perspective, a barking dog produces about 90 decibels.

Like any pet, I believe there has to be regulations in place and these regulations need to be enforced if we are to allow backyard hens/ducks.

- A maximum number allowed
- An enclosure that keeps the animals safe and doesn't attract predators must be constructed with enough room for the animals to roam freely
- Deceased birds must be disposed of at a livestock disposal facility or through a veterinarian
- The coop must be maintained and cleaned regularly and all waste be disposed of accordingly
- A minimum distance from a neighbor's property must be met

**If everyone follows simple guidelines, there should be no complaints.**

**My last point is this; as was mentioned at last night's meeting, there are residents who currently have backyard hens/ducks and so far there has not been a complaint(that you knew of). If the by-law is passed, I wouldn't assume that every residence would then have hens/ducks in their yards, especially since we saw the amount of people at last night's meeting.**

**Thank you**

**Shane Lynch**



Michael Graves <mgraves@ingersoll.ca>

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## Backyard hens

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Super Dave <superdaveguy@bell.net>  
To: Michael Graves <mgraves@ingersoll.ca>

Thu, Sep 22, 2016 at 6:36 PM

Mr. Graves:

I neglected to mention anything about diseases and backyard chickens during the public meeting yesterday. I would like to clear up any misconception regarding backyard hens and illnesses such as avian flu. Backyard chickens are actually less likely to contract diseases and illnesses for reasons that include:

- backyard hens are not in cramped quarters like most factory farms which would increase the chance of spreading the disease
- symptoms are more easily observed when there are only a few hens and are more likely to get treated early
- sunlight kills the avian flu virus (which backyard hens would be getting)
- backyard chickens are generally in much better health than their battery hen counterparts and are more likely to have a better immune systems.

Keeping backyard hens is less risky for avian flu than an average large scale chicken operation.  
(see article: "Bird Flu Is Slamming Factory Farms But Sparing Backyard Flocks. [<http://www.motherjones.com/tom-philpott/2015/05/ongoing-bird-flu-crisis-stumps-experts>])

Thanks for setting up and hosting the public meeting and I look forward to your report.  
Dave Klapwyk  
Ingersoll, Ontario



Michael Graves &lt;mgraves@ingersoll.ca&gt;

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**Fwd: CHICKENS**

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Fred Freeman &lt;ffreeman@ingersoll.ca&gt;

Wed, Sep 21, 2016 at 7:21 PM

To: Graves Michael &lt;mgraves@ingersoll.ca&gt;, wtigert@ingersoll.ca, council@ingersoll.ca

Sent from Fred Freeman's iPhone

Begin forwarded message:

**From:** Robert Trowell <btro6491@rogers.com>  
**Date:** September 19, 2016 at 5:50:09 PM EDT  
**To:** "ffreeman@ingersoll.ca" <ffreeman@ingersoll.ca>  
**Subject:** CHICKENS  
**Reply-To:** Robert Trowell <btro6491@rogers.com>

Hello Fred, Please feel free to pass my previous and this e-mail along. To allow these "backyard barnyards" sets a very dangerous precedent and there's a real possibility of it becoming a nightmare for the Town. Chicken droppings, obnoxious smell, neighbour complaints, the "ever lurking" possibility of disease, etc. It's a sure bet, if this is allowed, that at least some of these "urban farmers" won't maintain an acceptable level of hygiene (aka keeping things clean!). The Town has neither the resources (aka people + money) nor the time to police these hen houses. Also, if a serious problem arises with cleanliness (and it WILL happen) or some kind of virus, bacteria, etc. spreads, who gets involved? Local Health authorities? Provincial health authorities? Who'll "pick up the tab?" And, where do you draw the line? Will people want to keep a couple of goats for milk? A little far fetched, I admit, but not beyond the realm of possibility. Will neighbours see a chicken coop over the fence as devaluing THEIR property? Is the possibility of someone suing the Town and/or the neighbour if they or a member of their family becomes ill and it's determined that "what's littering the floor" of the chicken coop is responsible? I don't want to think of what might occur if a child wanders into the yard out of curiosity and starts "touching things" in these coops. As I stated earlier, it's a Pandora's box if this is passed. Council needs to unanimously vote NO on this proposal. Bob Trowell



Michael Graves &lt;mgraves@ingersoll.ca&gt;

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**town of Ingersoll meeting re backyard chickens**

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Howard DeJong <howarddejong1@gmail.com>  
To: mgraves@ingersoll.ca

Tue, Sep 20, 2016 at 1:37 PM

Sept 18, 2016

Attn: Michael Graves

Town of Ingersoll Public Meeting re: Backyard Hens

I, Howard DeJong support allowing backyard hens within the town limits. I am unable to attend the meeting, but have a few concerns I feel need being addressed

1) I fear that a one size fits all decision will be rendered. I strongly disagree with this approach. Where taxpayers have stepped up and paid for large oversize lots at great expense. They should not be limited to an arbitrary number of birds per lot if allowed. If they paid for the space, pay taxes on the space they should be allowed more birds based on proportional square footage open land and distance to fencelines. This allows for economies of scale, and raising for family if room allows. When raising meat birds, the efforts to raise a coop of birds is little different than if raising 5 at a time.

2) from the opposite direction many town lots have become progressively smaller ie 30+foot frontages, subdivisions recently granted variances making even smaller minimum side yard, rear yards and front yards. There has to be a minimum distance from your neighbors fenceline AND a correlation of quantity to open square footage.

3) Manure/waste has to be handled properly to limit effects on neighbors

4) Thought needs to be placed on the right to protect these birds from neighborhood cats, dogs at large and other predators. In the country defending your livestock allows use of deadly force. Discharging firearms in town is not legal, but have all other avenues been discussed?

Sincerely: Howard DeJong

166 McKeand St, Ingersoll Ont N5C3H9



Michael Graves &lt;mgraves@ingersoll.ca&gt;

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## Backyard Hens

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Hollie DeFraga <jh.defraga@gmail.com>  
To: Mgraves@ingersoll.ca

Wed, Sep 28, 2016 at 10:56 AM

My husband and I are very much in favour of backyard hens. I have celiac disease which means I cannot eat gluten. It is so severe that I can't even eat meat or eggs from animals who are fed grain which contain gluten. This makes eating difficult and a huge financial burden. I can only eat organic eggs and at the grocery store these eggs cost over \$6 a dozen. This lifestyle is not one I chose. I can get very sick for weeks at a time by eating the wrong thing. If we were able to have a few hens in our yard it would make things just a little easier. We have even thought about moving out of town just to have a few hens. As long as they are kept clean and looked after properly I don't see why this would be a problem. Any fees associated with having hens also needs to be kept to a minimum to even make it worth doing. I know this would really benefit my household and make things a little easier for us.

Thank you

Hollie DeFraga

September 26, 2016

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

Attention Town of Ingersoll Public Meeting Re: Backyard Hens

We would like to voice our support on the topic of allowing backyard hens within the town limits. We very much support this idea. Our reasons for support are as follows:

- 1) We have been planning on moving out of city limits to start a hobby farm, however with the Backyard Hen provision we can start our project early at our current location.
- 2) Backyard Hens can help to teach our children about food security and responsibilities around harvesting and caring for the animals that provide us with our nourishment.
- 3) We also strongly oppose the TPP and this would be one step closer to creating a self-sustained locally trusted food source.

We understand that pet owners have a responsibility for the animals under their charge which involves maintaining the well-being of their pet. Hens are not a noisy animal, and if contained to a coup and yard, should be no more of a bother to the community than having a pet dog.

Thank you for taking the time to hear our voice on this subject.

Sincerely,



Alexa Phillips

519 532 9701



Dr. Jitin Sondhi

September 26, 2016

Attention: Town of Ingersoll Staff and Council,

**Re: Comments on Backyard Hen Policy**



**TRANSITION**  
TO LESS WASTE

Transition to Less Waste (TTLW) is an Ingersoll based non-profit active in the community since 2001, that promotes environmentally sustainable choices and land stewardship. We would like to thank the Town of Ingersoll for the opportunity to provide input on the potential for a new policy regarding the keeping of urban hens within the Town.

Transition to Less Waste recently partnered with the Ministry of Training, Colleges, and Universities in order to support our sustainability research. Topics included waste reduction, water conservation and protection, renewable energy micro-grids, eco-transportation and housing, land stewardship, and community food security. Our research on the topic of food security shows that world-wide and on the local level, food security is increased when more urban agriculture such as home and community gardens and the keeping of backyard laying hens are supported through policy and education.

The **Oxford County Food Security Policy Development** document produced in 2013 to inform the County on matters related to local food security, provides the following definition:

*"a community is food secure when all people have access to affordable, safe, and nutritious food in adequate amounts and to meet their dietary needs and food preferences for an active and healthy life"*. The report outlines numerous barriers locally to accessing adequate amounts of healthy food. **The promotion of small-scale urban agriculture within Ingersoll would reduce these barriers.**

As backyard laying hens are a means of increasing local access to healthy and nutritious food, Transition to Less Waste supports the keeping of hens within the Town boundaries, when housed in appropriate coops, with access to a run area. A small number of laying hens housed in an urban area can add organic material to garden-compost, reduce the insect population, cut down on food waste, and provide a learning opportunity for children and families interested in animal husbandry.

Permitting backyard hens would allow what is already permissible in one of Oxford's most urban areas, the City of Woodstock. When TTLW discussed the frequency of backyard hen complaints with the City of Woodstock, their bylaw officer advised that in his 4 years in the position, they had received **zero complaints** regarding the keeping of hens.

The City of Guelph is known throughout the province as having many policies and initiatives that promote sustainable living practices, and independence for community members, such as home solar projects, community gardens, and the keeping of backyard hens. Guelph also reports a high degree of community acceptance and support for the keeping of backyard hens. The Guelph Mercury reported<sup>1</sup> in 2013, that the City has never had to disallow an urban coop for failure to comply with the standards set out in their municipal bylaw (despite formally allowing backyard chickens since 1944).

In conclusion, the keeping of backyard hens in a well maintained and appropriate enclosure and coop is common-place in urban areas within our own County and around Ontario. **Transition to Less Waste supports the creation of a policy that would allow Ingersoll residents to keep backyard hens, as a means to promote food security and independence, and to restore a connection to healthy sources of food.**

Sincerely,  
Emily Cude, Special Projects Director, Transition to Less Waste

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<sup>1</sup> <http://www.guelphmercury.com/opinion-story/4074168-fowl-is-fair-keeping-backyard-chickens-has-a-long-history-in-guelph/>



Dear Mr. Graves,

Although I wasn't able to make it to the public meeting, I would still like to share my opinion on the topic of allowing backyard hens within the town limits of Ingersoll.

First I would like to begin with the fact that chickens bring an incredible amount of benefits to our community, some which Ingersoll should be very interested in, like the reduction of food waste and the fact that backyard chickens are known to be very therapeutic and stress relievers for their owners and those that interact with them. These are two very important aspects to consider when our community is currently trying to fight the dump and this would show our desire to reduce our household wastes, as well as being a community who is experiencing an incredible amount of widespread stress, anxiety, and depression amongst our youth who could deeply benefit from the stress relieving qualities of keeping backyard chickens, but I don't want to get ahead of myself.

Keeping chickens would be a huge step in the right direction for a town that says it wants to become more sustainable and "achieve zero waste in Oxford" (FutureOxford 2016) – according to the FutureOxford Sustainability Plan for Oxford County. Chickens are excellent at taking household food waste like kitchen and garden scraps and turning them into nutritious eggs and super fertilizer for flower beds, veggie gardens, and even lawns. We could reduce a significant amount of waste from even entering the landfill by promoting Ingersollians to use their chickens, if they have them, as incredible waste reducers. Chickens would start Ingersoll in the right direction of diverting waste into more sustainable and environmentally friendly methods. They also begin conversations about composting and even more extensive education on what can and can't be recycled. They could be the gateway that Ingersoll needs to get its citizens talking about waste diversion and sustainable development.

On the topic of helping the environment, chickens not only reduce waste but they promote in-depth discussions on ecology and biodiversity by showing that by introducing chickens into the environment (in this case backyards), a whole host of environmental benefits arise. It also teaches and promotes a respect for animals and other non-human creatures on the earth, inspiring a more compassionate and considerate generation of people. It also allows people to delve into the world of where their food comes from and how it is grown, considering that most people who live in towns and cities don't really understand the process of how food is grown. We need to promote food systems education. Too many people are ignorant to the way the food system works and the damaging processes in which it operates.

Education is an important tool that we could provide through having backyard chickens, like how many people do you think know that there are more than two colours of eggs? There are chickens that lay blue eggs (americaunas), green eggs (olive eggers/Easter eggers), dark chocolate brown (marans), and a variety of pinks and lighter hues of cream. We need to get more people involved with agriculture as farmers are aging in Canada and with a lack of new young farmers to replace the current ones, our national food system could collapse and yet nobody talks about it because being a farmer or involved in agriculture is seen as irrelevant or not a "real" job. Did you know that less than 10% of farmers in Ontario are under the age of 45, with the majority of those in the farming industry being over 56 years old according to Statistics Canada (Statistics Canada 2011). Everyone needs to eat; we need to start sharing the responsibility of where our food comes from.

Another aspect of the FutureOxford Sustainability Plan states that they want to “encourage production and consumption of locally produced food and products,” (FutureOxford 2016), and I would argue how much more local can you get than going out into your own backyard, checking on your happy hens, and collecting some delicious eggs they produced from your food waste? The food miles those eggs took to get from where they were produced to the plate are almost nothing – which is an incredible improvement from going to the grocery store where products have been shipped from all over the country, and often times from other countries, using incredible amounts of fossil fuels, putting more greenhouse gas emissions into the atmosphere, and often times that food is picked before it was ripe to allow it to be shipped all over the world without it spoiling, meaning less nutritious food. This is a multi-faceted problem, but with backyard chickens we could begin taking steps to address the issue by simply starting with local eggs. Self sufficiency is a trending topic of conversation these days because people are beginning to realise the issue of relying on global markets to supply your local food. They are interested in taking matters into their own hands and actively developing solutions and methods to become self-reliant. It would not only be a smart choice for Ingersoll to allow backyard chickens, but it would also show that our town is being proactive in dealing with issues of sustainability, food miles, waste, food systems education, and many other issues.

I have attached links at the bottom of this letter to where I took my quotes and statistics from for your convenience. Thank you for reading my comments about allowing backyard chickens in Ingersoll, I sincerely hope that this discussion will lead somewhere productive and put us on the right track for issues of sustainability, etc. We have the chance to be leaders, and it would be an awful shame if we wasted this opportunity to embrace positive change.

Thank you so much for your time,

Sarah Cameron

<http://futureoxford.ca/general/sustainabilityplan/index.htm>

<http://www.statcan.gc.ca/pub/96-325-x/2014001/article/11905-eng.htm>

<http://www.naturallivingideas.com/20-convincing-reasons-to-keep-backyard-chickens/>



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-043-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Community Improvement Plan

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## **OBJECTIVE**

To apprise Council of steps to go forward with a Community Improvement Plan.

## **BACKGROUND**

Community Improvement Plans are common in municipalities these days. They are essentially plans that focus on the maintenance, rehabilitation, development and redevelopment of targeted areas. They are optional and require official plan (OP) policies and a by-law designating a CIP project area. Once in place municipalities can make grants or loans within CIP project areas to help pay for certain costs, and can establish Tax-Increment-Equivalent Financing programs (TIEF). These plans allow for the registration of grant and loan agreements on title.

Council received EDO Report Number D – 131/10 titled 'Community Improvement Plan (CIP) 2010' at its August 9<sup>th</sup> meeting. The report outlined that a public meeting had been held on March 31, 2010.

At the August 23, 2010 meeting Council did receive another report regarding the Community Improvement Plan and although a by-law was passed at that meeting the last steps required by the legislation were not completed.

Due to the time that has passed it is necessary to start the process over again.

## **ANALYSIS**

Staff have attached a draft of the Community Improvement Plan but would like to stress that this is only a draft and that everything is under consideration during the commenting stage from the departments, agencies, the public and Council.

The plan includes a wide range of incentives but Council would need to determine specifically which incentives it intends to implement.

The draft plan also includes a map and it will need to be determined if this is the area to be included. The map currently includes the Central Commercial Zone and the Entrepreneurial Zone.

In order to implement the Community Improvement Plan the draft plan needs to be distributed to all departments and agencies for comment including the Ministry of Municipal Affairs. Once comments are in, the draft will be amended and brought forward for a public meeting and then brought forward for Council consideration.

### **INTERDEPARTMENTAL IMPLICATIONS**

Most of the incentives created are rebates back of fees, permits or increased taxation, so they have no net financial effect. The loans are usually given at low interest rate which could create some expense for the Municipality and any grant programs would obviously have an expense. The total cost of any of these programs should be clearly detailed to Council and reported in future reports.

### **FINANCIAL IMPLICATIONS**

At this point no real financial issues but depending on the types of incentives offered Council will need to consider the costs and budgetary impact.

### **RECOMMENDATION**

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.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

### **ATTACHMENTS:**

Draft Town of Ingersoll CIP  
Community Improvement Project Area

## 1.0 PREAMBLE TO THE TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PLAN

### 1.1 INTRODUCTION

Community improvement planning is commonly used as a tool to provide assistance to municipalities to address challenges related to growth management, accessibility and development. It provides a means of planning and financing development activities that effectively assist in the redevelopment of lands, buildings and infrastructure through the implementation of various financial incentives.

The intent of a Downtown Community Improvement Plan (CIP) is to outline, in one document, the possible range of improvement options which may be undertaken to promote and encourage renewal, redevelopment and rehabilitation within the key Downtown areas of the Town. The Plan is also intended to provide general design direction to complement and assist with the implementation of the financial incentive programs enabled by this CIP.

To foster economic development and downtown improvement, Town Council reserves the right to determine, at its sole discretion, the implementation schedule of the proposed financial incentives contained in the Plan. The Plan is intended to provide a list of suggested incentive programs that Council might draw upon in its decision making to direct funding towards programs deemed as a priority to assist with downtown improvement. As such, the Town is not obligated to implement all of the incentives outlined in this Plan.

### 1.2 LEGISLATIVE AUTHORITY AND POLICY FRAMEWORK

#### 1.2.1 Municipal Act

Ontario's Municipal Act, 2001 is the principle statute governing municipal organization and the delivery of services in Ontario. The Act came into effect on January 1, 2003, replacing the 1990 Municipal Act. Effective January 1, 2007, the *Municipal Statute Law Amendment Act* introduced significant amendments to the Municipal Act, providing municipalities with greater flexibility to meet community expectations and fulfilling responsibilities.

Section 106 of the Municipal Act prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of financial incentives, a practice that is commonly referred to as 'bonusing'. Notwithstanding Section 106, the Act does provide an exception which allows a municipality to offer certain incentives where the said municipality has approved a Community Improvement Plan in accordance with Section 28 of the Planning Act.

#### 1.2.2 Planning Act

The Planning Act empowers the Council of a lower-tier or local municipality to designate Community Improvement Project Areas (CIPAs) and develop CIPs in accordance with the Act. Where a municipality has an approved CIP in place, the Act directs that the municipality may:

- Acquire, hold, clear, grade, otherwise prepare, sell, lease or otherwise dispose of lands;
- Construct, repair, rehabilitate or improve buildings on lands acquired or held by the municipality;
- Make grants or loans to registered owners, assessed owners and tenants of lands or buildings to pay for the whole or part of any cost of rehabilitating such lands or buildings; and

- Enter into agreements with any government authority for conducting studies and for the preparation, implementation and financing of plans and programs.

### 1.2.3 Provincial Policy Statement

The Provincial Policy Statement – 2014 (PPS) came into effect on April 30, 2014 and provides policy direction on matters of provincial interest related to land use planning and development. The PPS establishes the policy foundation for regulating the development and use of land and supports the provincial goal of enhancing the quality of life for the citizens of Ontario. The PPS is issued under Section 3 of the Planning Act, which requires that all decisions affecting land use planning matters “shall be consistent with” policy statements issued under the Act.

The PPS provides high-level policy direction pertinent to community improvement areas, including intensification, redevelopment, mixed land use and heritage preservation. In this regard the PPS generally promotes:

- Land use patterns in settlement areas based on densities and a mix of land uses that use land and resources efficiently, promote energy efficiency and provide a range of uses and opportunities for intensification and redevelopment (Section 1.1.3.2);
- Opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites (Section 1.1.3.3);
- Development standards which facilitate intensification, redevelopment and compact form (Section 1.1.3.4);
- Integrated and viable rural areas that build upon rural character and rural amenities, promote regeneration and conservation of existing rural housing stock and provide an appropriate range and mix of housing types (Section 1.1.4.1);
- Providing an appropriate range of housing types and densities to meet projected requirements of current and future residents with residential intensification, densities which support active transportation modes including public transit, and redevelopment which facilitates a compact form (Section 1.4.3);
- Planning of streets and spaces which meet the needs of pedestrians, foster social interaction and facilitate community connectivity (Section 1.5.1);
- A land use pattern, density and mix of uses which minimizes vehicle trips and supports transit and active transportation (Section 1.6.7.4);
- Opportunities for economic development, maintaining and enhancing the vitality and viability of the downtown and mainstreets and encouraging a sense of place by conserving features that help define culture (Section 1.7.1);
- Energy conservation and efficiency and improved air quality through compact form and a structure of nodes and corridors, focusing employment and other travel-intensive uses on sites which are well served by transit, improving the mixture of employment and housing to shorten commute journeys, design to maximize energy efficiency and conservation (Section 1.8.1); and,
- Conservation of significant built heritage resources and significant cultural heritage landscapes (Section 2.6.1).

#### 1.2.4 County of Oxford Official Plan

##### *Town of Ingersoll Land Use Policies*

Section 9 of the Official Plan contains land use policies applicable to the Town of Ingersoll that provide general policy direction and the long-range planning framework for development within the Town. Within these policies are a number of strategic initiatives that are relevant in the development of a CIP. These initiatives include:

- Promoting a positive business environment within the Town to enable business, industry and labour to compete in the local, national and international market place;
- Recognize the downtown as the heart of the community and promote the downtown area as a people place in order to maintain its role as the focal point of the community for residents and businesses;
- Maintain a commercial core as the highest order retail shopping district capable of meeting the day to day and specialty needs of residents;
- Promote the Central Area as a place of employment and focus of economic activity;
- Support the creation of new residential units within the commercial buildings in the Central Area; and,
- Conserve and enhance the heritage of Central Area resources, including buildings, structures, sites, and landscape elements having architectural, historical or cultural significance.

