



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Town Centre, Council Chambers  
Monday, January 8, 2018, 6:00 p.m.**

Warrant Officer Warren McDonald and Sergeant Sierra St Onge along with Lieutenant Brandon Momney of Cadets Canada usher in the first 2018 Regular Council Meeting

**Call to Order**

**Disclosures of Pecuniary Interest**

**Minutes of Council Meetings**

- 1) Minutes of Regular Council Meeting on [December 11, 2017](#)
- 2) Minutes of the Special Council Meeting on [December 12, 2017](#)

**Minutes of Council Committee Meetings**

- 1) Minutes of the Safe Cycling Committee meeting on [December 14, 2017](#)
- 2) Minutes of the Recreational Trails Committee on [December 12, 2017](#)

**Correspondence – Note and File**

- 1) [Gravel Watch Ontario](#) – Concerns regarding CSC Responsible Aggregate Standard and Certification Systems
- 2) [AMO](#) - 2018 Membership
- 3) [Oxford County](#) – Official Plan Review- Initiation of Phase 1
- 4) [Oxford County](#) – Note and file letter regarding the Town's resolution of support for Shopping and Buying Local
- 5) [Town of La Vallee](#) – Resolution of support to the Town's resolution re: the authority to approve landfill projects
- 6) [Unifor Local 88](#) – Invitation to Community Appreciation Day, January 14, 2018

**Accounts**

Monthly Cheque Disbursements – [December 2017](#)

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

**Monthly Staff Reports**

- 1) Administrative Report

[A-001-18](#)

- 2) Building Report [B-001-18](#)
- 3) Clerk's Report [C-001-18](#)
- 4) Community Services Report [CS-001-18](#)
- 5) Fire Services Report [F-001-18](#)
- 6) Operations Report [OP-001-18](#)
- 7) Treasury Report [T-001-18](#)

### Special Staff Reports

- 1) Mural in Heritage Square Update [A-002-18](#)
- 2) Appointment of Alternate at the Upper Tier [C-002-18](#)
- 3) Potential Sale of Carnegie Library 1 Charles St. E, Intention to Designate [C-003-18](#)
- 4) Delegation Requests – Ontario Good Roads Association Conference [C-004-18](#)
- 5) Assessment Review Board Delegation By-law [T-002-18](#)

### Delegations & Presentations

- 1) Lieutenant Brandon Momney along with Warrant Officer Warren McDonald and Sergeant Sierra St Onge – [Cadets Canada](#)
- 2) Sandy Jansen, Integrated President/Chief Executive Officer, [Alexandra Hospital](#) Update Presentation and [Consultant Report](#)

### Correspondence & Resolution

### Consideration of By-Laws

- 1) [By-Law 18-4976](#) – Temporary Borrowing By-Law
- 2) [By-Law 18-4977](#) – to provide for a 2018 interim tax levy for all taxation classes and to provide for the payment of taxes and penalty and interest charges of 1.25 percent per month
- 3) [By-Law 18-4978](#) – to authorize the Treasurer or his/her designate, to file complaints to the Assessment Review Board relating to requests for reconsideration of assessment, and to settle assessment appeals and requests for reconsideration of assessment
- 4) [By-Law 18-4979](#) – to govern the proceedings of the Council of the Corporation of the Town of Ingersoll and the appointed Committee thereof
- 5) [By-Law 18-4980](#) - To authorize the execution of a transfer payment agreement for the Ontario municipal commuter cycling program with her majesty the queen in the right of Ontario as represented by the minister of transportation for the province of Ontario
- 6) [By-Law 18-4981](#) – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on December 12, 2017, January 5, 2018 and January 8, 2018

### Notice of Motions

## Upcoming Council Meetings

**Special Meeting of Council  
2018 Operating Budget Review**  
Thursday, January 18, 2018, 6:00 p.m.  
Town Centre, Council Chambers

**Regular Meeting of Council**  
Monday, February 12, 2018, 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

**Safe Cycling Committee**  
2<sup>nd</sup> Thursday of the Month  
Town Centre, JC Herbert Room  
6:30pm

**Youth Committee**  
1st Tuesday of the Month  
Town Centre, JC Herbert Room  
4:30pm

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

**Museum Committee**  
3<sup>rd</sup> Thursday of the Month  
Cheese Museum  
6:30pm

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

**Police Services Board**  
4<sup>th</sup> Monday of the Month  
OPP Station, 110 Mutual Street  
5:00pm

## Closed Session

- 1) Minutes of the Closed Session Meetings on December 11, 2017
- 2) Section 239. (2) (b) personal matters about identifiable individuals, including municipal or local board employees (2)
- 3) Section 239. (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

## Adjournment



**Corporation of the Town of Ingersoll  
Regular Council Meeting Minutes  
Town Centre, Council Chambers  
Monday, December 11, 2017, 6:00 p.m.**

**Council Members Present:**

Councillors: Comiskey, 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  
Sandra Lawson, Town Engineer  
Kyle Stefanovic, Director of Parks and Recreation  
Shannon Vanderydt, Chief Building Official

**Media Present:**

Tyler Chute, Youth Volunteer, Fusion Youth Centre

**Call to Order**

Mayor Comiskey is in the chair and opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

None disclosed

**Minutes of Council Meeting**

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

**C17-12-363 THAT** the minutes of the Regular Council meeting held on November 13, 2017 and the Special Council meeting held on November 15, 2017 be adopted, with a notation that the report A-028-17 shall be amended so that the contract with Campbell Strategies ends June 2018.