##### *Cultural Heritage Policies*

The Official Plan requires that significant built heritage resources and cultural heritage landscapes that are valued by the community, be conserved. If the Town identifies a property as having significant cultural heritage value or interest, it may initiate the process of designating the property by By-law under the Heritage Act. The Town also has the power to designate Heritage Conservation Districts where the character of older neighbourhoods and areas of the Town have significant heritage value, such as the [Central Area](#).

The CIP should support these policies in the Official Plan by recognizing existing cultural heritage resources and promoting the designation of potentially significant properties within the Community Improvement Project Area.

##### *Transportation Policies*

The goal of the Town is to establish a coordinated transportation system that facilitates the safe and efficient movement of traffic within the Town as well as external linkages in the regional setting.

Schedule "I-4" of the Official Plan identifies the road network within the Town of Ingersoll. These identified roads have various functions based on the capacity and their location within the Town. The CIP should recognize the established road network and identify opportunities for improving the transportation network through off-street parking, infrastructure improvements and other initiatives deemed appropriate by the Town. It is recognized that some roads within the Town are under the jurisdiction of the County and any program would need approval and cooperation of the County.

### *Community Improvement Policies*

Section 10.4 of the County Official Plan includes policies intended to direct County and Area Municipal actions regarding upgrading, redeveloping and rehabilitating the physical environment of existing, older residential neighbourhoods, ancillary open space and recreational areas, commercial centres and industrial areas. The policies are intended to guide both private and public community improvement activities within designated community improvement project areas and are premised on a number of goals, including:

- The upgrade and improvement of municipal hard services, social and recreational facilities and public utilities;
- The preservation and upgrade of older residential neighbourhoods and settlements;
- The strengthening of existing central areas and Village Core areas;
- The improvement of existing industrial areas by encouraging further development and redevelopment;
- Consideration of participation in senior government funding assistance programs; and
- Encouraging the coordination of municipal, private and community organizations in promoting community improvement efforts.

In addition to a number of general criteria for the designation of community improvement areas, the Official Plan provides additional guidance for identifying residential, commercial and industrial improvement areas based on, among other matters, the structural integrity of building stock, lack of community facilities and, in the case of commercial improvement districts, those areas that are experiencing high vacancy rates, inadequate off-street parking and poor traffic circulation.

The County of Oxford Official Plan directs that those areas designated as a Large Urban Centre on Schedule C-3 are intended to be identified as Community Improvement Project Areas (CIPA). Further, it is anticipated that the designated CIPAs will generally cover an entire community and that the criteria for residential, commercial and industrial improvement areas (as contained in Section 10.4 of the Plan) will guide development within more specifically defined areas.

## **2.0 COMMUNITY IMPROVEMENT PLAN (CIP)**

### **2.1 THE CENTRAL AREA**

**Ingersoll's Central Area** contains a range of commercial, residential, institutional, recreational and industrial uses. As the Town's historic business district, the Central Area comprises a variety of new and historic buildings.

#### **2.2 INGERSOLL CENTRAL AREA DESIGN GUIDELINES**

In 2014, the Town of Ingersoll and County of Oxford initiated a project to develop Design Guidelines for the designated Central Area of the Town. The guidelines were developed to outline best urban design practices and establish urban design recommendations that recognize the importance of the Town's Central Area, while enhancing economic development potential. The study focuses on the Central Business District and Entrepreneurial District, as defined in the County Official Plan, which is consistent with the Town's CIP.

The Study included an in depth analysis of the downtown's existing conditions as it relates to main street character, circulation (driving, walking and cycling), key intersections, property characteristics and key

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destinations and views. A number of sites were also evaluated to determine redevelopment opportunities for the purpose of revitalizing the downtown and surrounding areas.

The Design Study contains a number of overall recommendations for the study area as well as area-specific goals and phasing for each of the 'Character Areas' that are identified in the study. More specifically, the Character Areas are:

- Central Area Core, which consists of main street – Thames Street, south of the southern (C.P. Railway) railroad track, to below King Street;
- Central Area Green, which consists of the area surrounding the Central Area Core, south of the C.P.R. railroad track and south of Mutual Street;
- Central Area North, which consists of the area north of the C.P.R. railroad tracks along and surrounding Thames Street as well as the area north of Mutual Street along Charles Street East.

The recommendations, which are intended to provide a long term and fluid plan for the Town's downtown, propose to transform the study area into an attractive public and private realm, providing a unique downtown experience that is enjoyable for all.

The Design Study also includes a number of recommendations intended to assist the community in effectively implementing the design principles contained in the document. Generally, the Study will serve to guide the physical development of the Central Area and will provide a basis for Council's consideration of future Official Plan policies, Zoning By-law provisions, site plan guidelines and community improvement initiatives. The recommendations relevant to a community improvement plan included:

- Targeted land uses for each character area;
- Proposed street character classifications;
- On-street parking, sidewalks, amenities, signage and lighting, landscaping and gateways;
- Proposed building form, setbacks, height and roofline, material and details, entryways, windows, appurtenances, signage and lighting and public realm; and,
- Specific urban design guidelines for each identified character area.

The results of the above-noted analysis were brought to the public through an extensive consultation process. This included open house/workshops to obtain feedback from the community, together with focused meetings with selected stakeholders and interest groups within the Town. The guidelines were ultimately adopted by Town Council in November, 2014.

### 2.3 COMMUNITY IMPROVEMENT PROJECT AREA (CIPA)

The CIP applies to those lands within the [Central Business District and Entrepreneurial District](#) in the Town of Ingersoll, as identified on [Appendix I](#), respectively. Minor adjustments to the boundaries of the CIPA will not require an amendment to this Plan.

## 2.4 AGENCY CIRCULATION AND PUBLIC PROCESS

In 2015, Town Staff together with Planning staff, initiated the development of a Town CIP that would identify several financial incentive programs to assist with renewal in the Central Area of the Town.

The Town CIP has been prepared in accordance with the provisions of Section 28 of the Planning Act. The draft Community Improvement Plan (CIP) was circulated to the prescribed public bodies as required by Section 17 of the Act and a final draft was prepared, reflecting those comments received through the noted circulation.

The statutory public meeting to consider the Community Improvement Plan was held on [REDACTED], and the Plan was approved by Town Council during the regular Council meeting on the same evening.

## 2.5 GOALS AND OBJECTIVES

The fundamental goal of the CIP is to promote development in the Downtown core by encouraging property and business owners to improve the visual quality and function of buildings with a view to enhancing the long-term viability and economic stability of the Town.

Generally, the objectives of the CIP are to:

- facilitate the ongoing viability, vitality and revitalization of the downtown core;
- encourage long-term investment that improves the economic climate of the Town;
- outline a set of key design principles to form a basis for improvement efforts;
- improve the physical and visual quality of the existing building inventory;
- conserve and strengthen traditional heritage features within designated community improvement areas by encouraging improvement that is 'sympathetic' to the history of the area and encouraging reuse;
- promote a visually attractive, safe and clean public realm that is accommodating and accessible to all users;
- stimulate private investment activity and private property maintenance; and
- increase sense of community participation and civic pride.

## 2.6 MONITORING AND CHANGES TO THE CIP

The Town supports actions that may be undertaken to promote revitalization and renewal, either through the use of one initiative or a combination of complementing incentives. However, the Town is not obligated to implement the incentive programs as outlined in this Plan and may choose to discontinue any incentive associated with the CIP at the sole discretion of Town Council.

Where Town Council resolves to discontinue a program or incentive, any approved proposals underway at the time will generally be honoured until the development is concluded.

## 2.7 IMPLEMENTATION

Council shall prepare and adopt a set of guidelines and procedures to establish specifics on how the various elements of the Plan will be implemented. The guidelines will address such issues as the application and

approval procedures, agreement requirements, and how decisions will be made regarding which projects receive approval.

At the time Council establishes its annual budget, Council will determine the maximum contribution to be made available to various programs under the CIP for the current year.

The Town will conduct periodic reviews of the programs being implemented under the CIP to determine their effectiveness and to determine whether funding levels should be increased or decreased, or whether modifications to the program should be made. Any changes to the financial incentives programs will require pre-consultation with Ministry of Municipal Affairs and Housing (MMAH).

### **3.0 FINANCIAL INCENTIVE PROGRAMS**

This section outlines the financial incentive programs that may be implemented by the Town through the CIP. These incentive programs are designed to stimulate and assist new development, redevelopment and rehabilitation of vacant, underutilized or deteriorated properties in the designated areas of the Town may be funded by way of both grants and loans.

Annual limits on expenditures/funds to be made available for the financial incentive programs in this Plan will be determined by Town Council. Detailed program implementation policies will also be established by the Town for the programs identified in this Plan.

The following general implementation and eligibility criteria shall apply to all financial incentive programs offered through this plan:

- Grants will only be paid out after the applicable improvements have been completed and inspected by the Town and all outstanding work orders have been satisfied;
- The taxes for a property must be paid in full before any grant or loan is paid to an eligible property owner and shall be kept up to date during the period of time participation in the program occurs, otherwise such grant or loan shall be forfeited and any grant or loan shall be repaid to the Town;
- If a property is under an assessment appeal, the grant or loan application will be held in abeyance until the appeal is resolved;
- Any program applicant may be required to provide a business plan for the proposed works as part of the application;
- Participating property owners will be required to enter into an agreement with the Town specifying such items as the level of loan or grant available and the terms and conditions associated with the loan or grant, including the circumstances whereby an owner would be obligated to repay the Town for any loans or grants received;
- If a building erected or improved with a program grant or loan is demolished prior to the expiry of the grant or loan period, or the property is not maintained in a satisfactory state of repair consistent with Town By-laws, the grant or loan is forfeited and will be recovered by the Town;

- To be eligible for any of the funding programs, the proposed work shall conform with the goals of this CIP, all Town policies, standards and procedures including zoning, site plan guidelines and heritage matters, and will be subject to review and the issuance of all required planning and development approvals and building permits;
- The total cost of all grants and loans provided by the Town and County combined may not exceed the total cost of rehabilitation;
- All applications for loan assistance under this CIP will be considered on a 'first come, first served' basis and will be restricted to the limit of budgeted funding. Should the number of eligible projects exceed the annual funding available, those eligible projects will be held in queue until and if funding becomes available the following year;
- Prior to approving an application under this CIP, the Town reserves the right to request an independent audit of the applicants accounts, at the expense of the applicant, and to ensure that all other work orders or requests to comply from all other departments and agencies, have been satisfactorily addressed;
- Any applicant may be required to provide quotes and/or cost estimates for services and materials subject to an application;
- The Town may, at any time, discontinue a program. However, any participants in the program prior to its closing will continue to receive loans or grants as approved for their property until the conclusion of their project;
- Unused funds from a particular program may be transferred to reserve for CIP use in future years at the discretion of Town Council.

The following is a brief description of each program that may be offered at the discretion of Town Council within all or part of the Community Improvement Project Area. A summary of the program descriptions appear in **Appendix I** of this Plan.

### 3.1 FAÇADE IMPROVEMENT PROGRAM

This program is intended to provide a loan or grant to encourage exterior renovations which are in keeping with the desired aesthetic effect and historical/heritage characteristics of buildings within the designated areas. Eligible improvements may consist of external repairs to façades, including signage, entrances and display windows. Interior and roof work will not be eligible.

### 3.2 RESIDENTIAL CONVERSION, REHABILITATION AND INTENSIFICATION PROGRAM

This program is intended to provide a loan or grant to encourage property owners to create one or more new residential dwelling units within and near the Downtown core through the rehabilitation, renovation or addition to an existing building(s). The purpose of this program is to encourage an increase in the residential population living in and around the Downtown. Proposals may include the demolition of existing buildings to make way for the construction of new buildings containing multi-unit residential development including

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registered condominium units. Programs to encourage residential development in the Downtown area are important to encourage the provision of a mix of housing types, tenures, and affordability.

### 3.3 AWNING, SIGNAGE, AND DECORATIVE LIGHTING PROGRAM

This Program is intended to provide grants to property owners in the designated areas for eligible street-front exterior building improvements, as well as bring participating buildings and properties within the identified community improvement areas into conformity with the Town of Ingersoll Property Standards By-law. All works shall generally be in keeping with the design direction identified in this Plan or as determined by Town Council.

### 3.4 NON-STREET FRONT FAÇADE IMPROVEMENT LOAN PROGRAM

This Program is intended to provide loans to property owners in the designated areas to assist with non-street front façade improvements in addition to bringing such participating buildings and properties into conformity with the Town of Ingersoll Property Standards By-law.

For the purposes of this program, a non-street front facade shall mean a portion of a non-street front building that is visible from an adjacent street or alleyway. All works shall generally be in keeping with the design direction identified in this Plan or as determined by Town Council.

### 3.5 UPDATE TO BUILDING CODE LOAN PROGRAM

This program is intended to provide loans to assist property owners in the designated areas with the financing of building improvements that are often necessary to ensure older buildings comply with current Building Code requirements. Such improvements are a means of protecting the public interest by proactively dealing with dilapidated buildings. This issue may be amplified in Downtown area, as much of the building stock is older and needs major improvements to meet current Building Code standards.

This program will support the maintenance, improvement, beautification and viability of the historic building stock in the Downtown area, as well as encourage the development of residential units in older buildings through conversion and adaptive re-use, ensuring that buildings are safe for residents and patrons alike and bring participating buildings and properties within the identified areas into conformity with the Town of Ingersoll Property Standards By-law.

### 3.6 TAX INCREMENT EQUIVALENT GRANT PROGRAM

This program is intended to provide a grant to owners of lands and buildings who undertake improvements or redevelopment that result in an increased property assessment. The amount of the grant provided will depend on the amount of the municipal portion of property taxes that has increased as a result of the improvements. The increase in realty tax represents the annual municipal realty tax in each year following improvement or redevelopment of lands and buildings over and above municipal realty tax prior to improvement or redevelopment of the lands in question. All commercial and residential property located within the CIP area will be eligible for this program.

The increased in taxes, or tax increment, is calculated by subtracting the municipal portion of property taxes before reassessment from the municipal portion of property taxes after reassessment. The Town may provide

any proportion of the increment for any length of time that Council deems appropriate. The tax increment does not include any increase/decrease in municipal taxes due to a general tax rate increase/decrease, or a change in assessment for any other reason.

### 3.7 GRANT BACK OF PERMIT FEES PROGRAM

This program is intended to provide a grant equivalent to the fees paid for Building Permits and Plumbing Permits within the designated areas. The program is meant to stimulate and encourage development and property improvements in the Downtown area. All commercial and residential property located within the CIP area will be eligible for this program.

### 3.8 PARKING FEES GRANT BACK PROGRAM

This program is intended to provide a grant equivalent to the cost of municipal parking permit fees for certain targeted developments within the Downtown areas. The program is intended to encourage redevelopment of larger projects within the CIP area that may not meet the requirements for dedicated on-site parking. The Program is to serve as a one-time grant back for municipal parking fees to a maximum at the discretion of Town Council.

In an effort to encourage development within the Downtown area, a provision has been included in the Town's Zoning By-law to permit required parking to be located on a site other than the use. However, larger developments may still not be able to provide sufficient on-site parking to meet the requirements of the Zoning By-law.

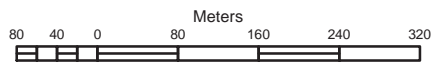
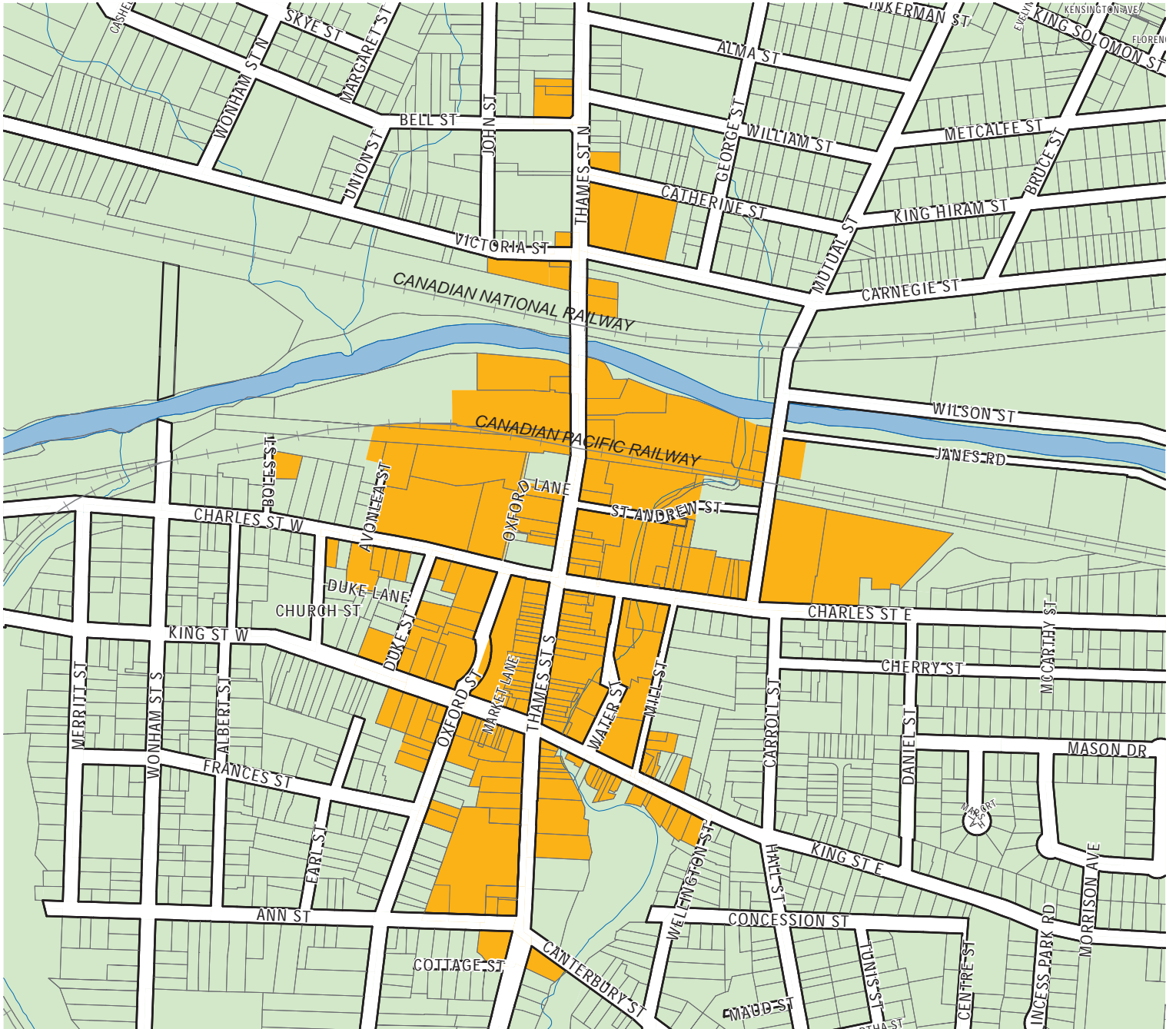
### 3.9 DESIGN GRANT BACK PROGRAM

This program is intended to provide a grant to owners of lands and buildings in the CIP area who wish to hire a professional such as an architect (for preparing designs, estimates, etc.), an engineer (for structural analysis) or accredited designer (landscape, interior, lighting or graphics/signage) to develop a project concept for other programs offered under this CIP. Design Grants may be applied for prior to the submission of an application for such applicable program. All design work shall generally be in keeping with the design direction identified in this Plan to be eligible for funding through this program.

### 3.10 LEGAL AND REGISTRATION COSTS

In order to provide additional motivation for those landowners assessing the CIP programs, the Town will assume legal costs and costs associated with registration of agreements for all of the above listed programs.

# TOWN OF INGERSOLL COMMUNITY IMPROVEMENT PROJECT AREA





DEPARTMENT: Parks and Recreation

REPORT NO: R-031-16

COUNCIL MEETING DATE: November 14, 2016

TITLE: MURC Ad Hoc Committee – RFP Consultant Results & Recommendations

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## OBJECTIVE

To obtain Council's approval to hire Nicholson Sheffield Architects Inc to undertake the Town of Ingersoll's Multi Use Recreation Centre Facility Needs Study, Partnership Plan, Facility Site Review, Conceptual Drawings, Capital Cost Estimates and Phasing Plan.

## BACKGROUND

The following RFP's were submitted before the deadline date of September 23<sup>rd</sup>, 2016:

- ElsArc Architectural	\$ 42,500
- JH Architecture	\$ 49,750
- Nicholson Sheffield Architects	\$ 77,000
- Colliers	\$ 109,175
- Spriet Associates	\$ 119,680
- Sierra Planning Management	\$ 124,400

The MURC Ad Hoc Committee approved the following RFP Evaluation Criteria to select the Consulting Firms for interviews:

1. Completeness, Clarity & Quality of Proposal	10%
2. Qualifications of Team, Experience Similar Projects	25%
3. Ability to Complete Projects Within Time Frame	5%
4. Methodology & Approach	25%
5. Work Plan Schedule & Deliverables	15%
6. Proposed Fees & Disbursements	20%

The following MURC Ad Hoc Committee Members agreed to select and interview the RFP Consulting Firms.

Bill Tigert, CAO	Iryna Koval, Treasurer
Bonnie Ward, Director	Deputy Mayor Freeman
Rob Parson, Chair	Councillor Brian Petrie
Jay Vyse, Co-Chair	Adam Funnell



Based on the approved Evaluation Criteria the following Consulting Firms were selected for interviews that were held on Tuesday, October 25<sup>th</sup>, 2016:

- JH Architecture
- Nicholson Sheffield Architects
- Colliers
- Spriet Associates

The Interview Committee agreed to the following interview format, requirements and questions:

- Interview Length – 1 hr, 30 minutes presentation, 30 minutes Q & A
- Presentation Focus – Study Methodology/Approach & Fee Structure
- Questions Given to Firms to be Answered during Presentation:
  - # 1 – During the consultation phase of the study how do you determine the difference between community wants and needs?
  - # 2 - Identify any barriers you have experienced undertaking similar Studies?
  - # 3 – Provide and highlight one of your successful public on-line surveys.

## **ANALYSIS**

On October 25<sup>th</sup>, 2016 the MURC Ad Hoc Interview Sub Committee interviewed four Consulting Firms:

- JH Architecture
- Nicholson Sheffield Architects
- Colliers
- Spriet Associates

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

On Wednesday, November 2<sup>nd</sup>, 2016 the following motion was approved by the MURC Ad Hoc Committee for Council's approval at the November 14<sup>th</sup>, 2016 meeting:

Moved By: Jay Vyse; Seconded By: Joanne Thibideau

**THAT** the MURC Ad Hoc Committee supports the recommendation of the MURC Interview Sub Committee in the selection of Nicholson Sheffield Architects;

**AND FURTHER THAT** the recommendation be forwarded to Council for their consideration and approval at the November 14<sup>th</sup>, 2016 Council meeting.

**CARRIED**

The Director of Parks and Recreation conducted reference checks with previous clients of Nicholson Sheffield Architects and is pleased to report that they were all successful.

Rob Parsons, Chair of the MURC Ad Hoc Committee will be making a presentation to Council on the 14<sup>th</sup> of November highlighting the process and the Committee's recommendation.

## **INTERDEPARTMENTAL IMPLICATIONS**

Throughout the Multi Use Recreation Study various Departments and Council will be involved in the consultation process to provide comments, suggestions, ideas and recommendations.

## **FINANCIAL IMPLICATIONS**

Council approved \$90,000 in the 2016 Capital Budget for this comprehensive community recreation facility study.

Nicholson Sheffied Architects Inc base fee for this project is \$77,000 exclusive of HST and expenses.

Additional estimated expenses include:

Mileage - \$1,000

Printing - \$500

Nicholson Sheffied Architects based their base fee of \$77,000 on the review of three location sites. For a review of any additional sites and analysis they have indicated an additional \$4,000 per site. They would also charge an additional \$1,200 per site for Topographic Surveying and Cut and Fill Calculations.

## **RECOMMENDATION**

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

**AND FURTHER THAT** Council approves the hiring of Nicholson Sheffied 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.

## **ATTACHMENTS**

None

Prepared by: Bonnie Ward, Director Parks & Recreation

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-029-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Listing of Town Lands Follow Up

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## **OBJECTIVE**

To renew the listing and selling of any surplus Town lands to the select realtor for a further period of eight (8) months.

## **BACKGROUND**

The Town has two building lots that Council has directed to divest itself of. The lots have been declared surplus to the Town's needs. On September 10, 2016 Council considered a report recommending the renewal of the listings to Harold Matthews of Century 21 for the listing and selling of any surplus lands. Council directed staff to first obtain an appraisal of the two surplus properties to ensure they were appropriately priced.

## **ANALYSIS**

On September 21, 2016, Daniel Hoftzyer of Otto & Company was retained to complete an appraisal of 148 Cherry Street and 258 Wonham Street South. The appraiser has determined that the current market value of the properties is \$48,000 for 148 Cherry Street and \$39,000 for 258 Wonham Street South.

Staff is therefore recommending that the listing to Harold Matthews of Century 21 be renewed at the appraised value of the properties. The realty fees will still be 5%.

## **FINANCIAL IMPLICATIONS**

The sale of the lots will result in additional revenue and long term future assessment. Legal and real estate fees will be deducted from the proceeds of the land sales. The cost of the appraisals was \$1695.00

## **RECOMMENDATION**

That report OP-029-16 be received 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.

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

Approved by: William Tigert, CAO



**DEPARTMENT:** Operations

**REPORT NO:** OP-030-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Traffic Control on Tunis Street Construction Project

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## **OBJECTIVE**

To inform Council on the needed traffic controls on Tunis, Centre, Martha, Etna and Concession Streets as a result of the reconstruction

## **BACKGROUND**

This summer and fall Tunis, Centre, Martha, Etna and Concession Streets have been reconstructed with new watermain, sanitary and storm sewers. The Tunis Street road surface has also been widened to nine (9) metres and proper drainage control with curb and gutter constructed. Etna, Centre and Martha Streets have also been reconstructed with curb and gutter but only have an eight (8) metre roadway width.

## **ANALYSIS**

With the roadway width of the side streets of Centre, Martha and Etna Streets being reduced as a result of the curb and gutter, there is no ability for two way traffic on the street if parking is permitted on both sides. The streets are also very short and steep and would have restrictions due to distances needed to park away from intersections, sight lines because of the hills, as well as fire hydrants and Community Mail Boxes. Staff is therefore recommending that No Parking on both sides of the street be bylawed on Centre, Martha and Etna Streets. This would be consistent with other eight metre roadway widths in the Town. For Tunis and Concession Streets which are nine metre roadways, No Parking on one side of the street be bylawed. The No Parking would be installed on the side of the street with no sidewalk.

## **FINANCIAL IMPLICATIONS**

The No Parking signs are part of the capital project and will be installed by the contractor.

## **RECOMMENDATION**

**THAT** staff report OP-030-16 be received 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.

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

Approved by: William Tigert, CAO



**DEPARTMENT:** Operations

**REPORT NO:** OP-031-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Draft Temporary Road Closure Policy Follow Up

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## **OBJECTIVE**

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

## **BACKGROUND**

At September's Council, staff brought forward a Temporary Road Closure Policy for Council's consideration. Staff reviewed a number of policies from across the Province to provide the policy. As a result of the report Council directed staff to circulate the proposed policy to the primary user groups within the Town that regularly request temporary road closures for their comments and input.

## **ANALYSIS**

That while staff has received only a few comments from user groups there has been one clear concern with the policy. The respondents feel that the \$1000 deposit is too much of a hardship for a number of festivals that have very little budget. Staff is recommending that the deposit be reduced to \$250 to take into consideration these smaller festivals.

User Groups have also identified that the policy is not explicit on whether Public Works will be delivering the signage to each section of the road closure or just to one location for the applicants to distribute and set up. The Policy has been adjusted to ensure the status quo is maintained whereby the Public Works Department will distribute the signage and barricades to all locations of the road closure based on the site plan/map provided.

## **FINANCIAL IMPLICATIONS**

This will not affect the 2017 Budget as it maintains the status quo for the Public Works Department.

## **RECOMMENDATION**

**THAT** staff report OP-031-16 be received as information

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

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

Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Operations

**REPORT NO:** OP-032-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Parking Concerns around Royal Roads Public School – Follow Up

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## **OBJECTIVE**

To update Council on the parking concerns around Royal Roads Public School during drop off and pick up times

## **BACKGROUND**

Council at its meeting of October 11, 2016 received a delegation from a parent who was representing over 100 parents from Royal Roads Public School who were concerned with the No Stopping restrictions implemented by the Town on Princess Park Road. The parent presented a number of options that they were asking the Town to consider. Council directed staff to look at the options brought forward and bring back a report for the November Council meeting.

The Transportation Management Committee reviewed the options at a meeting held on October 25, 2016.

## **ANALYSIS**

The following options were reviewed:

**Option #1** – Parking on both sides of the straight away section of Princess Park Road, directly off of King Street.

Allowing parking on both sides of the road creates the same unsafe conditions as before because there is no opportunity for two vehicles to pass each other along with pedestrians walking along the street. This would become more dangerous in the winter time when snow banks further reduce the roadway.

**Option #2** – Consider reinstating parking on the East side of Princess Park Road on the straight away section off of King Street to the section behind the school.

This would be an excellent compromise as it provides parking only on one side (the side of the school) and still allows for two way traffic on the street. It also provides the most parking with the fewest residents impacted. Parking would still be restricted in front of the fire hydrant and community mail box and only during school drop off and pick up times.

**Option #3** – Reinstating parking at the back side of the school on the north side of the street only.

While this is possible it provides very limited number of parking spots because of the fire hydrant and community mail boxes. Since this portion of roadway is also part of Option #2, Option #2 would provide more parking spaces for parents.

Option #4 – considers putting in a “Stopping Zone” or a “No idling Zone” at the back of the school creating another drop off and pick up area.

**Option #5** – Create a one way street on Princess Park from Ferguson to King Street.

This option would disrupt the common flow of traffic for both Ferguson and Princess Park. This would be a measure that would affect the residents in the area continuously, not for just the two hours a day during school times.

**Option #6** – Permit stopping on Princess Park with reduced times.

This option would result in the same parking concerns as before the restrictions were put in place just for a shorter period of time.

## **FINANCIAL IMPLICATIONS**

There is minimal financial implications to removing the signs.

## **RECOMMENDATION**

**THAT** report Number OP-032-16 be received 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.

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-033-16

**COUNCIL MEETING DATE:** November 14, 2016

**TITLE:** Building Permit Fees- 1 year review (September 1, 2015-September 1, 2016)

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## **OBJECTIVE**

To review building permit, engineering and planning fees after a year in use.

## **BACKGROUND**

In 2014 the Town put out a RFP to have a fee study done to review the building permit fees and reserve fund, as a result of the fee study all of the permit fees were recalculated based on anticipated reasonable costs to perform the work plus an adjustment for cross subsidy and 25% for the reserve fund. As well the engineering and planning fees were reviewed and some new fees implemented. The new fee schedules were implemented in September 1, 2015 with an anticipated fee increase in the building fees in September of 2016. The fee increase was postponed until the fees had been implemented a full year and the review was completed.

## **ANALYSIS**

### **Building Permit Fees**

During the year in review 222 building permits were issued. One hundred and seventy six were residential or residential accessory, 24 were commercial, nine were institutional and thirteen industrial. The result of these 222 building permits generated revenues of \$438,967, expenses of \$331,416 and left a surplus of \$107,551.

Note: For financial purposes transfer of surplus funds to reserves can only occur for surplus funds generated during the current calendar year (January 1, 2016- September 1, 2016 surplus funds are \$107,339.13).

The majority of the surplus is from residential or residential accessory building permits (80%), which fluctuate on a yearly basis. Commercial and industrial permits have remained fairly consistent over the last couple of years.

As part of the review the \$2100 fee for Minor Alterations to Group A, B, D, E & F received the most resistance, due to the fee being higher than the required work (example being a single sprinkler head in a furnace room in lieu of rating the whole room). Staffs recommendation is that an appropriate fee for Minor Alterations to Group A, B, D, E & F be brought forward to Council.

### **Engineering and Planning Fees**

Review of the Engineering and Planning fees revealed that the implementation of a Road Allowance Excavation Permit fee was too broad in its application. The fee was applied to any road allowance work that was being done in the Town and didn't take into consideration that the Town really had no jurisdiction in areas of new subdivisions where the Town had not assumed the road allowance. Staff are making a recommendation that the permit fee be adjusted to only apply to road allowances that are in established neighbourhoods or new subdivisions where the road allowance has been assumed by the Town.

### **FINANCIAL IMPLICATIONS**

As a result of Bill 124 *Building Code Statute Law Amendment Act 2002*, Municipalities are able to create a cost stabilization reserve fund. With the increased fees, we are able to build this fund which can be drawn on to offset the cost of building inspection services in years where building permit fee revenues are less than the cost of providing the service.

### **RECOMMENDATION**

**THAT** report OP-033-16 be received 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.

Prepared by: Shannon Vanderydt, CBO

Reviewed by: Sandra Lawson, P. Eng.

Approved by: William Tigert, Chief Administrative Officer

**To: Mayor and Members of Town of Ingersoll Council**

**From: Andrea Hächler**  
**Development Planner, Community and Strategic Planning**

## **Draft Plan of Condominium and Exemption from Draft Plan Approval CD 16-03-6 – 35 Chatfield Street & CD 16-04-6 – 1 Chamberlain Avenue**

### **REPORT HIGHLIGHTS**

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- The purpose of this report is to consider the approval of a draft plan of condominium and exemption from the draft approval process to facilitate the development of a 14-unit and an 11-unit vacant land condominium.
- The proposed vacant land condominium will be developed on two separate parcels, but will be held by a single condominium corporation.
- The proposal is consistent with the relevant policies in the 2014 Provincial Policy Statement, the Official Plan and the provisions of the Town's Zoning By-law.

### **DISCUSSION**

---

#### **Background**

OWNERS: Sifton Properties Limited  
195 Dufferin Avenue, London, ON N6A 1K7

SOLICITOR: Lerners  
88 Dufferin Avenue, London, ON N6A 4G4

LOCATION:

The subject lands are described as Block 62 & Block 63, Plan 41M-309 in the Town of Ingersoll. The lands are located on the east side of Chatfield Street and the south side of Chamberlain Avenue, west of Harris Street and are municipally known as 35 Chatfield Street & 1 Chamberlain Avenue.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW 04-4160:

Existing Zoning:                      Special Residential Zone 3 (R3-26 & R3-27)

PROPOSAL:

Applications have been received for approval of a plan of condominium and exemption from the draft approval process. The purpose of this application is to establish condominium ownership through a Vacant Land Condominium (VLC) of a 14 unit and an 11 unit townhouse development that is proposed for lands located at 35 Chatfield Street and 1 Chamberlain Avenue. The applications propose that each of the dwelling units and the lands surrounding them will be for the exclusive use of individual owners. All areas outside of the individual units consisting of the private lanes for street access, a 1.5 m (4.9 ft) landscaped strip across the back of the units and other landscaped areas will be held in common ownership. As noted previously, the applicant proposes that the two townhouse developments (Blocks 62 & 63) be considered as a single condominium corporation as the common elements of both properties will be owned by way of a single entity.

A VLC is similar to a plan of subdivision in that the intent of the proposal is to divide land into separate 'parcels' which may be freely conveyed. Each unit within the condominium carries with it the ownership rights similar to a lot in a plan of subdivision and the plan of condominium may include communal facilities, the expense of which is shared by the unit holders.

A condominium development differs from a plan of subdivision in that the roads and parks and other 'common' features within the plan are typically owned privately by the condominium corporation. Further, services such as water and sanitary sewers are often held in private ownership by the corporation.

The property described as Block 62 (35 Chatfield Street) is approximately 0.5 ha (1.2 ac) in lot area and zoned 'Special Residential Type 3 Zone (R3-26)'. The property described as Block 63 (1 Chamberlain Avenue) is approximately 0.39 ha (0.96 ac) in lot area and zoned 'Special Residential Type 3 Zone (R3-27)'.

Surrounding land uses are predominantly existing and planned low density residential development. There is an automobile dealership to the south and a trailer dealership to the east, across Harris Street.

The developer has requested an exemption from the standard requirements to address draft plan conditions because all of the development issues have either been resolved or will be addressed in the registered Site Plan Agreement. For Council's information, both townhouse developments obtained site plan approval from the Town of Ingersoll (File No.: SP 6-16-03 & SP 6-16-05) on October 21, 2016.

Plate 1 – Existing Zoning & Location Map indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Map (2015) shows the existing land uses as of April, 2015.

Plate 3 – Proposed Plan of Condominium shows the location of the proposed units, access and common elements on the subject property.

## **Application Review**

### 2014 Provincial Policy Statement

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions “shall be consistent with” all policy statements issued under the Act.

Policies within the PPS direct municipalities to provide for a range of housing types and densities to meet the needs of current and future residents as well as promoting compact built form of development. The policies also advise municipalities to permit and facilitate all forms of housing to meet the social, health and well-being of current and future residents and promoting residential intensification where it can be accommodated taking into account existing building stock, efficient use of infrastructure and public service facilities and where it does not impact on natural environmental features.

### Official Plan

The subject lands are located within the ‘Low Density Residential’ designation. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses, and low density cluster development.

Section 9.2.2.2 of the Official Plan also contains policies which encourage Town Council to facilitate the creation of housing opportunities within the Town that result in a mix of tenure forms, such as ownership, rental and condominium and cooperative units.

### ZONING BY-LAW:

The subject lands are zoned ‘Special Residential Zone 3 (R3-26 & R3-27)’ according to the Town’s Zoning By-Law. The R3 zone permits a range of residential uses, including horizontally attached townhouses.

The proposal appears to meet the relevant provisions of the R3-26 & R3-27 zones in the Zoning By-law.

### AGENCY REVIEW:

The Town of Ingersoll Engineering & Building Department indicated that they have no comments or concerns regarding this application.

## **Planning Analysis**

Applications have been received for approval of a plan of condominium and exemption from the draft approval process.

Applications for condominium approval can be dealt with in one of two ways. The first method involves a process similar to subdivision approval where an applicant receives a 'draft' approval which is contingent on the applicant satisfying a number of conditions prior to final approval and registration. The purpose of these applications is to establish condominium ownership of the townhouse development such that the units and lands immediately surrounding the units can be conveyed to individual owners for the exclusive use of the owner. All areas outside of the individual units consisting of the private lanes for street access, a 1.5 m (4.9 ft) landscaped strip across the back of the units and the remaining landscaped areas will be held in common ownership.

The Condominium Act also permits a second process where the approval of the condominium is exempt from the draft or 'conditional' approval stage and proceeds directly to final approval. The exemption process is intended to apply to proposals that have previously undergone a complete evaluation (i.e. subdivision application, site plan approval) and no further conditions of approval are required by the municipality for the development.

In this regard, we note that the developments received site plan approval from the Town in October, 2016 and are subject to the terms and conditions of a development agreement entered into with the Town of Ingersoll as part of the site plan approval process. The proposed townhouse development complies with the relevant provisions of the 'R3-26' and 'R3-27' Zone, as contained in the Town of Ingersoll Zoning By-law. The current zoning was approved by Town Council specifically to facilitate the 14-unit and 11-unit townhouse developments.

There were no comments or concerns raised by any of the agencies circulated regarding this proposal and a review of the applications has determined the proposal is consistent with the 2014 Provincial Policy Statement and it conforms to the relevant policies regarding the establishment of a condominium development within the Town of Ingersoll. Therefore, the applications for draft plan of condominium and exemption from the draft approval process can be supported.

## **RECOMMENDATION**

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**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.**



## **SIGNATURES**

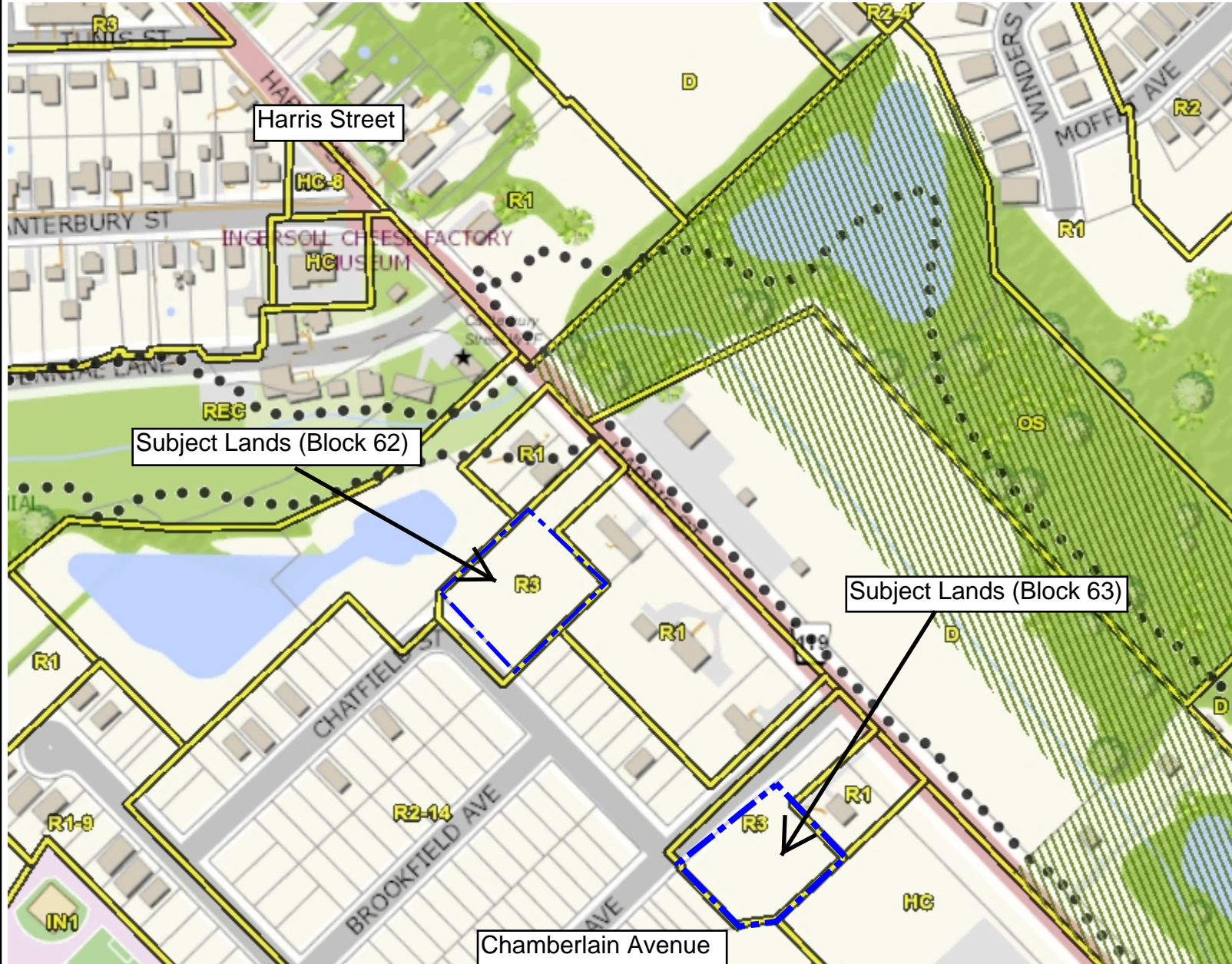
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**Authored by:** Original signed by

Andrea Hächler, Development Planner

**Approved for submission:** Original signed by

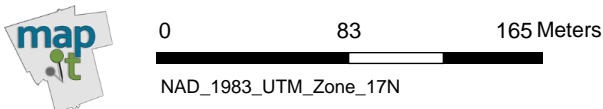
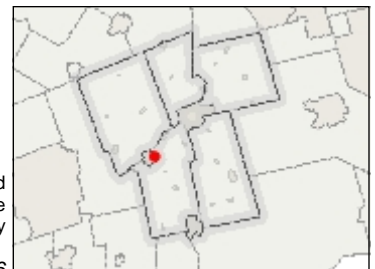
Gordon K. Hough, RPP, Director



Legend

- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



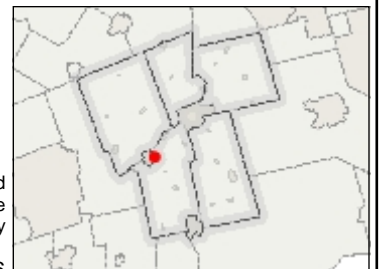
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Legend

- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary

Notes



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NAD\_1983\_UTM\_Zone\_17N



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November 9, 2016





**Community and Strategic Planning**

P. O. Box 1614, 21 Reeve Street  
Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

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

Our File: **A06-16**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** November 14, 2016  
**REPORT NUMBER:** 2016-276

**OWNER:** Keith Van Geel  
165 Mutual Street, Ingersoll, N5C 2A4

**VARIANCE REQUESTED:**

Relief from the provisions of **Section 5.1; Table 5.1.1.4 – Regulations for Accessory Uses – Lot Coverage, Maximum:** to increase the maximum lot coverage for an accessory structure from 10% of the lot area to 11.2% to recognize a 71.3 m<sup>2</sup> (768 ft<sup>2</sup>) recently constructed detached garage on the subject lands.