**CARRIED**

### Minutes of Council Committee Meetings

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

**C17-12-364 THAT** the Council Committee minutes 1 through 4 be received as information.

- 1) Minutes of the Recreational Trails Committee meeting on Oct. 18, 2017
- 2) Minutes of the Multi Use Recreation Centre Committee meeting on Oct. 23, 2017
- 3) Minutes of the Police Services Board meeting on September 25, 2017
- 4) Minutes of the UTRCA meeting on October 24, 2017

**CARRIED**

### Correspondence – Note & File

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

**C17-12-365 THAT** the Note and File Correspondence items 1 through 5 be received as information.

**CARRIED**

### Accounts - Resolution

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

**C17-12-366 THAT** the Cheque Disbursement Sheets for the month of November 2017, be received as information.

**CARRIED**

### Monthly Staff Reports

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

**C17-12-367 THAT** Council do now go into Committee of the Whole, Council in Committee of the Whole, Deputy Mayor Freeman 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 Franklin**

**C17-12-368 THAT** the monthly staff reports be received as information.

**CARRIED**

### **Special Staff Reports**

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

**C17-12-369 THAT** Council receive report numbered A-029-17 as information.

**AND FURTHER** authorized Staff to arrange with the County and The Township of Zorra a pre-consultation meeting on the options of bringing forward an official plan and rezoning application for 99 North Town Line for use as a municipal recreation facility.

**AND FURTHER** discuss the potential for cross border servicing under current official plan rules versus on site servicing provided for in Zorra's zoning bylaw.

**AND FURTHER** bring a detailed report back to Council.

**CARRIED**

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

**C17-12-370 THAT** Report C-039-17 be received as information.

**AND THAT** an amendment to the Procedure By-law be brought forward for Council consideration.

**CARRIED**

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

**C17-12-371 THAT** Report C-040-17 entitled Court Security Committee Update be received as information.

**CARRIED**

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

**C17-12-372 THAT** the Council for the Town of Ingersoll receives report OP-031-17 as information.

**AND FURTHER THAT** Council assumes the Underground Services for the Harrisview Phase III Subdivision and the above ground services for Clover Ridge North Phase II effective December 12, 2017 and that Engineering Services notify all parties involved

with the subdivision agreement that the Town has assumed only the Underground Services in Harrisview Phase III Subdivision.

**CARRIED**

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

**C17-12-373 THAT** the Council for the Town of Ingersoll receives staff report OP-032-17 as information

**AND FURTHER THAT** Council directs staff to get an appraisal on options 1 and 2 and bring a report back to Council showing all current costs.

**CARRIED**

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

**C17-12-374 THAT** the Council for the Town of Ingersoll receives as information the Treasury Department Report T-028-17 titled Cancellation, Reduction, and Refund of Property Taxes.

**AND FURTHER THAT** Council approves the reduction of taxes on properties identified in this report pursuant to the Municipal Act 2001, Sections 357/358.

**CARRIED**

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

**C17-12-375 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C17-12-376 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**

### **Delegations & Presentations**

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

**C17-12-377 THAT** the Council for the Town of Ingersoll receives the presentation from Darren Fry of Walker Environmental as information.

**CARRIED**

**Consideration By-Laws**

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

**C17-12-378 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

- 1) By-Law 17-4972 – A By-law to amend Zoning By-law Number 04-4160, as amended (297 Whiting Street)
- 2) By-Law 17-4973 – To amend By-law 06-4327, being a by-law to provide for the governing and regulation of traffic and parking (Turtle Crossings)
- 3) By-Law 17-4974 – A by-law to appoint a Committee of Adjustment
- 4) By-Law 17-4975 – To adopt and confirm all actions and proceedings of the Council for the Town of Ingersoll at the Council meetings held on November 15, 2017, December 5, 2017 and December 11, 2017

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 Petrie; seconded by Councillor Lesser**

**C17-12-379 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**C17-12-380 THAT** By-laws 17-4972 through to 17-4975 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**

**Special Meeting of Council  
Approval of 2018 Capital Budget**  
Tuesday, December 12, 2017, 6:00 p.m.  
Town Centre, Council Chambers