**LOCATION:**

The subject lands are described as Part Lots 17 & 18, Plan 95 in the Town of Ingersoll. The lands are located on the southwest corner of Alma Street and Mutual Street, and are municipally known as 165 Mutual Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "1-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "1-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 1 Zone (R1)

SURROUNDING USES: surrounding uses are predominantly low density residential uses

**COMMENTS:**(a) Purpose of the Application:

The applicant proposes to obtain relief from Section 5.1 of the Town's Zoning By-law to increase the maximum lot coverage for an accessory structure from 10% of the lot area to 11.2% to facilitate the construction of a 71.3 m<sup>2</sup> (768 ft<sup>2</sup>) detached garage on the subject lands. The applicant has indicated that it is not possible to comply with the provisions of the Zoning By-law based on the design of the accessory structure. The garage is intended to be used for the storage of personal vehicles and tools.

The subject property contains a single storey, single detached dwelling and 4.45 m<sup>2</sup> (47.9 ft<sup>2</sup>) garden shed. The applicant has indicated that the existing garden shed will be removed if this application is approved.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the subject property, location of the dwelling, existing garden shed to be removed and the detached garage.

Plate 4, Building Elevations, shows the building elevations of the detached garage.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and the following comments were received:

The Town of Ingersoll Chief Building Official indicated that since the accessory structure has already been constructed without a permit, a survey is required to verify the setbacks and lot coverage of the structure.

It was further stated that the existing garden shed identified as being removed will require a demolition permit.

(c) Intent and Purpose of the Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the County Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development.

(d) Intent and Purpose of the Zoning By-law:

The lot coverage provisions contained in the Town's Zoning By-law are generally intended to limit the extent of buildings and structures on a lot to ensure sufficient area is maintained for parking and amenity area. Further, accessory structures are restricted in size (height and floor area) to limit the potential for such buildings to be used for purposes that are not in keeping with residential areas. Accessory structures in residential areas within the Town are not intended to be used for commercial-type purposes or additional dwelling units.

The subject lands and detached garage meet all of the other relevant zoning provisions in the R1 zone.

(e) Desirable Development/Use:

It is the opinion of this Office that the relief to increase the maximum permitted size for a building accessory to a residential use can be considered minor in nature and desirable for the area. Given the size of the property and surrounding uses, the size of the accessory structure is not anticipated to have a negative impact or set an undesirable precedent in the neighbourhood.

Further, the location of the accessory structure is desirable for the area as it is adequately set back from any existing uses and in accordance with the relevant provisions for accessory buildings and structures. Additionally, the accessory structure in combination with the existing dwelling does not appear to exceed the maximum allowable lot coverage for buildings on the subject lands.

In light of the foregoing, it is the opinion of this Office that the applicant's request to increase the maximum permitted size of a residential accessory structure can be given favourable consideration. Staff are satisfied that the relief maintains the general intent of the Official Plan and the Zoning By-law.

**RECOMMENDATION:**

That the Town of Ingersoll Committee of Adjustment **approve** Application File A06-16, 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 m<sup>2</sup> (768 ft<sup>2</sup>) 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 By-law in that the relief is not anticipated to affect neighbouring properties;

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

The proposed relief maintains the general intent and purpose of the Town of Ingersoll Zoning By-law as the development generally maintains the provisions in the 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.

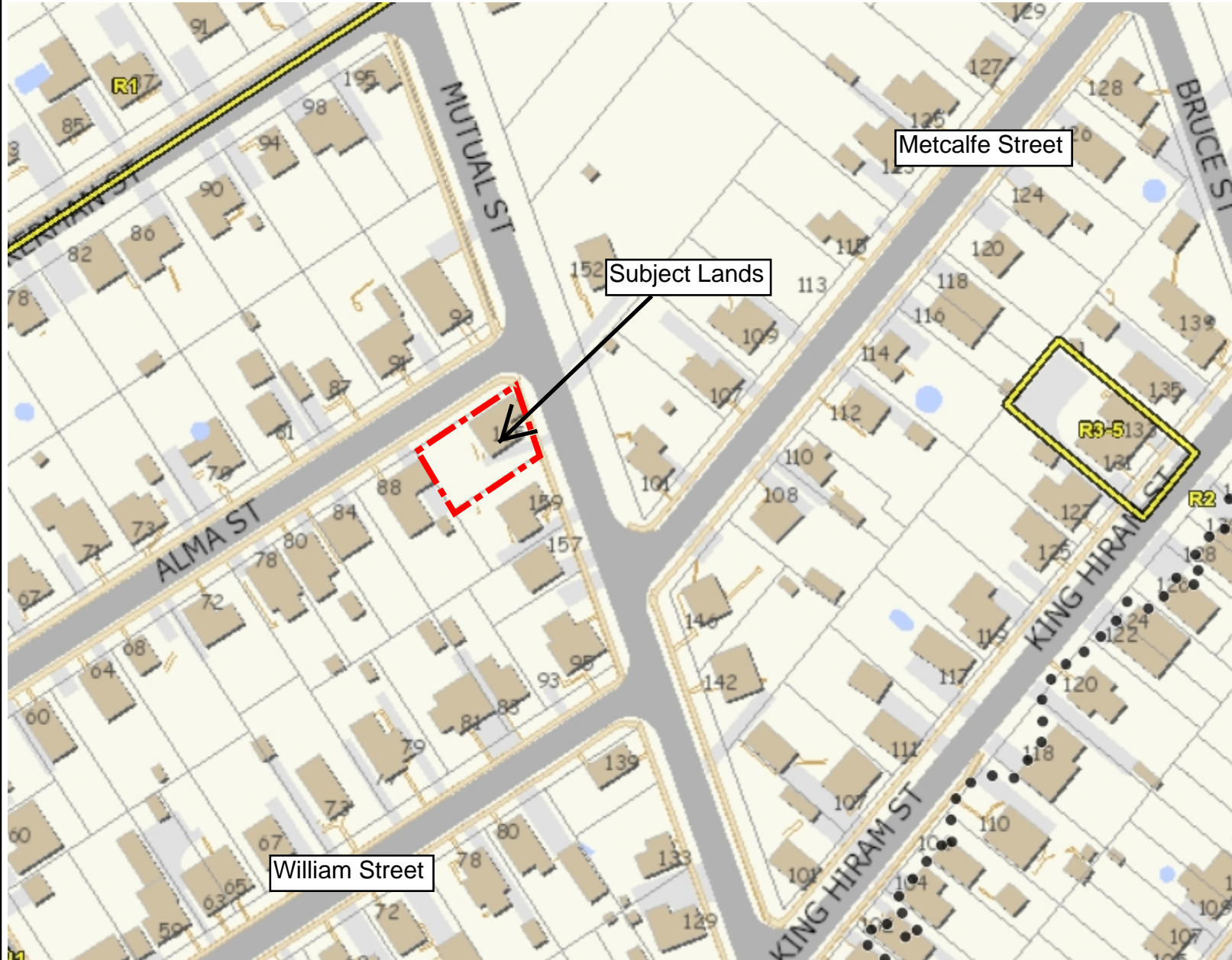
Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

Eric Gilbert, MCIP, RPP, Senior Planner

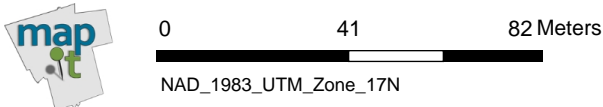




**Legend**

- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning
- Floodlines/Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

**Notes**



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### Legend

- Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

### Notes



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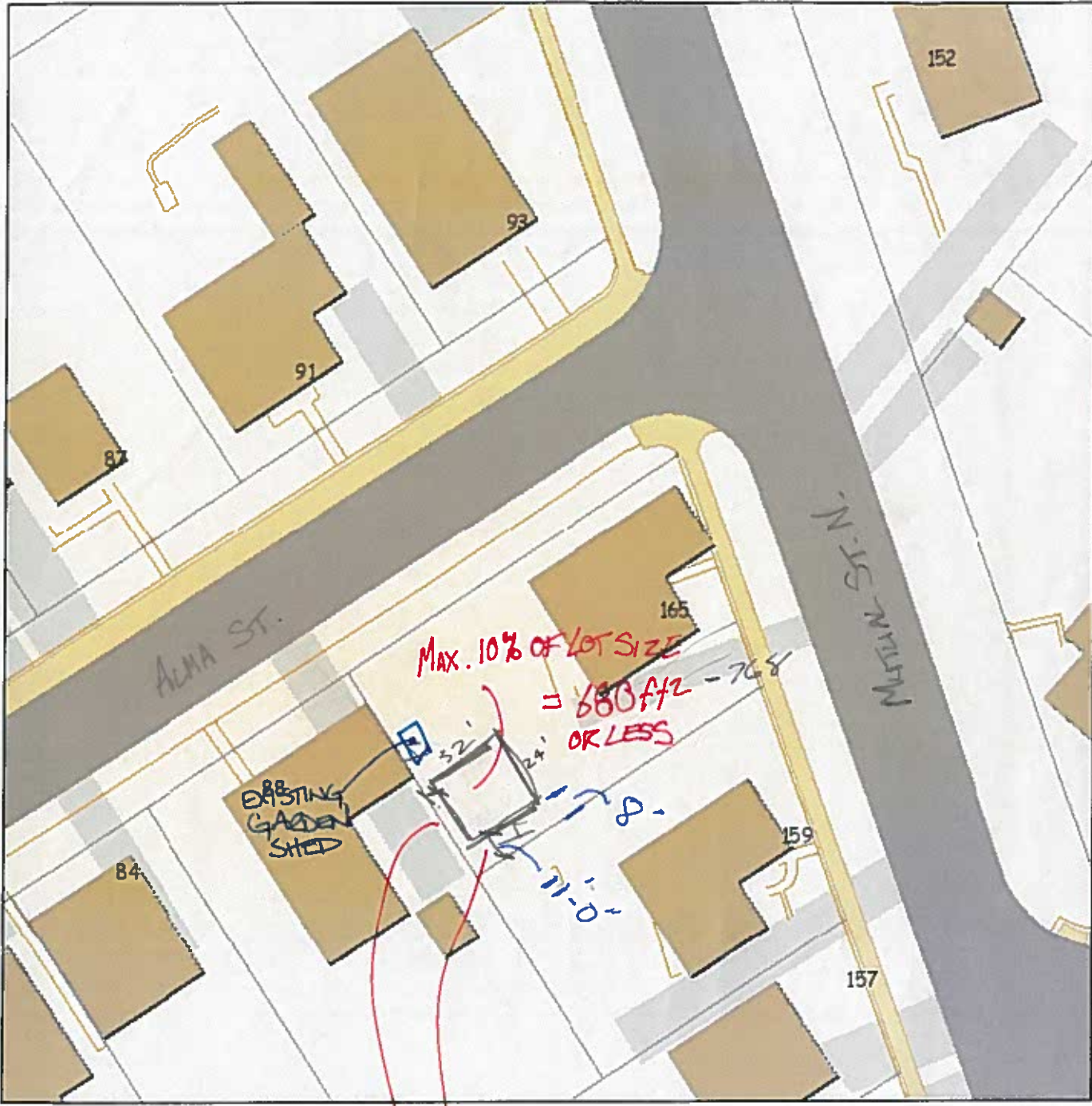
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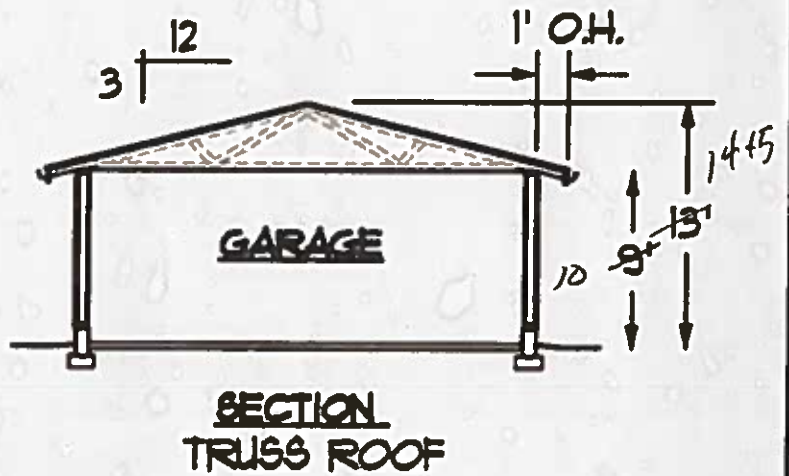
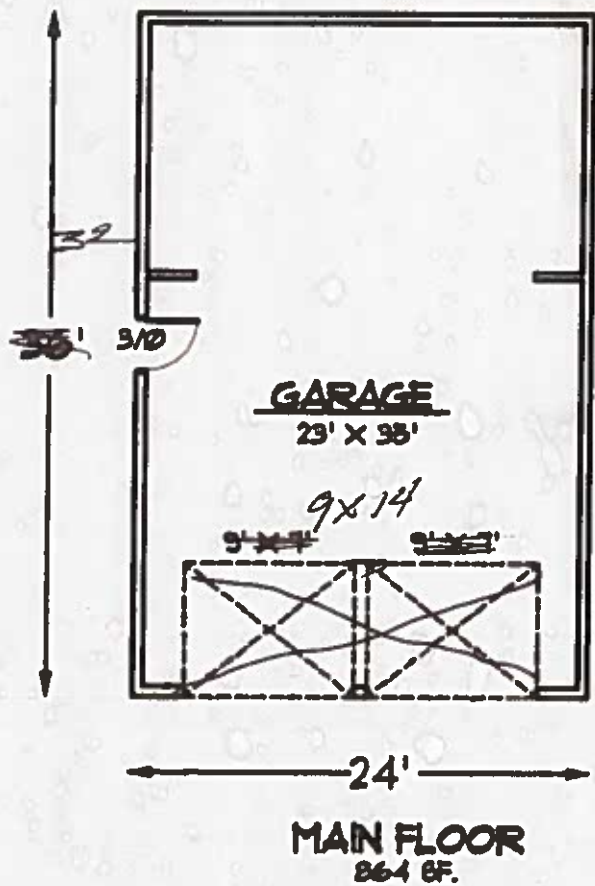
November 8, 2016

Plate 3: Applicant's Sketch  
A06-16 - Keith Van Geel - 165 Mutual Street, Ingersoll





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Our File: **A07-16**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Ingersoll Committee of Adjustment  
**MEETING:** November 14, 2016  
**REPORT NUMBER:** 2016-275

**OWNER:** Jennifer Story  
6 Elm Street, Ingersoll, N5C 1R9

**VARIANCE REQUESTED:**

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 m<sup>2</sup> (72 ft<sup>2</sup>) covered porch on the subject lands.

**LOCATION:**

The subject lands are described as Part Lot 63, Plan 186, Town of Ingersoll. The lands are located on the southwest corner Royland Crescent and Elm Street, and are municipally known as 6 Elm Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Town of Ingersoll Residential Density Plan	Low Density Residential

TOWN OF INGERSOLL ZONING BY-LAW: Residential Type 1 Zone (R1)

SURROUNDING USES: surrounding uses are predominantly low density residential uses with the Ingersoll Golf & Country Club to the west

**COMMENTS:**(a) Purpose of the Application:

The applicant proposes to obtain relief from Section 6.2 of the Town's Zoning By-law 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 m<sup>2</sup> (72 ft<sup>2</sup>) covered porch on the subject lands. The applicant has indicated that it is not possible to comply with the provisions of the Zoning By-law based on the existing location of the dwelling.

The subject property contains a 2-storey, single detached dwelling, above ground pool and garden shed.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the zoning in the immediate vicinity.

Plate 2, Aerial Map (2015), shows the location of the subject lands and surrounding properties.

(b) Agency Comments

The application was circulated to relevant agencies considered to have interest in the application and the Town of Ingersoll Chief Building Official indicated that the building department has no concerns or objections to the requested relief.

(c) Intent and Purpose of the Official Plan:

The subject property is located within the 'Low Density Residential' designation according to the County Official Plan. Low Density Residential Areas include those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes (4 units), townhouses and low density cluster development.

(d) Intent and Purpose of the Zoning By-law:

The subject property is zoned Residential Type 1 Zone in the Town's Zoning By-Law.

The exterior side yard 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.

The subject lands and proposed covered porch meet all of the other relevant zoning provisions in the R1 zone.

(e) Desirable Development/Use:

It is the opinion of this Office that the relief to reduce the exterior side yard width for a covered porch can be considered minor in nature and desirable for the area. Although the proposal will not comply with the Zoning By-Law provisions, staff are of the opinion that the proposed covered porch will still maintain adequate distance from the street and is not anticipated to negatively affect sight lines, drainage, parking, access or maintenance.

Additionally, the proposed covered porch in combination with the existing dwelling and garden shed does not exceed the maximum allowable lot coverage for buildings on the subject lands.

In light of the foregoing, it is the opinion of this Office that the 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 A07-16, 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 m<sup>2</sup> (72 ft<sup>2</sup>) 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.

Authored by: Original signed by

Andrea Hächler, Development Planner

Approved by: Original signed by

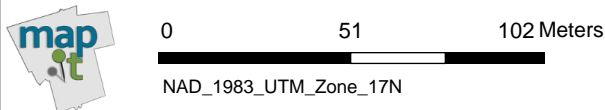
Eric Gilbert, MCIP, RPP, Senior Planner



**Legend**

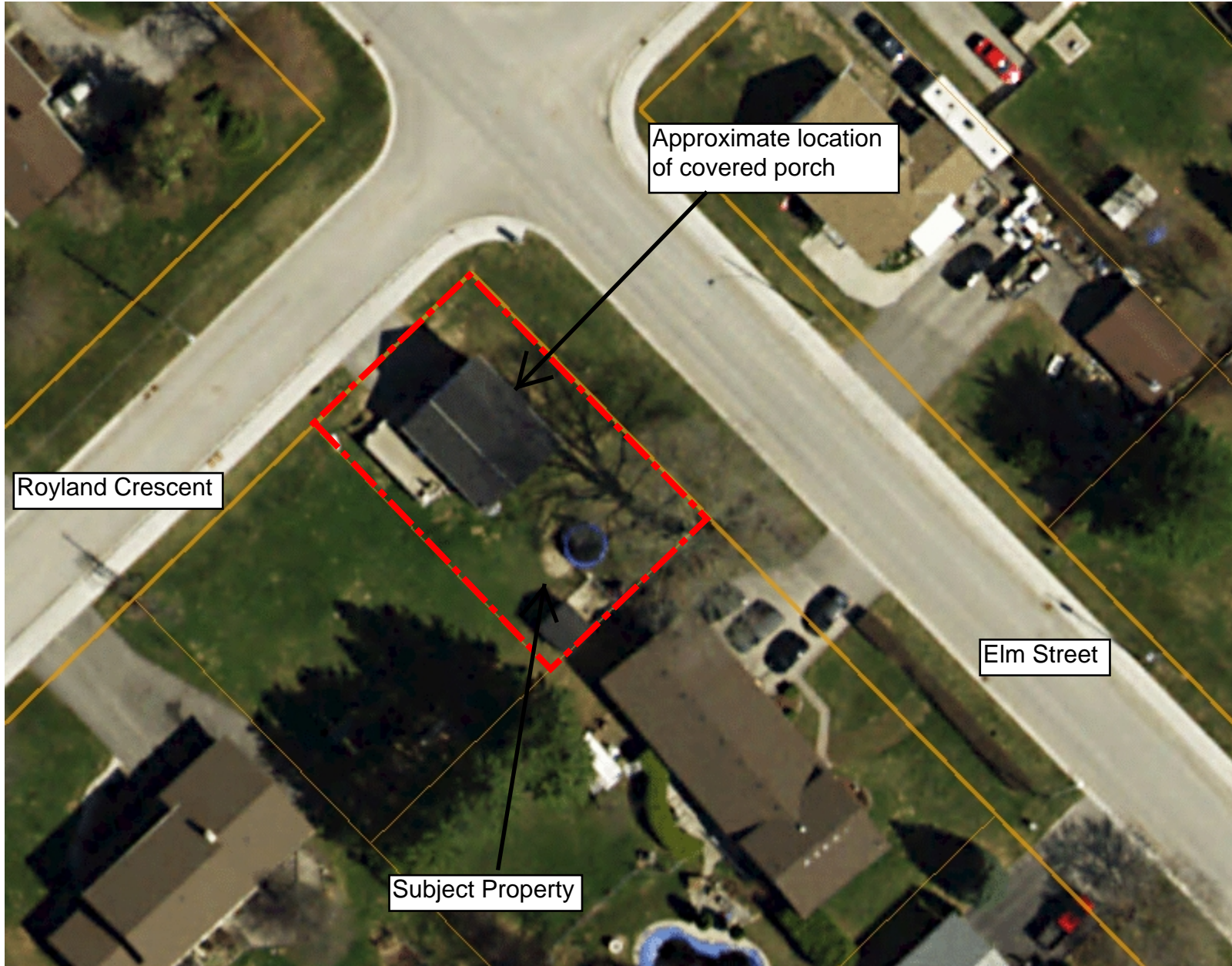
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**Notes**



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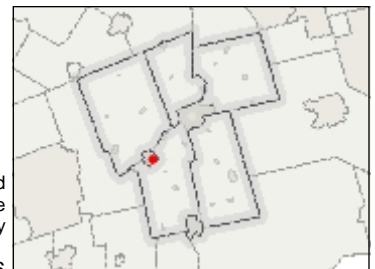




Legend

- Parcel Lines
- Property Boundary
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  - Unit
  - Road
  - Municipal Boundary

Notes



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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 6, 2016