**Special Meeting of Council  
2018 Operating Budget Review**  
Friday, January 5, 2018, 6:00 p.m.  
Town Centre, Council Chambers



**Regular Meeting of Council**  
Monday, January 8, 2018, 6:00 p.m.  
Town Centre, Council Chambers

**Closed Session**

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

**C17-12-381 THAT** Council do now go into Committee of the Whole at 8:46 p.m. for a Closed Meeting pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

- 1) Minutes of the Closed Session Meetings on November 13, and December 5, 2017
- 2) Section 239. (2) (b) personal matters about identifiable individuals, including municipal or local board employees (2)
- 3) Section 239. (2) (d) labour relations or employee negotiations
- 4) Section 239. (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**CARRIED**

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

**C17-12-382 THAT** Council do now rise out of the Committee of the Whole from a Closed Session meeting at 9:06 p.m.

**CARRIED**

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

**C17-12-383 THAT** the Closed Session Council meeting minutes from November 13, and December 5, 2017 be adopted as presented.

**CARRIED**

**Adjournment**

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

**C17-12-384 THAT** the Council for the Town of Ingersoll adjourns the December 11, 2017 Regular Meeting of Council at 9:07 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk



**Corporation of the Town of Ingersoll  
Special Council Meeting Minutes  
Town Centre, Council Chambers  
Tuesday, December 12, 2017, 6:00 p.m.**

**PRESENT:**

**Council Members:**

Mayor Ted Comiskey

Deputy Mayor Freeman

Councillors: Bowman (6:12pm), Franklin, Petrie, and Van Kooten-Bossence (6:05pm)

**Staff:**

William Tigert, CAO/Acting Clerk

Iryna Koval, Director of Finance/Treasurer

John Holmes, Fire Chief

Kyle Stefanovic, Director of Parks and Recreation

Shannon Vanderyt, Chief Building Official

Ann Wright, Deputy Clerk

**Call to Order**

Mayor Comiskey welcomes the general public and opens this meeting of Council at 6:00 p.m.

**Disclosures of Pecuniary Interest**

None

**2018 Budget Deliberations**

- 1) 2018 Capital Budget Approval

**Special Staff Reports**

**Moved by Deputy Mayor Freeman; seconded by Councillor Van Kooten-Bossence**

**C17-12-385 THAT** Special Report T-029-17 be received; and

**THAT** the 2018 Capital Budget totaling \$5,097,000 as listed in Attachment 1, be approved; and

**THAT** the funding sources for each capital project be approved as those listed in Attachment 1.

**CARRIED**

### Upcoming Council Meetings

**Special Meeting of Council  
2018 Operating Budget Review**  
Friday, January 5, 2018, 6:00 p.m.  
Town Centre, Council Chambers

**Regular Meeting of Council**  
Monday, January 8, 2018, 6:00 p.m.  
Town Centre, Council Chambers

### Adjournment

**Moved by Councillor Petrie, seconded by Councillor Franklin**

**C17-12-386 THAT** the Council for the Town of Ingersoll adjourns the December 12, 2017 Special Meeting of Council at 6:14 p.m.

**CARRIED**

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Edward (Ted) Comiskey, Mayor

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Michael Graves, Clerk

**Ingersoll Safe Cycling Committee  
Minutes  
Town Hall - JC Hubert Room  
Thursday, December 14, 2017, 6:30 pm**

**Present:** Randy Lewis- Chair      Meagan Lichti  
              Kyle Stefanovic         Jordan Sangers  
              Sam Horton                 Brian Petrie

**Regrets:** Sandra Lawson

1. **Call to Order** - Chair Randy Lewis - 6:40 pm

2. **Approval of previous meeting minutes**

**Moved by Counselor Petrie; Seconded by Meghan Lichti**

That the minutes of the previous meeting be approved as circulated

**CARRIED**

3. **Approval of Agenda**

**Moved by Meghan Lichi; Seconded by Jordan Sangers**

That the agenda for December 14, 2017 meeting be approved.

**CARRIED**

4. **Oxford Update**

- Winter driving campaign
- Touch a plow events
- Share the road campaign
- Huron Park bicycling program; Presentation from Teacher
- 2 youth on Oxford Safe Cycling committee (open up invitations)

5. **Operating Budget update**

6. **Strategic Plan - Sam Horton Motion to accept strategic plan as presented. Brian Petrie 2<sup>nd</sup>. CARRIED**

- Provide council with copy of strategic plan to review presentation by ISSC at February meeting.

**7. New member request**

- Ann has previous applications
- Update list of members
- Put out to schools for youth involvement on committee
- Connect with Ann her previous applications and post to Town Website and Social Media outlets.

**8. Marketing Social Media**

- Angela starts in January
- Request for her to come to January meeting
- Ask Tim to hand over ISSC Facebook group to Angela

**9. Bike Counters**

- Got them 3 of them
- Jordon to put them out to start collecting data.
- Jordan to explore mounting etc.
- Payment 2/3 ISSC & 1/3 payment Recreational Trails

**10. New Business****a) Coroner's report about helmet use-** Brian Petrie

- Add discussion to the next agenda
- Review public report for next meeting
- Establish Ad Hoc committee to review this
- Gather research etc to be discussed at next meeting

**b) Bike to School Program-** Engage IDCI with similar program to Huron Park; Discuss at next meeting, Meghan to discuss with school nurse.**c) Multi Use Trail Commuter Grant Application-** Country and the Town's grant application both approved. Paved 3M wide trail along Ingersoll St from Clarke Rd to Thomas Rd. Tendering in March. May be able to include Town's paving contract.

Discuss media release at January meeting, who needs to be included when to make announcement. "Ingersoll commuter Trail" – Possible trail name

**11. Next Meeting** - Thursday January 11<sup>th</sup>, 2018.

**12. Motion to Adjourn** – Randy Lewis

**Attachment:** Ingersoll Safe Cycling – Strategic Plan 2018-2020

**DRAFT**  
**Ingersoll Safe Cycling - Strategic Plan 2018 - 2020**

**VISION**

**To live in a safe cycling community in which all citizens are participating actively.**

**MISSION STATEMENT**

**Make Ingersoll an inviting and safe town for all people who wish to cycle. This will be achieved through engineering, education, encouragement, enforcement and evaluation.**

**STRATEGIC PLAN PILLARS:**

- 1. Engineering & Planning**
- 2. Education, Awareness & Promotion**
- 3. Encouragement & Partnership**
- 4. Enforcement**
- 5. Evaluation, Planning & Volunteer Recruitment**

**COMMITTEE STRUCTURE**

**Town of Ingersoll Committee of Council  
Comprised of:**

**Executive Committee:**

- Town Council Representative(s)**
- Engineering Department Representative(s)**
- Parks & Recreation Representative**
- County of Oxford Representative**
- Chair, Co-Chair, Secretary,  
Committee Members At Large**

**Sub-Committees: (As Required)**

- Bicycle Friendly Community Award**
- Special Events (Family Bike Ride, Bike Month - June)**
- Marketing, Promotion, Social Media**
- Bicycle School Safety/Education Program**
- Strategic Planning**
- Engineering/Planning**



## **Pillar Number #1: ENGINEERING & PLANNING**

**Objective: To improve community connectivity, provide transportation options, decrease traffic congestion and provide safe bicycle routes.**

| Strategy  | Specific Action   | Timing  | Responsibility                               | Resources Required |
|---|---|---------|--|--------------------|
| <p>Work with the County of Oxford and the Town of Ingersoll to ensure that there are safe and active bicycle routes for our residents and visitors.</p> | <p>To work with the Town's Engineering &amp; Planning Department to review/reference the Town of Ingersoll Cycling Master Plan on a yearly basis and provide feedback to the Town's Engineering Department on the implementation of safe bicycling routes throughout the community: safe school routes, safe routes to the downtown core, community centres/libraries, bike parking spaces, dedicated bike lanes, Share the Road signage, chevrons. <b>Make intersections safer and more comfortable for cyclists. This could include elements such as color, signage, medians, signal detection and pavement markings.</b></p> | Ongoing | Engineering Department Staff                 |                    |
|   | <p>To review/reference the County of Oxford's and the Town of Ingersoll's Transportation Master Plan and Trails Master Plan on a yearly basis to provide feedback, comments and recommendations: Review implementation plans, policies and priorities for the County and the Town of Ingersoll i.e. Community Connectivity, Linkages to Surrounding Municipalities, Neighbourhoods and Community Trails etc.</p>  | Ongoing |  |                    |
|   | <p>To have a representative from the Town of Ingersoll and the Ingersoll Safe Cycling Committee serve on the County of Oxford Cycling Committee and the Ingersoll Recreational Trails Committee.</p>  | Ongoing | Oxford County Health Dept Rep<br>Sam Horton  |                    |
|   | <p><b>To create new safe cycling routes and way-finding signage for people to bike from major generators like schools, downtown, large businesses in Town, including GM Plant. These routes need to be convenient and make riders of all ages and skill levels safe feel comfortable.</b></p>   | 2018    |  |                    |
|   | <p>To work with the County of Oxford Cycling Committee and the Province of Ontario Ministry of Transportation in the development of the <i>Province-Wide Cycling Network, West Region</i>. Provide comments, recommendations with regards to cycling concept options to ensure Ingersoll is included in the "Priority &amp; Secondary Cycling Network".</p>   | Ongoing | Sam Horton<br>Oxford County Health Dept. Rep |                    |