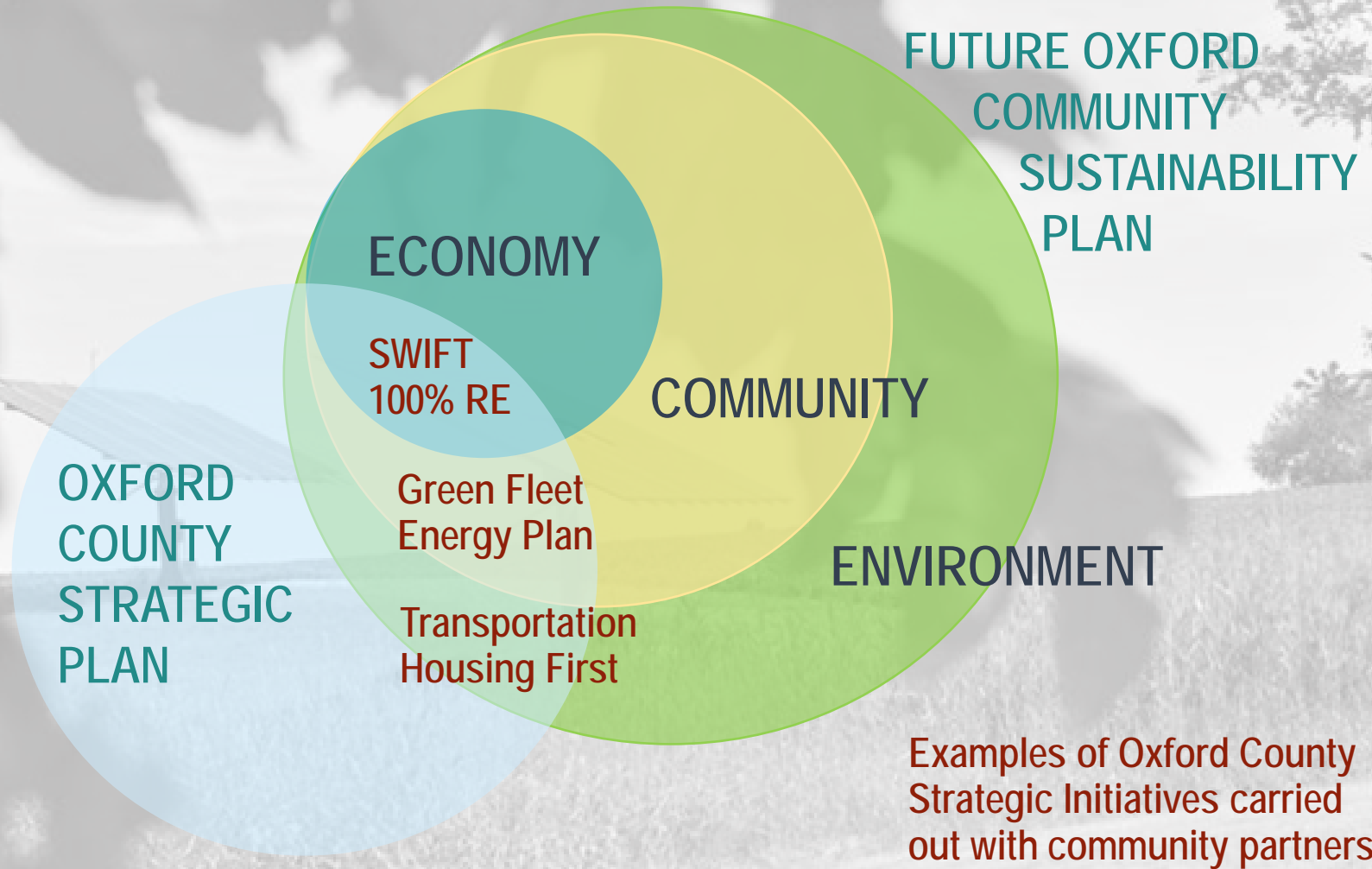
# THE PATH TO 100% RENEWABLE ENERGY AND ZERO WASTE

Ingersoll Town Council  
November 14, 2016



1. Fitting It All Together
2. Carbon emissions
3. Path to 100% RE & Zero Waste
4. The Plan
5. Strategy
6. Community engagement
7. Knowledge generation
8. Questions

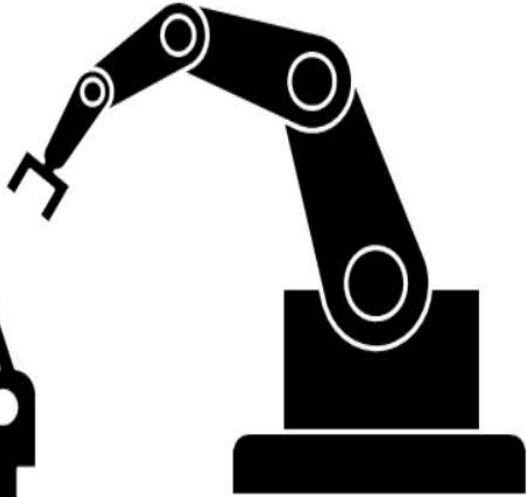
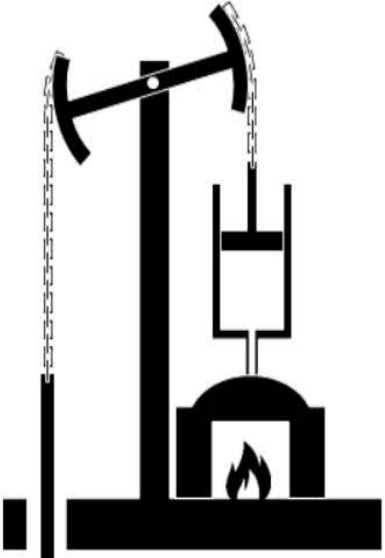
# FITTING IT ALL TOGETHER



# PATH TO 100% RE



# PATH TO 100% RE



1st

2nd

3rd

4th

Mechanization,  
water power, steam  
power

Mass production,  
assembly line,  
electricity

Computer and  
automation

Cyber Physical  
Systems



## Committed to 100% Renewable Energy by 2050

- Electricity
- Transportation
- Heating/cooling

**FutureOxford**  
OUR PATH TOWARDS SUSTAINABILITY

### COMMUNITY SUSTAINABILITY PLAN

The Community Sustainability Plan aims to improve quality of life for Oxford's current and future generations and to balance Oxford's collective economic, community, and environmental interests.

- What is sustainability?
- Implementing the plan

[Print version with further details](#)

**Vision**  
A vibrant, prosperous, and responsible Oxford for all.

**Mission**  
To achieve community sustainability throughout Oxford.

[Community goals](#)

[Economy goals](#)

[Environment goals](#)

# BACKGROUND

**JUNE 2015** Council endorsement of 100% RE & Zero Waste goals

**NOV 2015** Kassel Conference and Report

**JUNE 2016** Oxford County 100% RE Draft Plan and global strategy

**OCTOBER 2016** Oxford County Zero Waste Draft Plan



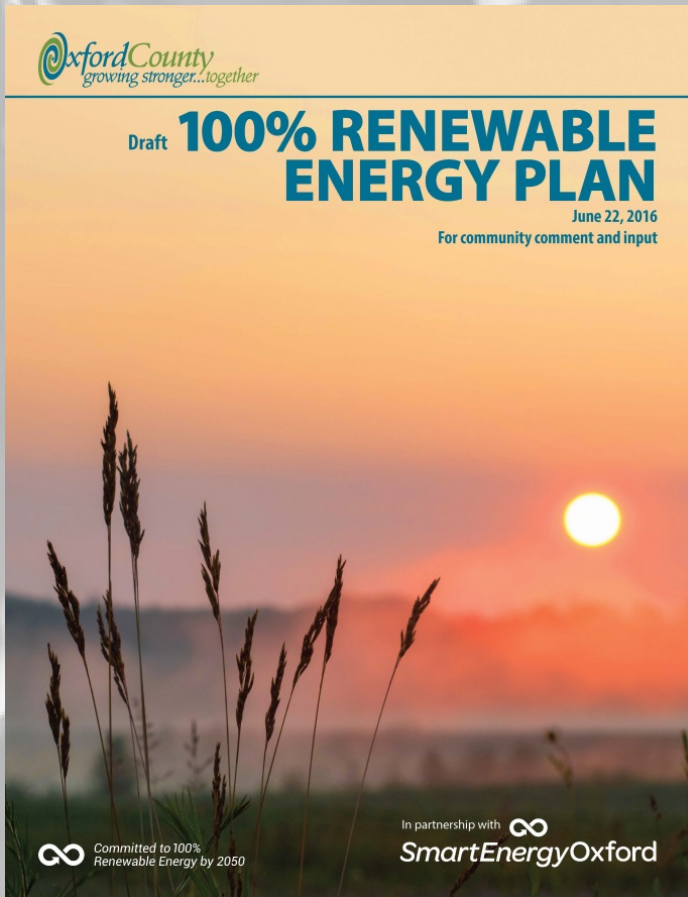
## How

- Kassel Germany Criterion
- World Future Council
- Renewable Cities
- Smart Energy Oxford
- Demonstration Projects
- You!



Read it at [smartenergyoxford.ca](http://smartenergyoxford.ca)  
under "News & Information"

# 100%RE AND ZERO WASTE DRAFT PLANS



**SmartEnergyOxford**

**ZeroWasteOxford**

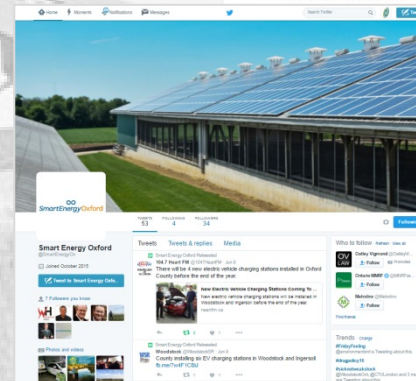
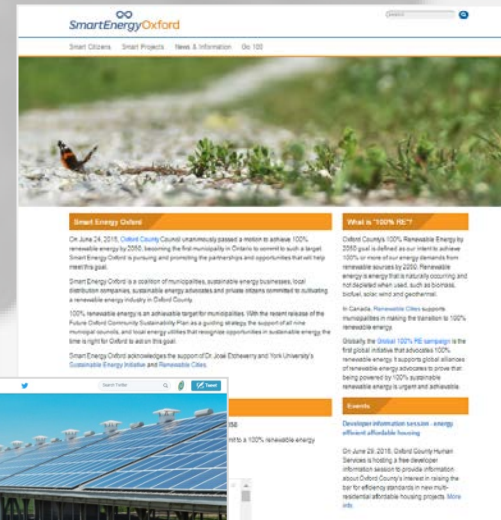
# COMMUNITY ENGAGEMENT



Speak Up, Oxford!

[OxfordCounty.ca/speakup](http://OxfordCounty.ca/speakup)

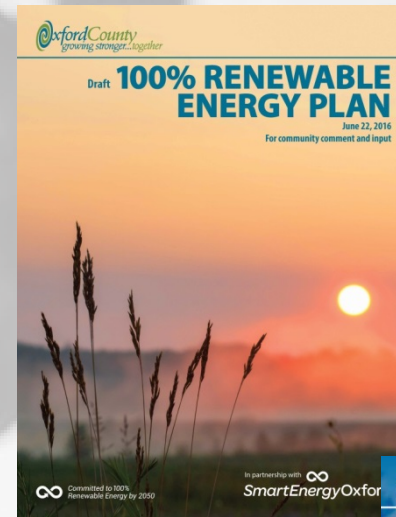
SmartEnergyOxford.ca



@SmartEnergyOx

# KNOWLEDGE GENERATION

- Charting a path into the unknown
- Public education
- Demonstration projects, for instance:
  - > Solar Oxford Challenge
  - > Biodigester pilot
  - > Net Zero Energy and Waste Community
  - > Electric Vehicle Accessibility Plan
  - > **Oxford Innovation Cluster**



## Partners

- All provincial ministries
- Provincial and Federal governments
- CUTRIC
- York and Ryerson Universities
- Chambers of Commerce
- Public
- Many other stakeholders

# TRANSPORTATION



April 21, 2016

## Transportation strategy for Southwestern Ontario

"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 2014



# TRANSPORTATION – ELECTRIC VEHICLE CHARGING STATIONS DOWNTOWN INGERSOLL





# Questions?



# *FutureOxford*

## **A YEAR AT A GLANCE**

**2015 – 2016**

**October 26, 2016**



# OVERVIEW

- **2015/2016 recap**
- **Website and communication**
- **Looking ahead**
- **Expo 2017**

# 2016 RECAP

- **2016 Expo**
- **Future Oxford and the community**
- **Foundation building**
- **Partnership growth**
- **Data analysis**
- **Breakdown of Community Sustainability Plan**
- **Program development**

# WEBSITE REFRESH

FutureOxford

OUR PATH TOWARDS SUSTAINABILITY

About Community Economy Environment

NEWS

MEDIA

EVENTS

RESOURCES

CONTACT

COMMUNITY SUSTAINABILITY PLAN

## LOREM IPSUM

Praesent posuere felis id nunc mattis molestie. Sed in nibh sagittis, efficitur lacus sed, euismod leo. Sed sit amet mauris vitae elit sodales consequat.

### Looking Ahead

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean semper lorem ac leo pulvinar pulvinar. Nam pretium varius nunc. Morbi sit amet odio interdum, iaculis orci sit amet, dapibus nulla. Nulla vitae varius urna. Praesent ultricies consectetur nulla, vulputate feugiat mauris auctor vel. Maecenas sit amet mauris ut odio ultricies aliquet sed eu turpis. Vivamus sed efficitur mauris, in ullamcorper lacus. Pellentesque aliquet turpis ac tortor tempus ullamcorper a at ligula

[Read More](#)



# WEBSITE REFRESH

## Let's be Social



### Tweets by @FutureOxfordca

Future Oxford Retweeted

 **Oxford County** @OxfordCounty  
Have you taken a look at the Draft #ZeroWaste Plan? Review, comment, ask questions.  
[oxfordcounty.ca/Your-Governmen...](https://oxfordcounty.ca/Your-Governmen...)  
[#sustainability](#) [#waste](#)

Embed [View on Twitter](#)

## Get Involved!

### Volunteer Coordinator

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi aliquet aliquam convallis. Ut scelerisque dictum metus, a efficitur quam aliquet in.

[Learn More](#)

### Volunteer Coordinator

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi aliquet aliquam convallis. Ut scelerisque dictum metus, a efficitur quam aliquet in.

[Learn More](#)

# More information, more engagement ...

\*no content has been added, all images are design concept

A photograph of a dense forest of tall, thin trees, likely pines or cypresses, with a semi-transparent text overlay. The trees are arranged in a grid-like pattern, and the ground is covered in brown pine needles. Two people are walking away from the camera on a path in the distance. The text is in a bold, black, sans-serif font.

# LOOKING AHEAD

## Future Oxford 2017-2018

# DATA AND ANALYTICS

- **Identify Future Oxford CSP targets by January 2017**
- **Strategic development and community analysis: February 2017**
  - Work with Pillar Committees to influence partners to integrate Future Oxford CSP into their strategic plans
  - Create reporting structure for target development
- **Create online dashboard to showcase target development**
  - Recommendation: Tablaou software
  - Interactive dashboard

# REPORT TO COMMUNITY

- Future Oxford first full report to the Community to be released at the 2017 Future Oxford Expo
- High-level overview of 2016 and the long-term strategic plans for each target going forward
- Detailed analysis of the 2015/2016 baseline




# EDUCATION

- **Partner with all libraries to provide educational information that furthers the community dialogue on sustainability issues**
- **Host workshops that focus on targets, goals and action items within the Future Oxford CSP**
- **Working with Oxford County Libraries and Manager of Strategic Initiatives to offer education training and demonstration projects**

# COMMUNITY ENGAGEMENT

- **Public forums to begin conversation about furthering the scope of the Future Oxford CSP**
- **Starting to look at new community needs**
- **Hosting round table discussions and world cafes to gather public input**



# EXPO 2017

April 20, 2017

# EXPO 2017



**April 20, 2017**

**Oxford Auditorium, Woodstock**

**[www.futureoxford.ca/expo](http://www.futureoxford.ca/expo)**

# EXPO 2017

- **Showcase of all partners working within the Future Oxford CSP**
- **Dynamic speakers who represent each pillar**
- **Student competition that challenges students to pitch a program that will advance the work of the Future Oxford CSP**
- **Release of Future Oxford Report to the Community**

A photograph of a forest with tall, thin trees. A semi-transparent grey horizontal band is overlaid across the middle of the image. The word "QUESTIONS" is written in large, bold, black, sans-serif capital letters within this band. The background shows the forest floor with dry pine needles and two people walking away in the distance.

# QUESTIONS

October 6, 2016

Dear Members:

***AMO Seeks Council Resolution of Support and Offers More What's Next Ontario? Briefings***

On behalf of the AMO Board, I am seeking your council's participation in two important ways:

- 1) by passing a council resolution in support of closing the municipal fiscal gap; and
- 2) by attending a *What's Next Ontario?* briefing near you.

AMO wants every council to be involved in the [What's Next Ontario?](#) project. There is a looming fiscal gap facing Ontario's municipalities. *What's Next Ontario?* is about recognizing the gap and seeking sector support for closing it. The response has been impressive, but there's more to be done!

**Additional Briefings**

We want to thank the hundreds of municipal elected officials who have already attended the 25 in-person meetings and webinars AMO hosted across the province in the spring and fall. Be assured that your input is being heard and will be considered by the AMO Board. If you have participated already, thank you.

Haven't participated yet? We are offering additional in-person briefings in October and November that are open to all municipal elected officials and senior municipal staff:

- **Timmins, Ontario** – Tuesday, October 11, 2016 from 1-3 pm
- **Dryden, Ontario** - Wednesday, October 19, 2016 1-3 pm
- **Markham, Ontario** – Friday, October 28, 2016 from 9-11 am
- **Hamilton, Ontario** – Friday, October 28, 2016 from 2-4 pm
- **Cornwall, Ontario** – Thursday, November 3, 2016 from 9-11 am
- **Tweed, Ontario** – Thursday, November 3, 2016 from 3-5 pm

Sign up is easy, and can be done [here](#) or contact Evelyn Armogan at 416-971-9856 ext. 326 or [earmogan@amo.on.ca](mailto:earmogan@amo.on.ca). Can't participate in person? Sign up for our remaining webinar on Wednesday, October 12<sup>th</sup>.

## Resolution

We've boiled down the essence of the challenge we face in the next ten years to a one-page resolution. We urge every council in Ontario to consider, adopt the resolution, and reply to AMO by December 1, 2016.

What does it say? We know Ontarians see infrastructure as the number one challenge facing their community. We know that even if we raise property taxes and user fees by inflation (1.8%), we will still be \$3.6 billion short to fix the infrastructure gap, every year for ten years. This is what we need to address. As elected officials, how do we deal with this challenge? What is the best approach? Ontarians already pay the highest property taxes in the country. How high is too high?

We could finance this gap by increasing property taxes. It would require property tax revenue increases of 4.6% annually for 10 years, sector-wide. And, what happens if the federal or provincial governments pull back on future commitments? We know that could mean property tax revenue increases of up to 8.35% annually for 10 years, sector-wide. How might these numbers translate locally as an annual rate increase?

We've made good strides on infrastructure in the last few years, but there is no long-term plan to finance the future needs of municipal governments as well as the local infrastructure Ontarians care about. Let's start doing that, together. The attached resolution below is a starting point.

There are issues which unite all municipal governments, and this is one of them. Where do we want to go together? This is an opportunity for you and councils to own what's next. We urge you to add your council's voice to the conversation.

I have also written directly to your clerk and provided a copy of the resolution. Please give this resolution council's consideration. If you have questions, please contact Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 ext. 323.

Yours sincerely,



Lynn Dollin  
AMO President

P.S. Check out the What's Next Ontario? section of the [AMO website](#) for links to AMO conference videos including Nik Nanos and Bill Hughes, our two papers, and other material.



## WHAT'S NEXT ONTARIO? RESOLUTION

**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.

Please forward your resolution by December 1, 2016 to:  
AMO President Lynn Dollin [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca).



## TOWNSHIP OF ZORRA

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

November 3, 2016

The Honourable Bill Mauro, Minister of Municipal Affairs  
Ministry of Municipal Affairs  
17th Floor  
777 Bay Street  
Toronto, ON M5G 2E5

Dear Minister Mauro:

**Re: 25 Signatures to Run for Office on a Council**

Please be advised the Council of the Township of Zorra passed the following resolution at its November 1, 2016, regular meeting:

**“WHEREAS the Ministry of Municipal Affairs has implemented a new requirement that anyone wishing to run for office on a Council must submit the signatures of 25 voters supporting the nomination;**

**AND WHEREAS in many small municipalities it has become increasingly difficult to attract Councillors and this requirement will discourage qualified and new candidates;**

**AND WHEREAS in rural communities accessibility is even more difficult and infringes Ontarians with Disabilities (AODA);**

**AND WHEREAS the Province has stated that they want to encourage more local decision making.**

**NOW THEREFORE BE IT RESOLVED THAT the Township of Zorra request the Province to re-evaluate this requirement and allow it to be an optional local decision to avoid negative consequences to many municipalities.**

**FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs, the Critics for Municipal Affairs, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, and all municipalities in the Province of Ontario for consideration.”**

**Disposition: Carried**

If you have any questions, please do not hesitate to contact me.

Yours truly,



Donald W. MacLeod  
Chief Administrative Officer

cc: The Honourable Ernie Hardeman, Critic, Municipal Affairs and Housing  
The Honourable Percy Hatfield, Critic, Municipal Affairs and Housing  
Association of Municipalities of Ontario  
Federation of Northern Ontario Municipalities  
All Ontario Municipalities (by email)

16-067

November 6, 2016

Att: Michael Graves - Clerk Town of Ingersoll

Subject - Election 2018 - Democratic Reforms

For the consideration by Ingersoll Council at the November Council Meeting

I am writing at this time to request that Ingersoll council have 2 discussions in regards to the make up and selection of Ingersoll Council.

1: Recent changes at the provincial level have made way for municipal councils to be elected on a ranked ballot system whereby voters can choose to either vote for one candidate or to rank their ballot in a manner that has first choice, second choice etc. I believe that Ingersoll residents deserve to have this option discussed in the public at a open council meeting.

I respectfully request that Ingersoll Council discusses and decides if ranked balloting will be a part of the 2018 municipal election in Ingersoll.

2: Ingersoll is only 1 of 3 councils in Oxford that has an elected Deputy Mayor and given that there are mechanisms within the municipal rules and regulations that councils can operate without a Deputy Mayor, I feel it is time to review the Deputy Mayor position. The Deputy Mayor holds no special powers except when Acting Mayor in an absence of the Mayor. Although the current Deputy Mayor is a busy person and performs a plethora of unpaid committee work, the recent changes to the Ingersoll Council per diems should be sufficient if council wished to send a council member to an event to represent the Town of Ingersoll if the Mayor is unavailable. By deciding in 2016 or early 2017 on whether the election of 2018 should consist of 3 types of councillors or just Mayor and Councillors, it gives potential candidates for election or re-election time to consider their choice of office to be a candidate for.