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|---|--|---|--|--|
| <p>Ensure that the Town of Ingersoll Engineering Department follows all guidelines and standards in the implementation of safe cycling routes in the Town of Ingersoll.</p>       | <p>To work with the Town of Ingersoll Engineering/Planning Department to advocate that all guidelines and standards are implemented in the construction of safe cycling routes: i.e. Ontario Traffic Manual Book 18 Bicycle Standards &amp; Guidelines;</p> <p>To advocate that all bridges, culverts, railway tracks etc are safe and accessible to cyclists;</p> <p>To have the Town of Ingersoll adopt a “Complete Streets Policy” to ensure that all roads serve all road users.</p> <p><b>Ensure Town Staff keep up-to-date with the most current design guidelines and programs supporting cycling and obtain a membership in the Association of Pedestrian and Bicycle Professionals.</b></p> | <p>Ongoing</p> <p>Ongoing</p> <p>2017</p> <p><b>2018</b><br/>Obtain Membership in Association of Pedestrian &amp; Bicycle Professionals</p> | <p>Engineering Department Staff</p> <p>Policy Completed</p> <p><b>Engineering Department Staff</b></p> |  |
| <p><b>Ensure cycling infrastructure reaches major trip generators like downtown and the GM/Cami Plant – prioritize at least one complete East-West and North-South route.</b></p> | <p><b>Take advantage of Provincial funding opportunities and apply to the Ontario Municipal Commuter Cycling Grant Program in partnership with the Town of Ingersoll, County of Oxford and GM/Cami to construct of a new Multi-Use Path on Ingersoll Street to enable GM/Cami and other industry workers to cycle to work safely (North-South Route).</b></p> <p><b>Complete Clarke Road Cycling Lane (East-West Route)</b></p> <p><b>Complete new Cycling Lanes on North Town Line (East-West Route)</b></p>  | <p><b>2017,2018 2019</b></p> <p><b>2017 – Complete</b></p> <p><b>2019</b></p>   | <p><b>Engineering Department</b></p> <p><b>Engineering Department</b></p>                              |  |
| <p><b>Undertake a bike parking inventory and install bike parking where required and meet APBP Standards</b></p>  | <p><b>Based on bike parking inventory results include in the 2018 Operating Budget funds to purchase new bike racks for Town facilities (VPCC, Arena, Town Hall and Major Parks)</b></p>   | <p><b>2018-2019</b></p>   | <p><b>Engineering Department &amp; Parks Department</b></p>  |  |
| <p>Work with the Town of Ingersoll Engineering Department to ensure there is a Safe Cycling Maintenance Program.</p>  | <p>To have the Engineering/Planning sub-committee review and provide feedback on a yearly basis to the Town of Ingersoll on their Cycling Maintenance Program i.e.: Usable and Safe Bike Lanes and Paved Shoulders, Street Sweeping Program, Snow Clearing Program, Pothole Maintenance &amp; Surface Repairs.</p> <p><b>Establish a winter maintenance policy for priority bicycle routes.</b></p>  | <p>Ongoing</p> <p><b>2018 – 2019</b></p>  | <p>Engineering Department Staff</p> <p><b>Engineering Department Staff</b></p>                         |  |

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## **Pillar Number # 2: EDUCATION, AWARENESS & PROMOTION**

**Objective: To educate all citizens of Ingersoll about the Safe Cycling Committee, Safe Cycling Routes, Share the Road Program, Safe Cycling Special Events and programs.**

| <b>Strategy</b>  | <b>Specific Action</b>   | <b>Timing</b>                   | <b>Responsibility</b>  | <b>Resources Required</b> |
|--|--|---------------------------------|--|---------------------------|
| Work with the County of Oxford in promoting their Safe Cycling Education Programs/Events and Cycling Tourism Initiatives.  | To assist the County of Oxford in promoting any of their safe cycling initiatives/programs and cycling tourism events throughout our social media program.   | Ongoing                         | Oxford County Health & Tourism Staff                                       |                           |
| Ensure that all citizens are aware of the Ingersoll Safe Cycling Committee, Safe Cycling Routes, Share the Road Program and all special events and programs <b>through social media.</b> | <b>To utilize the ISSC new website and Social Media presence (Facebook Page/Blog) to market and promote the ISSC year round i.e. ISSC Purpose, Bicycle Friendly Bronze Award, Safe Cycling Routes, Share the Road Program, Cycling Amenities, Cycling Events, Videos/Photos introducing new Cycling Features, Health Benefits of Cycling, Road/Weather Report etc.</b> | <b>Year Round Presence 2018</b> | <b>Social Media Company</b><br><br><b>Jordan Sangers (Website Updates)</b> |                           |
| Ensure that all citizens are aware of the Ingersoll Safe Cycling Committee, Safe Cycling Routes, Special Events and programs <b>through print material.</b>                              | <b>To develop a brochure and display board that highlights the purpose of the committee, cycling Master Plan, Cycling Routes etc.</b><br><b>The printed brochure and display board would be utilized at community special events and static displays at library, community centre etc.</b>   | <b>2018</b>                     |  |                           |
| Creation of a Safe Cycling Promotional/Safety Item "Hand Out".   | To purchase a Safe Cycling Promotional/Safety item that can be handed out at special events, community displays i.e.: bike water bottle, bike lights, t-shirt, reflective arm/leg band etc.  | Ongoing                         |  |                           |
| <b>To be an advocate for Bike Helmet Laws to be changed in include the mandatory use of helmets for all ages.</b>  | <b>Send support letters to the appropriate government agencies.</b><br><b>Create a local awareness campaign that promotes the use of helmets for all ages in our community.</b>  | <b>2018</b>                     | <b>Councillor Brian Petrie</b>   |                           |

|  |   |   |  |  |
|--|---|---|--|--|
| <p>Partner with the Community to plan, coordinate and implement a Bicycle Safety Program for local schools and the general public.</p>   | <p>To work with the County of Oxford Health Department, OPP, COPS Program, Local Schools, Businesses, Service Clubs and the Town of Ingersoll to plan, coordinate and implement a School Bicycle Skills, Education &amp; Awareness Program and Bike Rodeos.</p> <p><b>Promote and support the Town of Ingersoll’s new “Safety Village” and the creation of Bicycle Safety Programs for students and the public at the Safety Village.</b></p> | <p>Ongoing</p> <p><b>2018, 2019</b></p>   | <p>County of Oxford Health Dept.</p> <p>Ingersoll OPP</p> <p>Ingersoll Fire Department</p> |  |
| <p>Create a Ingersoll Share the Road Driver Education and Awareness Program.</p>   | <p><b>To create an information pamphlet that can be circulated to Taxi Drivers, Municipal Staff, School Bus Drivers etc on Driver Training Information on Share the Road and Safe Cycling Routes in Ingersoll.</b></p> <p>Ensure that Town of Ingersoll work vehicles display “Share the Road” magnets.</p>   | <p><b>2018</b></p> <p>Ongoing</p>   | <p>Engineering &amp; Parks Department</p>  |  |
| <p><b>Advocate that the County of Oxford Cycling Advisory Committee partners with other Municipal Cycling Advisory Groups to offer Commuter Cycling Courses, Cycling Education for youth and adults.</b></p> | <p>To advocate that the County of Oxford Cycling Advisory Committee partners with other municipalities or Cycling Advisory Committees to offer “Can Bike Instructor” training courses for Oxford residents.</p>   | <p>Ongoing</p> <p><b>Can-Bike Level 3 Course being offered on Oct 21<sup>st</sup>, 2017 – Financial Assistance offered to local residents</b></p> |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
| <p>Advocate to ensure that Ingersoll residents have a private business to repair bikes and further that they are aware that there is a new “Bike Repair Station” at the Fusion Youth Centre.</p>   | <p>Support local bike repair businesses and the new Bike Repair Station at Fusion by promoting their business/station on all ISSC Social Media venues.<br/>Investigate the possibility of a 2<sup>nd</sup> Bike Repair Station in Ingersoll.</p>  | <p>Ongoing</p>                           |  |  |
| <p>Ensure that the Safe Cycling Committee is involved in the Ontario Bike Summit Conference and Bicycle Friendly Community Awards Program.</p>   | <p>Send one or two representatives to the Ontario Bike Summit in Toronto on yearly basis.</p>   | <p>Ongoing</p>                           |  |  |
| <p><b>Work with the County of Oxford Health Department and local schools to offer “School Travel Planning”</b></p>   | <p><b>Work with the County of Oxford to arrange meetings with schools to discuss the “School Travel Planning” program. Ensure that there is a representative from the ISSC at the meeting with the local schools to provide additional support for the program.</b></p>                                       | <p><b>2018 - 2019</b></p>                | <p><b>Kelly Vanderhoeven,<br/>County of Oxford Health Department</b></p> |  |
| <p><b>Consider encouraging transport trucks operating in Ingersoll to attach “Stay Safe, Stay Back” signage from Share the Road on their vehicles.</b></p> <p><b>Invite a local trucking company to set up a “Stay Safe, Stay Back” display and demonstration at the Family Bike Ride.</b></p> | <p><b>Obtain “Stay Safe, Stay Back” signage from Share the Road and encourage local transport truck companies to display the signs on their vehicles.</b></p> <p><b>Continue to invite local trucking companies to set up a display and demonstration at the Family Bike Ride during June Bike Month.</b></p> | <p><b>2018</b></p> <p><b>Ongoing</b></p> |  |  |

|  |  |                                       |  |  |
|--|--|---------------------------------------|--|--|
| <p><b>Ensure that both motorists and cyclists are aware of their rights and responsibilities on the road. Continue to expand our public education campaign promoting the share the road message.</b></p> | <p><b>Utilize the Share the Road campaign “Give Space, Light Up” on our website and social media program.</b></p> <p><b>Prepare an educational handout that is for motorists and cyclists that outlines their rights and responsibilities on the road i.e. sample from the Town of Grimsby</b></p> | <p><b>2018</b></p> <p><b>2018</b></p> |  |  |
| <p><b>Expand public awareness efforts through expanded partnerships.</b></p>   | <p><b>Contact local businesses to advertise and partner in our social media campaign i.e. Business Ad’s on our Facebook Page with information sharing links etc.</b></p>   | <p><b>2018-2019</b></p>               |  |  |