*From a financial aspect, in a 2015 staff report (see link) it was noted that Ingersoll council and Mayor are well compensated for their respective positions when compared on a per capita basis. Since that report - Council per diems were doubled to \$150 per day. By eliminating the position of Deputy Mayor there will be some savings to the costs of our council going forward in the 2018 Council term. I respectfully request that Ingersoll Council discuss the elimination of the Deputy Mayor position in the 2018 election.*

<http://www.ingersolltimes.com/2015/02/11/remuneration-review>

*Tim Lobzun*

*65 King Street West*

*Ingersoll, Ontario N5C 2J7*

**Think Oxford West – Create the Future**

Date: November 1, 2016  
To: William Tigert  
Town of Ingersoll  
From: Ina Lila, Abundant Solar Energy Inc.  
Re: **Request for municipal support confirmation for rooftop solar project - NTP**

---

Dear William,

Thank you for Ingersoll's Council's blanket support for solar Rooftop projects. One of our FIT Applications in Ingersoll has moved through the IESO's FIT process since your initial Council Support Resolution C15-08-290 was issued on August 14, 2015 and has received a FIT contract.

Site Address	Solar Type	Project Size	Council Resolution #	FIT Contract ID
30 Samnah Cres., Ingersoll	Rooftop	180 kW AC	C15-08-290	F-006163-SPV-310-528

As per the IESO rules, a valid Municipal Council Support Resolution is required for this project to move to the "Notice to Proceed (NTP)" stage. The blanket support passed by Council has unfortunately expired and we are asking for your help in revising the resolution in order to continue with our next steps. The IESO's "Prescribed Form: Municipal Council Support Resolution (Blanket) Re: Notice to Proceed" is attached with this request.

Please feel free to contact me if any further information is required.

Kindest Regards,



Ina Lila  
Project Coordinator, Operations  
Abundant Solar Energy Inc.  
416-835 5503

**SCHEDULE 'A' – PIN: 00147-0287**



**30 SAMNAH CRES**

INGERSOLL | N5C3J7

[Search By Block](#) | [Enhanced Report](#) | [GeoWarehouse Store](#)

ACTIVE | PIN 001470287

**Land Registry Information - PIN: 001470287**



[Print](#)

[Store](#)

[Parcel Register](#)

Address:	30 SAMNAH CRES				
Municipality:	INGERSOLL	LRO:	41	Area:	13,202 m2
Land Registry Status:	ACTIVE	Registration Type:	LT	Perimeter:	469 m
Description:	PART OF BLOCK 3, PLAN 41M129; DESIGNATED AS PART 1, 41R5921 INGERSOLL				
Party To:	1199794 ONTARIO LTD.;				









TOWN OF INGERSOLL  
Town Centre

August 14, 2015

Solar Power Network  
Attn: Raubia Elahi  
42 Wellington St. E, 4<sup>th</sup> Flr  
Toronto, ON N5E 1C7

To Whom it May Concern:

The Council for the Town of Ingersoll passed the following resolution at their regular meeting of Council on August 10, 2015:

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

**C15-08-290 WHEREAS** capitalized terms not defined herein have the meanings ascribed thereto in the FIT Rules, 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 constructed and operated in the Town of Ingersoll;

**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 Local Municipality (the "New Resolution");

**AND WHERE AS**, 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);



TOWN OF INGERSOLL  
Town Centre

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

We trust that you will find this satisfactory. Should you have any questions you may contact our office.

Sincerely,

Ann Wright  
Deputy Clerk

## **INSTRUCTIONS: TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION (BLANKET) - NOTICE TO PROCEED (Sections 2.4(d)(vii) of the FIT Contract, Version 3.1)**

---

Capitalized terms not defined herein have the meanings ascribed to them in the FIT Contract.

### **INSTRUCTIONS SPECIFIC TO THE TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION (BLANKET) - NOTICE TO PROCEED (THE "TEMPLATE")**

1. Where a Prior Resolution (as defined in the Template) was passed in respect of a Project and a Municipal Council Support Resolution is required as per the FIT Contract Cover Page, a New Resolution must be provided to the IESO for the purposes of achieving Notice to Proceed ("NTP") under Section 2.4(d)(vii) of the FIT Contract, Version 3.1.
2. Local municipal councils have the option of drafting the New Resolution (as defined in the Template) on the council or equivalent governing body letterhead or submitting a completed Template.
3. Words in between square brackets (i.e. "[ " and "]") are immaterial to the intent of the Template and may be modified to follow standard procedure of the issuing body. Wording not contained within square brackets must not be changed in order for the New Resolution to be acceptable for the purposes of achieving NTP. No additional wording (aside from completing the blanks) may be added.
4. All information provided in the New Resolution must be consistent with the information contained in the Prior Resolution. The Local Municipality named in the New Resolution must be the Local Municipality in which the Project is located. The Renewable Fuel type named in the New Resolution must be the same as that contained on the Supplier's FIT Contract Cover Page.
5. No Prior Resolution related to the Project will be accepted for the purposes of achieving NTP.
6. The entirety of the Template (all blanks) must be completed and it must be signed by authorized individual(s). There should be no delegation of authority contained in the New Resolution.
7. This instruction page is not required to be submitted to the IESO.

**TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION (BLANKET) - NOTICE TO PROCEED**  
**(Section 2.4(d)(vii) of the FIT Contract, Version 3.1)**

---

Resolution NO: \_\_\_\_\_

Date: \_\_\_\_\_

**[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  
\_\_\_\_\_ 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 Local 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 BE IT RESOLVED THAT]:**

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.

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

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

*(signature lines for elected representatives.)*

FIT Contract ID #: \_\_\_\_\_



**Corporation of the Town of Ingersoll  
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**

**WHEREAS** under Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the Act), the Corporation of the Town of Ingersoll has the capacity, rights, powers and privileges of a natural person;

**AND WHEREAS** under Section 11 of the Act, both upper-tier and lower-tier municipalities may pass by-laws respecting highways within their jurisdiction, including parking and traffic on highways;

**AND WHEREAS** under Section 30 of the Act a highway is owned by the municipality that has jurisdiction over it;

**AND WHEREAS** a project to extend Ingersoll Street (Oxford County Road 10) has been completed and opened to the public;

**AND WHEREAS** as part of the project to extend Ingersoll Street, an access road connecting Ingersoll Street to McKeand Street, known as George Johnston Boulevard, was built on lands belonging to the County of Oxford;

**AND WHEREAS** the County of Oxford has transferred jurisdiction over George Johnston Boulevard to the Town of Ingersoll by passing County of Oxford By-law No. 4992-2008, Being a by-law to transfer a local road, George Johnston Boulevard, to the Town of Ingersoll;

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

1. The Corporation of the Town of Ingersoll (the Town) accepts the transfer of the lands known as George Johnston Boulevard, being Part 1 on Reference Plan 41R-9295, in the Town of Ingersoll, in the Province of Ontario, being part of PIN 00150-0054, and Part 2 on Reference Plan 41R-9295, in the Town of Ingersoll in the Province of Ontario, being part of PIN 00150-0053 (together, the Lands), from the County of Oxford.
2. The Clerk is hereby authorized to execute any documents and take any action required to give effect to the transfer of the Lands.
3. Effective immediately upon the transfer of the Lands, the Lands are hereby established and assumed as a highway.

4. Passing of this by-law shall be deemed to include authorization to legal counsel to register this by-law and the transfer referred to herein in the proper land registry office without further written authorization.
5. This By-law shall come into force and take effect immediately upon the final passing thereof.

**READ** a first and second time this 14<sup>th</sup> day of November, 2016.

**READ** a third time and finally passed this 14<sup>th</sup> day of November, 2016.

---

**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 16-4913**

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**A by-law to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and the Town of Ingersoll related to funding provided by the Province of Ontario to the Municipality under the Ontario Community Infrastructure Fund-Formula-Component**

**WHEREAS** the Town of Ingersoll is desirous of entering into an agreement with the Minister of Agriculture, Food and Rural Affairs related to funding provided by the Province of Ontario under Ontario Community Infrastructure Fund-Formula-Component

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

- (1) That the Mayor and the Chief Financial Officer/Treasurer are hereby authorized to execute an agreement with Her Majesty the Queen in right of the Province of Ontario and to affix the seal of The Corporation of the Town of Ingersoll hereto.
- (2) That a copy of the said agreement shall be annexed to and form part of this by-law.
- (3) That By-law 16-4908 is hereby repealed.

**READ** a first and second time in Open Council this 14th day of November, 2016.

**READ** a third time in Open Council and passed this 14th day of November, 2016.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

\_\_\_\_\_  
**Edward (Ted) Comiskey, Mayor**

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

## **ONTARIO COMMUNITY INFRASTRUCTURE FUND FORMULA-BASED COMPONENT AGREEMENT**

### **BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**  
as represented by the Minister of Agriculture, Food and Rural Affairs

(the “Province”)

– and –

**The Corporation of the Town of Ingersoll**

(the “Recipient”)

### **BACKGROUND**

The Province created the Ontario Community Infrastructure Fund to: (1) provide stable funding to help small communities address critical core infrastructure needs in relation to roads, bridges, water and wastewater; (2) further strengthen municipal asset management practices within small communities; and (3) help small communities use a broad range of financial tools to address critical infrastructure challenges and provide long-term financial support for the rehabilitation and repair of core infrastructure for those in most need.

The Ontario Community Infrastructure Fund is composed of two components: (1) the Application-Based Component; and (2) the Formula-Based Component. The Formula-Based Component of the Ontario Community Infrastructure Fund is based on a municipality’s local fiscal circumstances and its total core infrastructure assets with a minimum grant of fifty thousand dollars (\$50,000.00).

The Recipient is eligible to receive funding under the Formula-Based Component of the Ontario Community Infrastructure Fund.

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as follows:

#### **1.0 ENTIRE AGREEMENT**

1.1 This Agreement, including:

- Schedule “A” – General Terms And Conditions,
- Schedule “B” – Additional Terms And Conditions,
- Schedule “C” – Operational Requirements Under The Agreement,
- Schedule “D” – Eligible Project Categories,
- Schedule “E” – Eligible And Ineligible Costs,



Schedule “F” – Financial Information,  
Schedule “G” – Aboriginal Consultation Requirements,  
Schedule “H” – Communications Protocol, and  
Schedule “I” – Reports,

constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 COUNTERPARTS**

2.1 This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **3.0 AMENDING AGREEMENT**

3.1 This Agreement may only be amended by a written agreement duly executed by the Parties.

## **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges and agrees that:

- (a) By receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *AGA*;
- (b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA* that may be applicable to the Recipient;
- (c) The Funds are
  - (i) To assist the Recipient to carry out the Project and not to provide goods or services to the Ontario Community Infrastructure Fund – Formula-Based Component, and
  - (ii) Funding for the purposes of the *PSSDA*; and
- (d) The Province is not responsible for, nor does the Province have a managerial role in, the undertaking, implementation, completion, operation and/or maintenance of any Project to which Funds are directed. The Recipient will not seek to hold the Province responsible for the undertaking, implementation, completion, operation and/or maintenance of any Projects to which Funds are directed through recourse to a third party, arbitrator, tribunal or court.

## **5.0 IMPACT OF RECEIVING FUNDING UNDER THIS AGREEMENT ON ANY EXISTING ONTARIO COMMUNITY INFRASTRUCTURE FUND FUNDING COMPONENT AGREEMENT**

5.1 The Recipient acknowledges and agrees that if the Recipient receives Funds under this Agreement, the Recipient will be ineligible to receive any additional funds under any existing Ontario Community Infrastructure Fund Formula-Based Component agreement that it may

have with the Province. By way of example only, if the Recipient has an existing Ontario Community Infrastructure Fund Formula-Based Component agreement with the Province and was eligible to receive Funds for 2017 under that existing Ontario Community Infrastructure Fund Formula-Based Component agreement and receives Funds for 2017 under this Agreement, the Recipient is not eligible to receive any Funds for 2017 under its existing Ontario Community Infrastructure Fund Formula-Based Component agreement.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF** the Parties have executed this Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,**  
as represented by the Minister of Agriculture, Food and Rural Affairs

\_\_\_\_\_  
Name: Randy Jackiw Date \_\_\_\_\_  
Title: Assistant Deputy Minister

I have the authority to bind the Crown pursuant to delegated authority.

**THE CORPORATION OF THE TOWN OF INGERSOLL**

\_\_\_\_\_  
Name: Edward (Ted) Comiskey Date \_\_\_\_\_  
Title: Mayor

**AFFIX CORPORATE  
SEAL**

\_\_\_\_\_  
Name: Iryna Koval Date \_\_\_\_\_  
Title: Director of Finance, Treasurer

I/We have the authority to bind the Recipient.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “A” FOLLOWS]**

## SCHEDULE "A" GENERAL TERMS AND CONDITIONS

### ARTICLE A1 INTERPRETATION AND DEFINITIONS

**A1.1 Interpretation.** For the purposes of interpreting this Agreement:

- (a) Words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of this Agreement provides otherwise;
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and
- (h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In this Agreement, the following terms will have the following meanings:

**"Aboriginal Group"** includes the Indian, Inuit and Métis peoples of Canada or any other group holding Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

**"Additional Terms and Conditions"** means the terms and conditions referred to in section A9.1 of Schedule "A" to this Agreement and specified in Schedule "B" of this Agreement.

**"AGA"** means the *Auditor General Act*.

**"Agreement"** means this agreement entered into between the Province and the Recipient and includes all of the Schedules listed in section 1.1 of this Agreement and any amending agreement entered into pursuant to section 3.1 of this Agreement.

**"Allocation Notice"** means the notice that the Recipient received from the Province setting out the amount of Funds the Recipient is eligible to receive from the Province for the Funding Year in which the notice was issued. The "Allocation Notice" also includes the proposed allocation of Funds that the Recipient is eligible to receive for the following two Funding Years (although these proposed allocations are subject to change).

**"Annual Financial Report"** means the report that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

**“Arm’s Length”** has the same meaning as set out in the *Income Tax Act* (Canada), as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

**“Auditor General”** means the Auditor General of Ontario.

**“BPSAA”** means the *Broader Public Sector Accountability Act, 2010*.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which the Province is closed for business.

**“Communications Protocol”** means the protocol set out under Schedule “H” of this Agreement.

**“Consultant”** means any person the Recipient retains to do work related to this Agreement.

**“Conflict Of Interest”** includes any circumstances where:

- (a) The Recipient; or
- (b) Any person who has the capacity to influence the Recipient’s decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient’s objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

**“Contract”** means an agreement between the Recipient and a third-party whereby the third-party provides a good or service for the Project in return for financial consideration that may be submitted by the Recipient for the Province’s consideration as an Eligible Cost.

**“Effective Date”** means the date on which this Agreement is effective, as set out under section C1.1 of Schedule “C” of this Agreement.

**“Eligible Costs”** means those costs set out under section E1.1 of Schedule “E” of this Agreement.

**“Event of Default”** has the meaning ascribed to it in section 15.1 of Schedule “A” this Agreement.

**“Expiry Date”** means the date on which this Agreement will expire, as set out under section C1.2 of Schedule “C” of this Agreement unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

**“FAA”** means the *Financial Administration Act*.

**“Failure”** means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

**“FIPPA”** means the *Freedom of Information and Protection of Privacy Act, 1990*.

**“First Nation”** means a band, as defined under section 2(1) of the *Indian Act* (Canada).

**“Funding Year”** means the period commencing January 1<sup>st</sup> of one calendar year and ending December 31<sup>st</sup> of the same calendar year.

**“Funds”** means the money the Province provides to the Recipient pursuant to this Agreement, as set out in an Allocation Notice or Revised Allocation Notice issued under this Agreement each Funding Year.

**“Indemnified Parties”** means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

**“Ineligible Costs”** means those costs set out under section E2.1 of Schedule “E” of this Agreement.

**“Interest Earned”** means the amount of money earned by the Recipient from placing the Funds in an interest bearing account as set out under section A3.4 of Schedule “A” of this Agreement.

**“Local Services Board”** means a board established under the *Northern Services Boards Act*.

**“MA”** means the *Municipal Act, 2001*.

**“Notice”** means any communication given or required to be given pursuant to this Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

**“Parties”** means the Province and the Recipient collectively.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking:

- (a) Described in the Project Information Form the Province provides to the Recipient pursuant to this Agreement; and
- (b) Approved by the Province.

**“Project Information Form”** means the form that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

**“PSSDA”** means the *Public Sector Salary Disclosure Act, 1996*.

**“Reports”** means the reports set out under Schedule “I” of this Agreement.

**“Requirements of Law”** means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, the *BPSAA*, the *PSSDA*

and those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

“**Revised Allocation Notice**” means an Allocation Notice that the Province issues that alters an Allocation Notice that the Province previously issued.

“**Term**” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiry Date unless terminated earlier pursuant to Articles A13, A14 or A15 of this Agreement.

- A1.3 Conflict.** Subject to section A9.1 of Schedule “A” of this Agreement, in the event of a conflict between the terms and conditions set out in this Schedule “A” of the Agreement and the terms or conditions set out in any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

## **ARTICLE A2 REPRESENTATIONS, WARRANTIES AND COVENANTS**

- A2.1 General.** The Recipient represents, warrants and covenants that:
- (a) It is, and will continue to be for the Term of this Agreement, a validly existing legal entity with full power to fulfill its obligations under this Agreement;
  - (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
  - (c) It has the financial resources necessary to carry out any Projects to which it directs any of the Funds being provided under this Agreement and is not indebted to any person to the extent that that indebtedness would undermine the Recipient’s ability to complete the Projects to which it directs the Funds;
  - (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law related to any aspect of the Project, the Funds or both for the Term of this Agreement; and
  - (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.
- A2.2 Execution Of Agreement.** The Recipient represents and warrants that it has:
- (a) The full power and authority to enter into this Agreement; and
  - (b) Taken all necessary actions to authorize the execution of this Agreement.
- A2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain, in writing for the Term of this Agreement:
- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
  - (b) Procedures to ensure the ongoing effective functioning of the Recipient;
  - (c) Decision-making mechanisms for the Recipient;
  - (d) Procedures to enable the Recipient to manage the Funds prudently and effectively;
  - (e) Procedures to enable the Recipient to successfully complete the Project;
  - (f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;

- (g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

**A2.4 Approvals, Licenses And Permits.** The Recipient represents, warrants and covenants that it has or will apply for any approval, license, permit or similar authorization necessary to carry out the Project before carrying out the Project. For greater clarity, the Recipient acknowledges and agrees that the entering into this Agreement does not in any way obligate any regulatory authority established under an Act of the Ontario Legislature to issue any type of approval, license, permit or similar authorization that the Recipient may need or want in relation to undertaking any Project to which Funds are directed or to meet any other term or condition under this Agreement.

**A2.5 Supporting Documentation.** Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article A2 of this Agreement.

**A2.6 Additional Covenants.** The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections A2.1, A2.2, A2.3 or A2.4 of Schedule "A" of this Agreement during the Term of the Agreement; and
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

### **ARTICLE A3 FUNDS AND CARRYING OUT THE PROJECT**

**A3.1 Funds Provided.** The Province will:

- (a) Provide the Recipient up to the amount of Funds set out in the Allocation Notice for each Funding Year during the Term of this Agreement for the sole purpose of carrying out one or more Projects;
- (b) Provide the Funds to the Recipient in accordance with Schedule "F" of this Agreement;
- (c) Deposit the Funds into an account designated by the Recipient, provided that account:
  - (i) Resides at a Canadian financial institution, and
  - (ii) Is in the name of the Recipient.

**A3.2 Limitation On Payment Of Funds.** Despite section A3.1 of Schedule "A" of this Agreement:

- (a) The Province is not obligated to provide any Funds set out in an Allocation Notice or Revised Allocation Notice to the Recipient in any Funding Year until:
  - (i) The Recipient provides the insurance certificate or other proof as the Province may request pursuant to section A12.2 of Schedule "A" of this Agreement,
  - (ii) The Recipient has submitted to the Ministry of Municipal Affairs any outstanding financial information returns by December 31<sup>st</sup> of each calendar year,



- (iii) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs all outstanding reporting under any other Ontario Community Infrastructure Fund contribution agreement, and
- (iv) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs a copy of their asset management plan and any subsequent updates by December 31<sup>st</sup> of each calendar year if not previously submitted;
- (b) The Province is not obligated to provide any instalments of Funds set out in an Allocation Notice to the Recipient in any Funding Year until the Province is satisfied with the progress of the Project;
- (c) The Province may, acting reasonably:
  - (i) Adjust the amount of Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice, and/or
  - (ii) Adjust the amount of Funds the Province actually provides to the Recipient in any Funding Year, and/or
  - (iii) Hold all or a portion of the Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice
 based upon the Province's assessment of the information provided by the Recipient pursuant to Article A7 of Schedule "A" of this Agreement; and
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
  - (ii) Terminate the Agreement pursuant to section A14.1 of Schedule "A" of this Agreement.

**A3.3 Use Of Funds And Project.** The Recipient will:

- (a) Only use the Funds being provided under this Agreement toward Projects that fall within the category of projects set out under section D1.1 of Schedule "D" of this Agreement;
- (b) Carry out and complete any Projects in accordance with the terms and conditions of this Agreement;
- (c) Use the Funds only for Eligible Costs that are necessary to carry out the Project; and
- (d) Not use the Funds for Ineligible Costs.

**A3.4 Interest Bearing Account.** If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds plus the Interest Earned in trust for the Province until the Recipient needs the Funds for the Projects.

**A3.5 No Provincial Payment Of Interest.** The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient pursuant to a term or condition set out in this Agreement.

**A3.6 Funds For Funding Year Limited To Amount Set Out In Allocation Notice Or Revised Allocation Notice.** The Recipient acknowledges and agrees that the Funds available to it for a Funding Year will not exceed the amount set out in the Recipient's Allocation or Revised Allocation Notice for that Funding Year.

**A3.7 Recipient May Save Funds From One Funding Year To Use In Later Funding Years.** The Recipient may save any Funds that it receives in one Funding Year, including any interest earned thereon, for use in later Funding Years. Where the Recipient saves Funds from one Funding Year to use in later Funding Years, the Recipient will be deemed to have spent any Interest Earned first, followed by the principal.

**A3.8 Saved Funds From One Funding Year Must Be Spent Within Five Funding Years Of The Year The Funds Were Allocated.** Despite anything else in this Agreement, the Recipient will spend any Funds, including any interest earned thereon, that it received and has saved within five (5) Funding Years in which those Funds were received. By way of example only, if a Recipient received Funds from the Province in 2017 and decided to save those Funds, the Recipient must spend those Funds, including any interest earned thereon, by December 31, 2021. In the event that the Recipient does not spend those saved Funds in accordance with the requirements set out in this section A3.8 of the Agreement, those saved Funds, including any Interest Earned thereon, will be returned to the Province.

**A3.9 Transfer Of Funds.** The Recipient may transfer Funds provided under this Agreement to another entity provided the following is met:

- (a) The transfer of Funds is for a Project that is set out under section D1.1 of Schedule "D" of this Agreement;
- (b) The Project is in both the Recipient and the other entity's asset management plan; and
- (c) The entity receiving the Recipient's Funds must be eligible to receive those Funds.