### **Pillar Number #3: ENCOURAGEMENT & PARTNERSHIPS**

**Objective: To provide cycling programs and special events to encourage citizens and visitors to actively bike within the Town of Ingersoll and County of Oxford.**

| Strategy  | Specific Action   | Timing   | Responsibility | Resources Required |
|---|---|--|----------------|--------------------|
| <p>Partner with local Cycling Events i.e. <b>Hide, Don't Hide, Medic's Ride for Mental Health.</b></p>  | <p>To assist local cycling events by volunteering at bike rest stations, promoting cycling events etc.</p>  | <p>Ongoing</p>   |                |                    |
| <p>Organize a family bike ride to raise awareness of the Ingersoll Safe Cycling Committee, Safe Cycling Routes and Share the Road Program.</p>  | <p>Plan, organize and implement an Ingersoll Family Bike Ride. The Bike Ride is to be family orientated and planned for anyone to participate.</p>  | <p><b>Saturday, June 2, 2018 – Memorial Park</b></p>             |                |                    |
| <p>To continue to plan and coordinate “June Bike Month” activities.</p> <p><b>Expand efforts to include a marquis event like an “Open Streets” event for families and every day cyclists.</b></p> <p><b>Host, sponsor and/or encourage a variety of social and family-friendly bicycle –themed community events year round.</b></p> | <p>To plan and coordinate “June Bike Month” activities (Annual Family Bike Ride, Casual Evening Bike Rides.</p> <p><b>Consider running an “Open Streets Event” in partnership with the BIA.</b></p> <p><b>Plan and coordinate new seasonal family friendly bicycle-themed rides (Spring onto Your Bike, Thanksgiving Bike Ride etc)</b></p> | <p>Ongoing</p> <p><b>2018 – 2019</b></p> <p><b>2018-2019</b></p> |                |                    |
| <p>Partner with the Town of Ingersoll, BIA, Chamber of Commerce, Private Businesses, School Boards etc. to ensure there are adequate bike amenities and areas to encourage biking within the community.</p>   | <p>To have the ISSC undertake a yearly review/evaluation of current biking amenities in the community to determine bike amenity needs and current biking locations i.e. Skateboard Park, Off Road Bike Sites, Pump Track etc.</p> <p>To partner with the Town of Ingersoll, BIA,</p>  | <p>Ongoing</p>   |                |                    |



|  |   |                  |  |  |
|--|---|------------------|--|--|
|  | <p>Chamber of Commerce, Private Businesses, Schools etc to ensure that there are adequate bike amenities at public/private buildings, commercial properties, Schools, Library, Parks, Community Centre's i.e. bike parking spaces, bike racks, benches.</p> <p><b>Investigate the need for an “End of Trip” facility to be advertised for cyclists on our website and social media i.e. shower/washroom facilities i.e VPCC</b></p> | <b>2018</b>      |  |  |
| Encourage cyclists to ride their bikes to Community special events and festivals.  | To encourage community organizations to have bicycle valets at community special events and festivals i.e.: Canterbury Folk Festival, Town – Harvest Fest   | Ongoing          |  |  |
| Encourage participation and tourism by partnering with other Municipalities in the County of Oxford to plan and organize a “County Wide Bike Race/Ride”. | To encourage other County of Oxford Cycling Advisory Committee's to investigate the possibility of planning and organizing a County Wide Bike Race/Ride. Funds raised could be donated to the Provincial Share the Road Program.  | <b>2019-2020</b> |  |  |

|   |   |                        |  |  |
|---|---|------------------------|--|--|
| Encourage bicycling in the community by supporting the community in the development of a Bike Repair and Rental Program.  | To work with the Chamber of Commerce, BIA, Town of Ingersoll (ED & Fusion Youth Centre) to investigate the possibility of a Bike Repair and Rental Shop opening in the Town of Ingersoll.       | Ongoing                |  |  |
| Encourage bicycling in the community by supporting the creation of an organized Cycling Club.   | To promote the creation of a Cycling Club in Town through social media.   | Ongoing                |  |  |
| To raise awareness and encourage local citizens and schools to participant at the Town of Ingersoll's new “Safety Village” located on the grounds of the Fire Department. | To work in partnership with the Fire & Police Departments to develop bike safety events at the Safety Village.<br><b>Promote the new Safety Village on the ISSC website, Facebook Page etc.</b> | Ongoing<br><b>2018</b> |  |  |