**A3.10 Funds May Be Used For Projects Under Other Federal Or Provincial Funding Programs.** The Recipient may use the Funds being provided under this Agreement for projects covered under other provincial or federal funding programs provided the following is met:

- (a) The project is also a Project that is set out under section D1.1 of Schedule "D" of this Agreement; and
- (b) The other provincial or federal funding program allows for Funds being provided under the Ontario Community Infrastructure Fund to be used toward a project under that other provincial or federal funding program.

**A3.11 Rebates, Credits and Refunds.** The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

## **ARTICLE A4 ABORIGINAL CONSULTATION**

**A4.1 Provision Of Funds Dependent Upon The Province Meeting Its Duty To Consult Obligations.** The Recipient acknowledges and agrees that the provision of any Funds under this Agreement is strictly conditional upon the Province satisfying any obligations it may have to consult with and, if appropriate, accommodate any Aboriginal Group with an interest in any Project in which Funds are directed in order for the Project to proceed.

**A4.2 Recipient Is The Province's Delegate For Purposes Of Consultation With Aboriginal Groups.** By entering into this Agreement, the Province delegates the procedural aspects of

any consultation obligations the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed to the Recipient as set out in Schedule "G" of this Agreement. The Recipient, by signing this Agreement acknowledges that the Province has delegated the procedural aspects of any consultation obligations that the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed and accepts said delegation and agrees to act diligently as the Province's delegate so as to preserve the Honour of the Crown in relation to any consultation obligations that the Province may have in relation to any Project in which Funds are directed.

**A4.3 Recipients Obligations In Relation To Consultations.** The Recipient will:

- (a) Be responsible for consulting with any Aboriginal Group that has an interest in any Project in which Funds are directed on behalf of the Province in accordance with Schedule "G" of this Agreement;
- (b) Take directions from the Province in relation to consulting with any Aboriginal Group with an interest in any Project in which Funds are directed as well as any other directions that the Province may issue in relation to consultations, including suspending or terminating any Project in which Funds are directed; and
- (c) Provide a detailed description of any actions it took in relation to consultation with any Aboriginal Group with an interest in any Project in which Funds are directed in its Reports.

**A4.4 Recipient Will Not Start Construction On Any Project Until Recipient Provides Evidence To The Province That Notice Of Project Has Been Given To Identified Aboriginal Groups.** Despite anything else in this Agreement, the Recipient will not commence or allow a third party to commence construction on any aspect of any Project in which Funds are directed for forty-five (45) Business Days, or such other longer or shorter time as the Province may direct, after it has provided the Province with written evidence that the Recipient has sent notice about any Project in which Funds are directed to the Aboriginal Groups the Province has identified in accordance with Schedule "G" of this Agreement.

## ARTICLE A5

### RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

**A5.1 Acquisition Of Goods And Services In Competitive Procurement Process.** The Recipient will acquire any goods and services for the Project through a transparent, competitive process that ensures the best value for any Funds expended and at no greater value than fair market value, after deducting trade discounts and/or other discounts available to the Recipient. Without limiting the generality of the foregoing, where the Recipient is a municipal entity to which the MA applies, the Recipient will follow its procurement policies required under the MA. Where the Recipient is a Local Services Board, the Recipient will obtain a minimum of three (3) written quotes for any goods or services which exceed twenty-five thousand dollars (\$25,000.00), unless the Province provides its prior written approval to obtain such goods or services in another manner. The Province may waive the requirements of this section A5.1 of the Agreement if:

- (a) The goods or services the Recipient is purchasing are not readily available; or
- (b) The Recipient has researched the market for a similar purchase within the last two (2) years and knows prevailing market costs for those good or services being purchased.

- A5.2 BPSAA.** For greater clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between the *BPSAA* and a requirement under this Article A5 of the Agreement, the *BPSAA* will apply and prevail to the extent of that conflict.
- A5.3 Contracts.** The Recipient will ensure that all Contracts:
- (a) Are consistent with this Agreement;
  - (b) Do not conflict with this Agreement;
  - (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
  - (d) Require that any parties to those Contracts comply with all Requirements of Law; and
  - (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project or any Funds provided to those parties.
- A5.4 Use Of Consultants.** The Province recognizes and acknowledges that the Recipient may engage one or more Consultants for the purposes of carrying out any Projects in which Funds are directed. The Recipient will have sole responsibility for hiring and terminating the employment of said Consultants. The Recipient further acknowledges and agrees that the Recipient will be responsible for all acts and actions of the Recipient's Consultants and that all such acts and actions will be treated as acts and actions of the Recipient for the purposes of this Agreement.
- A5.5 Asset Retention.** The Recipient will comply with section C1.3 of Schedule "C" of this Agreement as it relates to the retention of any assets purchased, built or rehabilitated with Funds being provided under this Agreement.
- A5.6 Trade Agreements.** If the Recipient is subject to any provincial or federal trade agreements to which the Province is a party, the Recipient will comply with the applicable requirements of such trade agreements. In particular, and without limitation, if the Recipient is subject to Annex 502.4 of the *Agreement on Internal Trade*, the Recipient will comply with all applicable requirements of Annex 502.4. In the event of any conflict between any requirement under Annex 502.4 and a requirement under this Article A5 of the Agreement, Annex 502.4 will apply and prevail to the extent of that conflict.

## **ARTICLE A6 CONFLICT OF INTEREST**

- A6.1 No Conflict Of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential or perceived Conflict of Interest.
- A6.2 Disclosure To The Province:** The Recipient will:
- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived Conflict Of Interest; and
  - (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

## **ARTICLE A7 REPORTS, RECORDS, INSPECTION, AUDITS AND THE PROVISION OF INFORMATION**

- A7.1 Preparation And Submission.** The Recipient will:

- (a) Submit to the Province at the address referred to in section C1.4 of Schedule “C” of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule “I” of this Agreement, or in a form as specified by the Province from time to time;
- (b) Ensure that all Reports are completed to the satisfaction of the Province; and
- (c) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying attestation has been completed.

**A7.2 Records Maintenance.** The Recipient will keep and maintain:

- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
- (b) All non-financial documents and records relating to the Funds or otherwise to the Project in a manner consistent with all Requirements of Law.

**A7.3 Inspection.** The Province, its authorized representatives or an independent auditor identified by the Province may, at its own expense, upon twenty-four (24) hours’ Notice to the Recipient during normal business hours, enter the Recipient’s premises to review the progress of the Project and the Recipient’s allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) Inspect and copy the records and documents referred to in this section A7.2 of Schedule “A” of this Agreement;
- (b) Remove any copies made pursuant to section A7.3(a) of Schedule “A” of this Agreement from the Recipient’s premises; and
- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

**A7.4 Disclosure.** To assist in respect of the rights set out under section A7.3 of Schedule “A” of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

**A7.5 No Control Of Records.** No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

**A7.6 Auditor General.** For greater certainty, the Province’s rights under this Article of the Agreement are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the AGA.

**A7.7 Provision Of Information.** The Recipient will provide to the Province, within the time period set out in the Notice, such information in respect of this Agreement or any Project in which Funds are directed as the Province requests.

## **ARTICLE A8 COMMUNICATIONS**

**A8.1 Recipient To Follow Communications Protocol.** The Recipient will follow the Communications Protocol set out under Schedule “H” of this Agreement.

**A8.2 *Publication By The Province.*** The Recipient agrees the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise.

## **ARTICLE A9 ADDITIONAL TERMS AND CONDITIONS**

**A9.1 *Additional Terms and Conditions.*** The Recipient will comply with any Additional Terms and Conditions set out under Schedule “B” of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule “A” of this Agreement, the Additional Terms and Conditions will prevail.

## **ARTICLE A10 DISCLOSURE OF INFORMATION PROVIDED TO THE PROVINCE**

**A10.1 *FIPPA.*** The Recipient acknowledges that the Province is bound by the *FIPPA*.

**A10.2 *Disclosure Of Information.*** Any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

## **ARTICLE A11 INDEMNITY, LIMITATION OF LIABILITY AND DUTY TO DEFEND**

**A11.1 *Indemnification.*** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

**A11.2 *Exclusion Of Liability.*** The Recipient acknowledges and agrees that in no event will the Province be liable for any general, compensatory, incidental, special or consequential damages, or any loss of use, revenue or profit by the Recipient or the Recipient’s officers, servants, employees and agents arising out of or in any way related to this Agreement.

**A11.3 *Recipient’s Participation.*** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

**A11.4 *Province’s Election.*** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other’s counsel.

**A11.5 Settlement Authority.** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

**A11.6 Recipient's Co-operation.** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations.

## **ARTICLE A12**

### **INSURANCE**

**A12.1 Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for each Project being funded under this Agreement for a period of ninety (90) days after the Recipient has submitted a Project Information Form attesting that the Project is complete, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount set out under section C1.5 of Schedule "C" of this Agreement per occurrence. The policy will include the following:

- (a) The Indemnified Parties as additional insureds with respect to liability arising in the course or performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;
- (b) A cross-liability clause;
- (c) Contractual liability coverage;
- (d) Products and completed operations liability coverage;
- (e) Employer's liability coverage;
- (f) Tenant's legal liability coverage (for premises/building leases only);
- (g) Non-owned automobile coverage with blanket contractual and physical damage coverage for hired automobiles; and
- (h) A thirty (30) day written notice of cancellation provision.

**A12.2 Proof Of Insurance.** The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section A12.1 of Schedule "A" of this Agreement.

**A12.3 Right Of "First Call" On Insurance Proceeds.** The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section A12.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

## **ARTICLE A13 TERMINATION ON NOTICE**

**A13.1 Termination On Notice.** The Province may terminate this Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

**A13.2 Consequences Of Termination On Notice By The Province.** If the Province terminates this Agreement pursuant to section A13.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further installments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section A12.3(c) of Schedule "A" of this Agreement; and
  - (ii) Subject to section A3.9 of Schedule "A" of this Agreement, provide Funds to the Recipient to cover such costs.

## **ARTICLE A14 TERMINATION WHERE NO APPROPRIATION**

**A14.1 Termination Where No Appropriation.** If, as provided for in section A3.2(d) of Schedule "A" of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

**A14.2 Consequences Of Termination Where No Appropriation.** If the Province terminates this Agreement pursuant to section A14.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further installments of the Funds;
- (b) Demand the repayment of any Funds plus any Interest Earned on the unspent Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A14.2(b) of Schedule "A" of this Agreement.

**A14.3 No Additional Funds.** For greater clarity, if the costs determined pursuant to section A14.2(c) of Schedule "A" of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.



**ARTICLE A15**  
**EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT**

**A15.1 Events Of Default.** Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
  - (i) Carry out the Project,
  - (ii) Use or spend the Funds,
  - (iii) Provide any Reports required under this Agreement, or
  - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement;
- (b) The Recipient has provided false or misleading information to the Province;
- (c) The Recipient is unable to continue any Project in which Funds are directed or the Recipient is likely to discontinue any Project in which Funds are directed;
- (d) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (e) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (f) The Recipient ceases to operate.

**A15.2 Consequences Of Events Of Default And Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds;
- (e) Cancel any further installments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A15.3 Opportunity To Remedy.** If, in accordance with section A15.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

**A15.4 Recipient Not Remediating.** If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A15.2(b) of Schedule "A" of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;

- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
  - (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,
- the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A15.2(b), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

**A15.5 When Termination Effective.** Termination under this Article A15 of Schedule "A" of this Agreement will take effect as set out in the Notice.

## **ARTICLE A16 LOBBYISTS AND AGENT FEES**

**A16.1 Lobbyists And Agent Fees.** The Recipient represents and warrants:

- (a) Any person hired by the Recipient to speak or correspond with any employee or other person representing the Province concerning any matter relating to any Funds under this Agreement or any benefit hereunder is registered, if required to register, pursuant to the *Lobbyists Registration Act, 1998*;
- (b) It has not and will not make a payment or other compensation to any other legal entity that is contingent upon or is calculated upon the provision of any Funds hereunder or negotiating the whole or any part of the terms or conditions of this Agreement; and
- (c) No money from the Province was used or will be used to lobby or otherwise secure the provision of any Funds in relation to this Agreement.

## **ARTICLE A17 FUNDS UPON EXPIRY**

**A17.1 Funds Upon Expiry.** The Recipient will, upon the expiry of the Agreement, return to the Province any unspent Funds remaining in its possession or under its control plus any Interest Earned on the unspent Funds.

## **ARTICLE A18 REPAYMENT**

**A18.1 Repayment Of Overpayment Or Unspent Saved Funds.** If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement or the Recipient does not spend any Funds that it has saved in accordance with section A3.8 of this Agreement, the Province may:

- (a) Deduct an amount equal to the excess or saved Funds plus Interest Earned from any further installments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess or saved Funds plus Interest Earned to the Province.

**A18.2 Debt Due.** If, pursuant to this Agreement:

- (a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section A18.2 of Schedule "A" of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section A3.4 of Schedule "A" of this Agreement.

**A18.3 Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A18.4 Payment Of Money To Province.** If the Province requires the Recipient to repay any Funds or Interest Earned to the Province, the Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section A19.1 of Schedule "A" of this Agreement.

**A18.5 Repayment.** Without limiting the application of section 43 of the *FAA*, if the Recipient does not repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may set off any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

**A18.6 Funds Are Part Of A Social Or Economic Program.** The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

## **ARTICLE A19 NOTICE**

**A19.1 Notice In Writing And Addressed.** Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section C1.6 of Schedule "C" of this Agreement or as either Party later designates to the other by written Notice.

**A19.2 Notice Given.** Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

**A19.3 Postal Disruption.** Despite section A19.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-paid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

## **ARTICLE A20 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A20.1 Consent.** When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing the consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on the consent and the Recipient will comply with such terms and conditions.

## **ARTICLE A21 SEVERABILITY OF PROVISIONS**

**A21.1 Invalidity Or Unenforceability Of Any Provision.** The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **ARTICLE A22 WAIVER**

**A22.1 Waivers In Writing.** If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A19 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide the waiver.

## **ARTICLE A23 INDEPENDENT PARTIES**

**A23.1 Parties Independent.** The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **ARTICLE A24 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A24.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

**A24.2 Agreement Binding.** All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

## **ARTICLE A25 GOVERNING LAW**

**A25.1 Governing Law.** This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **ARTICLE A26 FURTHER ASSURANCES**

**A26.1 Agreement Into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

## **ARTICLE A27 JOINT AND SEVERAL LIABILITY**

**A27.1 Joint And Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

## **ARTICLE A28 RIGHTS AND REMEDIES CUMULATIVE**

**A28.1 Rights And Remedies Cumulative.** The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

## **ARTICLE A29 JOINT AUTHORSHIP**

**A29.1 Joint Authorship Of Agreement.** The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

## **ARTICLE A30 FAILURE TO COMPLY WITH OTHER AGREEMENT**

**A30.1 Other Agreements.** If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

## **ARTICLE A31 SURVIVAL**

**A31.1 *Survival.*** The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the Expiry Date expiry or date of termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the Expiry Date or the date of termination: Article A1 and any other applicable definitions, sections A3.2(d), A3.5, section 4.2, section A7.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), section A6.2 , Article A7, Article A11, section A13.2, sections A14.2 and A14.3, sections A15.1, A15.2(d), (e), (f), (g) and (h), Article A17, Article A18, Article A19, Article A21, section A24.2, Article A25, Article A27, Article A28, Article A29, Article A30 and this Article A31.

**A31.2 *Survival After Creation.*** Despite section A31.1 of this Agreement, section A7.2 of this Agreement, including all cross-referenced provisions and Schedules, will continue in full force and effect for a period of seven (7) years from the date in which that document or record referred to in section A7.2 of this Agreement was created.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “B” FOLLOWS]**

**SCHEDULE “B”  
ADDITIONAL TERMS AND CONDITIONS**

**B1.1** *No Additional Terms And Conditions: There are no additional terms or conditions for this Agreement.*

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “C” FOLLOWS]**

## SCHEDULE “C” OPERATIONAL REQUIREMENTS UNDER THE AGREEMENT

- C1.1 *Effective Date.*** The Effective Date of this Agreement is as of the date that the Province signs it.
- C1.2 *Expiry Date.*** The Expiry Date of this Agreement is March 31, 2027.
- C1.3 *Disposal Of Assets.*** The Recipient will retain any assets purchased, rehabilitated or built with the Funds under this Agreement for a period of five (5) years from the date that the Project is completed. Within this five (5) year period, the Recipient may ask for the Province’s consent to dispose of any assets purchased, rehabilitated or built with the Funds under this Agreement. The Province may impose any reasonable conditions, including requesting the return of Funds from the Recipient, in return for its consent.
- C1.4 *Submission Of Reports.*** All Reports under this Agreement will be submitted to the Province using the address supplied under section C1.6 of this Schedule “C” of the Agreement or any other person identified by the Province in writing.
- C1.5 *Insurance Amount.*** The amount of insurance the Recipient will have for the purposes of section A12.1 of Schedule “A” of this Agreement is no less than two million dollars (\$2,000,000.00) in general commercial liability insurance per occurrence.
- C1.6 *Providing Notice.*** All Notices under this Agreement will be provided to:

TO THE PROVINCE	TO THE RECIPIENT
Ministry of Agriculture, Food and Rural Affairs Rural Programs Branch 1 Stone Road West, 4NW Guelph, Ontario N1G 4Y2  Attention: Manager, Infrastructure Renewal Programs Fax: 519-826-3398 Email: OCIF@ontario.ca	The Corporation of the Town of Ingersoll 130 Oxford Street, 2nd Floor Ingersoll, Ontario N2C 2V5  Attention: William Tigert Fax: Email: wtigert@ingersoll.ca

or any other person identified by the Parties in writing.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “D” FOLLOWS]**



## SCHEDULE “D” ELIGIBLE PROJECT CATEGORIES

### **D1.1 Eligible Project.** Eligible Projects include:

- (a) The development and implementation of asset management plans (e.g. software, training, inspections) and the implementation of Composite Correction Program recommendations.
- (b) Capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets or capital construction of new core infrastructure that addresses an existing health or safety issue, including:
  - (i) Water:
    - a. Water treatment, and
    - b. Water distribution/transmission.
  - (ii) Wastewater:
    - a. Wastewater treatment and disposal,
    - b. Sanitary sewer systems, and
    - c. Storm sewer systems (urban and rural).
  - (iii) Roads:
    - a. Paved roads,
    - b. Unpaved roads,
    - c. Bus-only lanes,
    - d. Street lighting may be included as an eligible item when part of a road project, and
    - e. Sidewalks and/or cycling lanes located along an existing road.
  - (iv) Bridges and Culverts:
    - a. Sidewalks and/or cycling lanes located along an existing road.

Without limiting the foregoing, the Project must be part of the Recipient’s asset management plan in order to be eligible.

A Recipient may transfer its yearly allocation to another recipient in the furtherance of a joint project, provided:

- (a) The joint project is listed as a priority in the asset management plans for the Recipient and other recipients;
- (b) The Recipient and other recipients inform the Province in writing that they are undertaking a joint project prior to implementation; and
- (c) The Recipient and other recipients have an agreement in place governing the joint project, including how the joint project is being funded.

### **D2.1 Ineligible Projects.** Ineligible projects are any project not part of the Recipient’s Asset Management Plan, and also include:

- (a) Projects that are routine upgrades or improvements to storm water infrastructure and drainage (Note: an eligible project must eliminate or significantly reduce the potential for serious damages to adjacent critical infrastructure (e.g. roads, bridges, etc.));
- (b) Growth-related expansion projects (e.g. new subdivision infrastructure);
- (c) Infrastructure expansion projects to accommodate future employment or residential development on greenfield sites; and
- (d) Recreational trail projects.

## SCHEDULE "E" ELIGIBLE AND INELIGIBLE COSTS

**E1.1 Eligible Costs.** Subject to the terms and conditions of this Agreement and section E.2 of this Schedule "E" of the Agreement, Eligible Costs shall only include all direct and incremental costs that are attributable to the development and implementation of the Project and are in the Province's sole and absolute discretion, properly and reasonably incurred as well as necessary for the Project. Eligible Costs must also be actual, verifiable cash outlays that are documented through invoices, receipts or other records that is acceptable to the Province.

Without limiting the generality of the foregoing, Eligible Costs shall only include the following:

- (a) The capital costs of constructing, rehabilitating, replacing or improving, in whole or in part, a tangible core infrastructure asset;
- (b) Development and implementation of asset management plans (e.g. software, training third-party condition assessments), including Consultant costs;
- (c) Activities that improve the performance or increase the capacity of existing water and wastewater infrastructure under the Composite Correction Program including third-party comprehensive performance evaluations and third-party comprehensive technical assistance;
- (d) Up to 40% of the annual Funds allocation to a maximum of eighty thousand dollars (\$80,000.00) per year for Recipient staff members whose responsibilities include asset management and/or Composite Correction Program implementation while receiving third-party comprehensive technical assistance;
- (e) All capital planning and assessment costs, such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services;
- (f) The costs for permits, approvals, licences and other authorizing documents, as well as inspections and other fees directly attributable to obtaining a permit, approval, licence or other authorizing document, provided those costs are directly attributable to the construction and implementation of Project;
- (g) Loan payments and interest charges on eligible core infrastructure activities started after January 1, 2017 that the Recipient has obtained financing to complete;
- (h) The costs for consulting with an Aboriginal Group, including the Recipient's legal fees, provided they are reasonable, on matters pertaining to the Project, including the translation of documents into languages spoken by the affected Aboriginal Group, but does not include any capacity-building funding unless specifically approved by the Province in writing prior to being incurred;
- (i) The costs of Project-related signage, lighting, Project markings and utility adjustments;
- (j) The costs of joint communication activities, such as press releases, press conferences, translation and road signage recognition, as described in Schedule "H" of this Agreement; and
- (k) Other costs that are, in the Province's sole and absolute discretion, direct, incremental and necessary for the successful implementation of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

**E2.1 Ineligible Costs.** The following costs are Ineligible Costs and are therefore ineligible to be paid from the Funds being provided under this Agreement:

- (a) Costs incurred which are not in accordance with section A5.1 of Schedule "A" of this Agreement;

- (b) Any costs related to any ineligible projects set out under section D2.1 of Schedule “D” of this Agreement;
- (c) Costs associated with the acquisition or leasing of:
  - (i) Land,
  - (ii) Buildings,
  - (iii) Equipment,
  - (iv) Other facilities, and
  - (v) Obtaining easements, including costs or expenses for surveys, and includes real estate fees and other related costs;
- (d) Costs associated with moveable / transitory assets (e.g. portable generators, etc.) or rolling stock (e.g. trucks, graders, etc.);
- (e) Costs related to recreational trails;
- (f) Legal fees, other than those associated with consultation with Aboriginal Groups (provided such legal fees are reasonable), as well as loan and interest payments that do not comply with section E1.1(g) of Schedule “E” of this Agreement;
- (g) Taxes, regardless of any rebate eligibility;
- (h) The value of any goods and services which are received through donations or in kind;
- (i) Employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the Recipient for the Project, and more specifically, but without limiting the generality of the foregoing, costs relating to services delivered directly by permanent employees of the Recipient;
- (j) Meal, hospitality or incidental costs or expenses of Consultants;
- (k) Costs associated with completing Expressions of Interest and/or applications for the Ontario Community Infrastructure Fund or the Building Canada Fund – Small Communities Fund;
- (l) Costs of accommodation for any Aboriginal Group; and
- (m) Costs incurred contrary to section A16.1 of Schedule “A” of this Agreement.

**E2.2 *Costs Of Non-Arm’s Length Parties.*** The costs or expenses of goods or services acquired from parties that are not Arm’s Length from the Recipient must be valued at the cost of the supplying entity and shall not include any mark up for profit, return on investment or overhead costs and shall not exceed fair market value. The Province may not consider the eligibility of any of these costs unless access is provided to the relevant records of the supplying entity.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “F” FOLLOWS]**

## **SCHEDULE “F” FINANCIAL INFORMATION**

- F1.1 Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that when the Province issues an Allocation Notice to the Recipient for a Funding Year, that Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and is enforceable under this Agreement.
- F1.2 Revised Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that in the event that the Province issues a Revised Allocation Notice for whatever reason, that Revised Allocation Notice will revoke and replace the Allocation Notice for which the Revised Allocation Notice was issued and that Revised Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and will be enforceable under this Agreement.
- F1.3 No Amending Agreement Needed To Have Allocation Notice Or Revised Allocation Notice Become Part Of Schedule “F” Of Agreement.** For greater clarity, and despite section 3.1 of the Agreement, the Parties agree that this Schedule “F” may be altered by the issuance of an Allocation Notice or a Revised Allocation Notice without having to amend this Agreement.
- F2.1 Payment Of Funds.** Subject to the terms and conditions of this Agreement, the Province will provide any Funds pursuant to this Agreement in accordance with the following:
- (a) Where the Funds are less than one hundred fifty thousand dollars (\$150,000.00), the Province will make one (1) payment to the Recipient by March 31 of the allocation year;
  - (b) Where the Funds are more than one hundred fifty thousand dollars (\$150,000.00), but less than one million dollars (\$1,000,000.00), the Province will make six (6) payments to the Recipient over the calendar year; and
  - (c) Where the Funds are more than one million dollars (\$1,000,000.00), the Province will make twelve (12) payments to the Recipient over the calendar year.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “G” FOLLOWS]**

## SCHEDULE “G”

### ABORIGINAL CONSULTATION REQUIREMENTS

**G1.1 Purpose.** This Schedule sets out the responsibilities of the Province and the Recipient in relation to consultation with Aboriginal Groups on the Project, and to delegate procedural aspects of consultation from the Province to the Recipient.

**G1.2 Definitions.** For the purposes of this Schedule:

“**Section 35 Duty**” means any duty the Province may have to consult and, if required, accommodate Aboriginal Groups in relation to the Project flowing from section 35 of the *Constitution Act, 1982*.

**G2.1 The Province’s Responsibilities.** The Province is responsible for:

- (a) Determining the Aboriginal Groups to be consulted in relation to the Project, if any, and advising the Recipient of same;
- (b) The preliminary and ongoing assessment of the depth of consultation required with the Aboriginal Groups;
- (c) Delegating, at its discretion, procedural aspects of consultation to the Recipient pursuant to this Schedule;
- (d) Directing the Recipient to take such actions, including without limitation suspension as well as termination of the Project, as the Province may require;
- (e) Satisfying itself, where it is necessary to do so, that the consultation process in relation to the Project has been adequate and the Recipient is in compliance with this Schedule; and
- (f) Satisfying itself, where any Aboriginal or treaty rights and asserted rights of Aboriginal Groups require accommodation, that Aboriginal Groups are appropriately accommodated in relation to the Project.

**G3.1 Recipient’s Responsibilities.** The Recipient is responsible for:

- (a) Giving notice to the Aboriginal Groups regarding the Project as directed by the Province, if such notice has not already been given by the Recipient or the Province;
- (b) Immediately notifying the Province of contact by any Aboriginal Groups regarding the Project and advising of the details of the same;
- (c) Informing the Aboriginal Groups about the Project and providing to the Aboriginal Groups a full description of the Project unless such description has been previously provided to them;
- (d) Following up with the Aboriginal Groups in an appropriate manner to ensure that Aboriginal Groups are aware of the opportunity to express comments and concerns about the Project, including any concerns regarding adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to the Aboriginal Groups, and immediately advising the Province of the details of the same;
- (e) Informing the Aboriginal Groups of the regulatory and approval processes that apply to the Project of which the Recipient is aware after reasonable inquiry;
- (f) Maintaining the Aboriginal Groups on the Recipient’s mailing lists of interested parties for environmental assessment and other purposes and providing to the Aboriginal Groups all notices and communications that the Recipient provides to interested parties and any notice of completion;

- (g) Making all reasonable efforts to build a positive relationship with the Aboriginal Groups in relation to the Project;
- (h) Providing the Aboriginal Groups with reasonable opportunities to meet with appropriate representatives of the Recipient and meeting with the Aboriginal Groups to discuss the Project, if requested;
- (i) If appropriate, providing reasonable financial assistance to Aboriginal Groups to permit effective participation in consultation processes for the Project, but only after consulting with the Province;
- (j) Considering comments provided by the Aboriginal Groups regarding the potential impacts of the Project on Aboriginal or treaty rights or asserted rights, including adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to an Aboriginal Group, or on other interests, or any other concerns or issues regarding the Project;
- (k) Answering any reasonable questions to the extent of the Recipient's ability and receiving comments from the Aboriginal Groups, notifying the Province of the nature of the questions or comments received and maintaining a chart showing the issues raised by the Aboriginal Groups and any responses the Recipient has provided;
- (l) Where an Aboriginal Group asks questions regarding the Project directly of the Province, providing the Province with the information reasonably necessary to answer the inquiry, upon the Province's request;
- (m) Subject to section G3.1(o) of this Schedule "G" of the Agreement, where appropriate, discussing with the Aboriginal Groups potential accommodation, including mitigation of potential impacts on Aboriginal or treaty rights, asserted rights or associated interests regarding the Project and reporting to the Province any comments or questions from the Aboriginal Groups that relate to potential accommodation or mitigation of potential impacts;
- (n) Consulting regularly with the Province during all discussions with Aboriginal Groups regarding accommodation measures, if applicable, and presenting to the Province the results of such discussions prior to implementing any applicable accommodation measures;
- (o) Complying with the Province's direction to take any actions, including without limitation, suspension or termination of the Project, as the Province may require; and
- (p) Providing in any contracts with Third Parties for the Recipient's right and ability to respond to direction from the Province as the Province may provide.

**G3.2 Acknowledgement By Recipient.** The Recipient hereby acknowledges that, notwithstanding section A4.2 of Schedule "A" of this Agreement, the Province, any provincial ministry having an approval role in relation to the Project, or any responsible regulatory body, official, or provincial decision-maker, may participate in the matters and processes enumerated therein as they deem necessary.

**G3.3 Recipient Shall Keep Records And Share Information.** The Recipient shall carry out the following functions in relation to record keeping, information sharing and reporting to the Province:

- (a) Provide to the Province, upon request, complete and accurate copies of all documents provided to the Aboriginal Groups in relation to the Project;
- (b) Keep reasonable business records of all its activities in relation to consultation and provide the Province with complete and accurate copies of such records upon request;
- (c) Provide the Province with timely notice of any Recipient mailings to, or Recipient meetings with, the representatives of any Aboriginal Group in relation to the Project;

- (d) Immediately notify the Province of any contact by any Aboriginal Groups regarding the Project and provide copies to the Province of any documentation received from Aboriginal Groups;
- (e) Advise the Province in a timely manner of any potential adverse impact of the Project on Aboriginal or treaty rights or asserted rights of which it becomes aware;
- (f) Immediately notify the Province if any Aboriginal archaeological resources are discovered in the course of the Project;
- (g) Provide the Province with summary reports or briefings on all of its activities in relation to consultation with Aboriginal Groups, as may be requested by the Province; and
- (h) If applicable, advise the Province if the Recipient and an Aboriginal Group propose to enter into an agreement directed at mitigating or compensating for any impacts of the Project on Aboriginal or treaty rights or asserted rights.

**G3.4 Recipient Shall Assist The Province.** The Recipient shall, upon request lend assistance to the Province by filing records and other appropriate evidence of the activities undertaken both by the Province and by the Recipient in consulting with Aboriginal Groups in relation to the Project, attending any regulatory or other hearings, and making both written and oral submissions, as appropriate, regarding the fulfillment of Aboriginal consultation responsibilities by the Province and by the Recipient, to the relevant regulatory or judicial decision-makers.

**G4.1 No Acknowledgment Of Duty To Consult Obligations.** Nothing in this Schedule shall be construed as an admission, acknowledgment, agreement or concession by the Province or the Recipient, that a Section 35 Duty applies in relation to the Project, nor that any responsibility set out herein is, under the Constitution of Canada, necessarily a mandatory aspect or requirement of any Section 35 Duty, nor that a particular aspect of consultation referred to in subsection G2.1 hereof is an aspect of the Section 35 Duty that could not have lawfully been delegated to the Recipient had the Parties so agreed.

**G5.1 No Substitution.** This Schedule shall be construed consistently with but does not substitute for any requirements or procedures in relation to Aboriginal consultation or the Section 35 Duty that may be imposed by a ministry, board, agency or other regulatory decision-maker acting pursuant to laws and regulations. Such decision-makers may have additional obligations or requirements. Nonetheless, the intent of the Province is to promote coordination among provincial ministries, boards and agencies with roles in consulting with Aboriginal Groups so that the responsibilities outlined in this Agreement may be fulfilled efficiently and in a manner that avoids, to the extent possible, duplication of effort by Aboriginal Groups, the Recipient, the Province, and provincial ministries, boards, agencies and other regulatory decision-makers.

**G6.1 Notices In Relation To Schedule.** All notices to the Province pertaining to this Schedule shall be in writing and shall be given sent to the person identified under section C1.6 of Schedule "C" of this Agreement.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "H" FOLLOWS]**

## **SCHEDULE “H” COMMUNICATIONS PROTOCOL**

**H1.1 Application Of Protocol.** This Protocol applies to all communications activities related to any funding the Recipient receives under this Agreement. Communications activities may include, but are not limited to:

- (a) Project signage;
- (b) Media events and announcements, including news conferences, public announcements, official events or ceremonies, news releases;
- (c) Printed materials;
- (d) Websites;
- (e) Photo compilations;
- (f) Award programs; or
- (g) Awareness campaigns.

**H2.1 Project Signage.** The Province may require that a sign be installed at the site of the Project. If the Recipient installs a sign at the site of a Project, the Recipient shall, at the Province's request, provide acknowledgement of the provincial contribution to the Project. Sign design, content and installation guidelines will be provided by the Province.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to a Project, it must recognize the provincial contribution to the Project and be approved by the Province prior to installation.

The Recipient is responsible for the production and installation of Project signage, unless otherwise agreed upon in writing prior to the installation of the signage.

**H3.1 Media Events.** The Province or the Recipient may request a media event, announcement or recognition of key milestones related to Project.

In requesting a media event or an announcement, the Party requesting the event will provide at least twenty-one (21) Business Days' notice to the other Party of its intention to undertake such an event. The event will take place at a date and location that is mutually agreed to by the Parties. The Parties will have the opportunity to participate in such events through a designed representative. Each participant will choose its designated representative.

All joint communications material related to media events and announcements must be approved by the Province and recognize the funding provided by the Province.

Media events and announcements include but are not limited to:

- (a) News conferences;
- (b) Public announcements;
- (c) Official events or ceremonies; or
- (d) News releases.

**H4.1 Awareness Of Project.** The Recipient may include messaging in its own communications products and activities with regards to the Project. When undertaking such activities, the Recipient will provide the opportunity for the Province to participate and will recognize the funding provided by the Province.



**H5.1 *Issues Management.*** The Recipient will share information promptly with the Province should significant emerging media, Project or stakeholder issues relating to a Project arise. The Province will advise the Recipient, when appropriate, about media inquiries concerning the Project.

**H6.1 *Communicating Success Stories.*** The Recipient agrees to communicate with the Province for the purposes of collaborating on communications activities and products including but not limited to success stories and features relating to the Project.

The Recipient acknowledges and agrees that the Province may publicize information about the Project. The Province agrees it will use reasonable efforts to consult with the Recipient about the Province's publication about the Project prior to making it.

**H7.1 *Disclaimer.*** If the Recipient publishes any material of any kind relating to the Project or the Ontario Community Infrastructure Fund, the Recipient will indicate in the material that the views expressed in the material are the views of the Recipient and do not necessarily reflect the Province's views.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "I" FOLLOWS]**

## SCHEDULE "I" REPORTS

**11.1 Reports.** The Recipient will submit the following Reports in accordance with the reasonable directions provided by the Province by the date indicated in the chart immediately below. The Province will provide the contents of the Report at a later date.

NAME OF REPORT	DUE DATE
Annual Financial Report	See section I2.1 of this Schedule.
Project Information Report	See section I2.1 of this Schedule.
Other Reports	Within the time period set out in the written request from the Province.

**12.1 Timing Of Reports.** The Recipient will provide to the Province the following Reports at the times noted below:

- (a) By January 15<sup>th</sup> of each year:
  - (i) Project Information Report
    - Project Status and Financial Update for all Projects
    - For Asset Management Planning or Composite Correction Program, Implementation Staff Time Attestations (as appropriate)
    - Completed Project Being Debt Financed – Yearly Update (as appropriate)
  - (ii) Annual Financial Report from the previous year (Interest Earned must be reported for the previous calendar year)
- (b) By April 15<sup>th</sup> of each year:
  - (i) Project Information Report – Proposed Project Information for any new or revised Project (reminder – a Duty to Consult assessment must be completed by the Province for each Project forty-five (45) Business Days prior to the start of construction of that Project)
- (c) Within forty-five (45) Business Days of Project or construction completion or no later than January 15<sup>th</sup> of the year following completion of the Project
  - (i) Project Information Report – Completed Project information



**Corporation of the Town of Ingersoll  
By-Law 16-4914**

**Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (Princess Park Road Parking Restrictions Reconsidered)**

**WHEREAS** Council adopted By-Law 06-4327 on the 16<sup>th</sup> day of October, 2006 for the governing and regulation of traffic and parking;

**AND WHEREAS** Council is desirous of amending the by-law;

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

1) **THAT the following be removed from Schedule “N” – NO STOPPING:**

Highway	Side(s)	From	To	Restrictions
Princess Park Road	Both	King Street East	300m South of King Street East	Sept. 1-June 30 Mon-Fri 8:30am-9:30am and 3:00pm-4:00pm

2) **THAT the following be added to Schedule “N” – NO STOPPING:**

Highway	Side(s)	From	To	Restrictions
Princess Park Road	East	260m South of King Street East	300m South of King Street East	Sept. 1-June 30 Mon-Fri 8:30am-9:30am and 3:00pm-4:00pm
Princess Park Road	West	King Street East	300m South of King Street East	Sept. 1-June 30 Mon-Fri 8:30am-9:30am and 3:00pm-4:00pm

**READ** a first and second time in Open Council this 14<sup>th</sup> day of November, 2016.

**READ** a third time in Open Council and passed this 14<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
**Edward (Ted) Comiskey, Mayor**

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



**Corporation of the Town of Ingersoll  
By-Law 16-4915**

**Being a by-law to amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking in the Town of Ingersoll (3 Hour Parking, All Way Stop, No Parking)**

**WHEREAS** Council adopted By-Law 06-4327 on the 16<sup>th</sup> day of October, 2006 for the governing and regulation of traffic and parking;

**AND WHEREAS** Council is desirous of amending the by-law;

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

1) **THAT the following be added under Part IV- Parking Regulations as section (1)(c):**

(c) No person shall permit a vehicle to be parked in the same parking space for a longer period at any one time than the maximum period allowable for such zone. If the vehicle is re-parked it must move at least three parking spots in order not to be in violation.

2) **THAT the following be added to Schedule “A” – NO PARKING AT ANY TIME:**

<b>Highway</b>	<b>Side(s)</b>	<b>From</b>	<b>To</b>
Centre Street	Both	Canterbury Street	Tunis Street
Centre Street	Both	Concession Street	80m south of Concession Street
Concession Street	North	Hall Street	Centre Street
Concession Street	South	70m West of Centre Street	Centre Street
Etna Street	Both	Canterbury Street	Tunis Street
Martha Street	Both	Hall Street	Tunis Street
Tunis Street	North, East	Princess Park Road	Concession Street
Tunis Street	South	50m west of Centre Street	Centre Street

3) **THAT the following be added to Schedule “P” – TO DESIGNATE THREE AND FOUR WAY STOPS AT INTERSECTIONS**

<b>All Way Stops Intersection</b>	<b>Facing Traffic</b>
Wellington Street & Concession Street	Northbound & Southbound on Wellington Street – -Eastbound & Westbound on Concession Street

**READ** a first and second time in Open Council this 14<sup>th</sup> day of November, 2016.

**READ** a third time in Open Council and passed this 14<sup>th</sup> day of November, 2016.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 16-4916**

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**A By-law to amend Zoning By-law Number 04-4160, as amended  
(ZN6-16-08, 62 Clark Road)**

**WHEREAS** the Municipal Council of the Corporation of the Town of Ingersoll deems it advisable to amend By-law Number 04-4160, as amended.

**THEREFORE**, the Municipal Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That Schedule "A" to By-law Number 04-4160, as amended, is hereby amended by changing to "R1" the zone symbol of the lands so designated "R1" on Schedule "A" attached hereto.
2. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

**READ** a first and second time in Open Council this 14<sup>th</sup> day of November, 2016.

**READ** a third time in Open Council and passed this 14<sup>th</sup> day of November, 2016.

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**Edward (Ted) Comiskey, Mayor**

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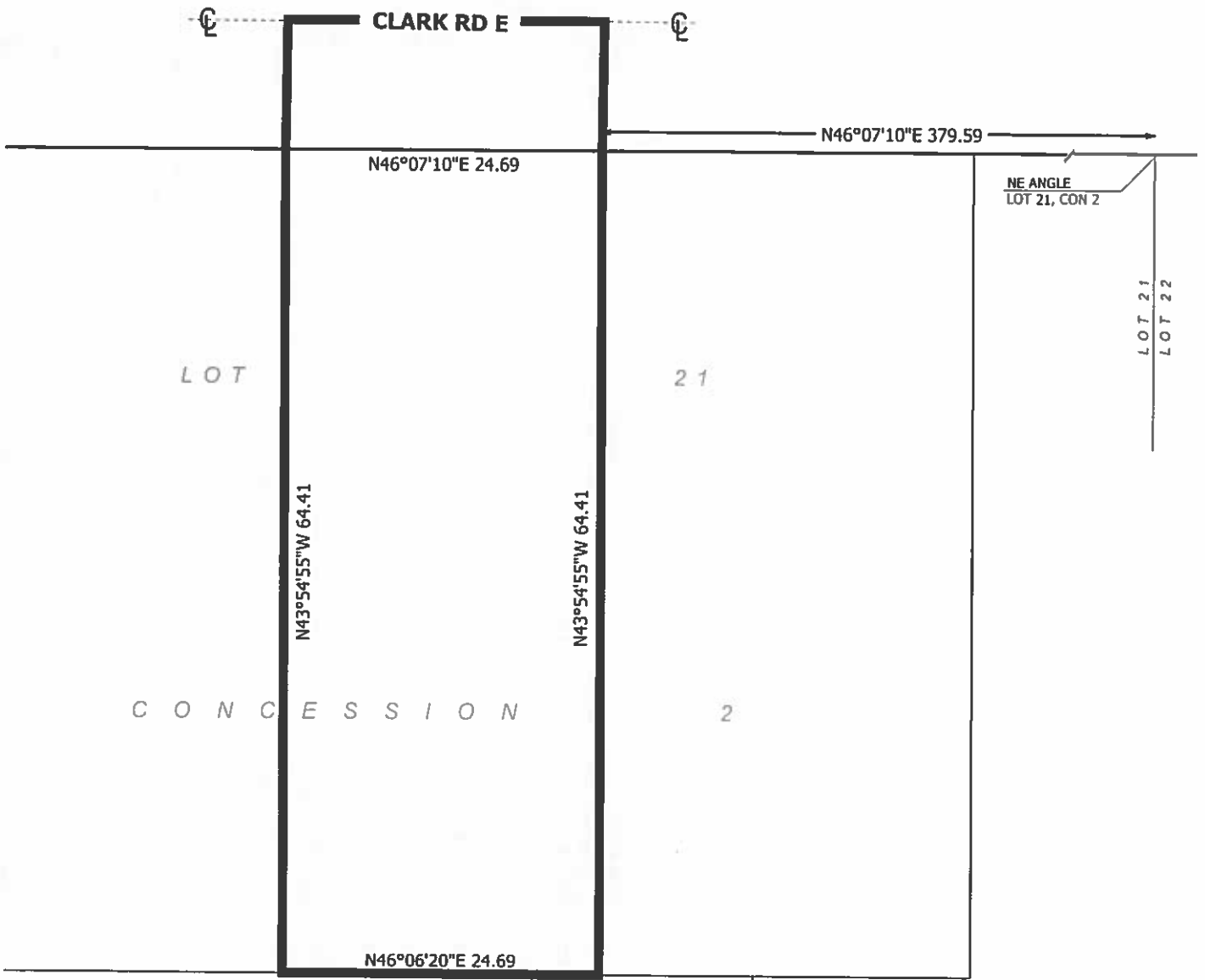
**Michael Graves, Clerk**

# SCHEDULE "A"

TO BY-LAW No. 16-4916

PART LOT 21, CONCESSION 2 (WEST OXFORD)

TOWN OF INGERSOLL



 AREA OF ZONE CHANGE TO R1

NOTE: ALL DIMENSIONS IN METRES



THIS IS SCHEDULE "A"

TO BY-LAW No. 16-4916, PASSED

THE 14th DAY OF November, 2016

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**Corporation of the Town of Ingersoll  
By-Law 16-4917**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the  
Town of Ingersoll at the Council meeting held on November 14, 2016**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

1. **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meeting held on November 14, 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 14th day of November, 2016.

**READ** a third time in Open Council and passed this 14th day of November, 2016.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**