## **Pillar Number # 4: ENFORCEMENT**

**OBJECTIVE: To educate the community on bicycling safety, rules of the road etc that will improve traffic safety for vehicles and cyclists.**

| <b>Strategy</b>  | <b>Specific Action</b>  | <b>Timing</b>       | <b>Responsibility</b>                     | <b>Resources Required</b> |
|--|---|---------------------|---|---------------------------|
| Review Town of Ingersoll's Bicycling By-Laws & Complete Streets Policy.  | To continue to review the current Town of Ingersoll bicycling By-Laws & Complete Streets Policies i.e. Bicycling on Sidewalks, E-Bikes to determine areas of change or improvement.<br>Upon review with Executive Committee send comments/concerns etc to the Town's By-Law Committee for review and evaluation.                                | Ongoing             | ISSC & Ingersoll Transportation Committee |                           |
| Ensure representation from the Ingersoll Detachment of the OPP on the Safe Cycling Committee. <b>Ensure that the representative provide their annual reports on the number of collisions, locations etc.</b> | To have a representative from the Ingersoll Detachment of the OPP serve on the Ingersoll Safe Cycling Committee so that there is a law enforcement point person as a resource.  | Ongoing             | Ingersoll OPP                             |                           |
| Promote Safe Cycling Programs in the Ingersoll OPP Detachment.   | To encourage the Ingersoll OPP Detachment to have their Officers trained in Cycling Courses.<br><b>Communicate with the OPP to find out how often Officers are scheduled for Bike Patrols. This information will determine if additional bike patrols are required.</b>   | Ongoing<br><br>2018 | Ingersoll OPP                             |                           |
| Encourage Ingersoll OPP Detachment to create Enforcement Campaign Programs for both motorists and cyclists in the community.   | To work with the Ingersoll OPP Detachment to promote positive "Cycling Enforcement Programs: i.e. Helmet Awareness, Targeting Motorist Infractions, Targeting Cyclist Infractions, Yearly Analysis of Cyclist/Pedestrian Crashes, Cyclist/Vehicle Collisions/Fatalities, Share the Road Campaign – Road Traffic Stop, Bike Patrol Officers etc. | Ongoing             | Ingersoll OPP                             |                           |

**Pillar Number # 5: EVALUATION, PLANNING & VOLUNTEER RECRUITMENT**

**Objective: To evaluate, plan and recruit volunteers on a regular basis to ensure that the Ingersoll Safe Cycling Strategic Plan Objectives, Strategies and Actions are implemented.**

| Strategy  | Specific Action   | Timing | Responsibility    | Resources Required |
|---|---|--------|-------------------|--------------------|
| Review Ingersoll Safe Cycling Strategic Plan on a yearly basis.   | To have the ISSC review the Plan on a yearly basis to update status of objectives, strategies and actions.  | Yearly | ISSC              |                    |
| Develop a budget to implement yearly objectives and strategies.<br><br>Work with the Town of Ingersoll to ensure there are adequate funds in yearly operating/capital budgets to support objectives and strategies. | To submit an approved yearly operating budget to the Town resource person to ensure funds are allocated in the operating/capital budgets.   | Yearly | ISSC & Town Staff |                    |
| Obtain funding from local businesses, corporations, Service Clubs, Foundation etc to sponsor ISSC special events/projects.  | To contact local businesses, service clubs etc to raise necessary funds on a yearly basis to sponsor the programs/special events of the ISSC i.e. Family Bike Ride, June Bike Month Events etc.   | Yearly | ISSC              |                    |
| Submit a Town of Ingersoll application to the Bicycle Friendly Community Award Program for review and evaluation.   | Assign members of the ISSC to review the Bicycle Friendly Community Award Program Application on a yearly basis to determine the Committee's readiness to apply.  | Yearly | ISSC              |                    |
| Determine the Economic /Tourism impact of Safe Cycling Routes throughout the County of Oxford and the Town of Ingersoll.  | To have a member of the ISSC Committee meet with the Town of Ingersoll Economic Development Officer and the County of Oxford Tourism Department Staff on a yearly basis to determine the impact of Safe Cycling Routes throughout the County of Oxford and the Town of Ingersoll. | Yearly | ISSC              |                    |

|   |   |  |  |  |
|---|---|--|--|--|
| <p>Review ISSC organizational structure and Strategic Plan to determine volunteers required to implement programs/projects.</p>   | <p>To have the ISSC review the ISSC Organizational Structure and Strategic Plan on a yearly basis to determine volunteers required to implement programs/projects. Develop a list of volunteer needs and start a volunteer recruitment program i.e. Executive Positions, Committee Members, Sub-Committees.</p> <p><b>Review Organizational Structure to determine if there is a need or interest in combining the ISSC and the Ingersoll Recreational Trails Committee under one organizational structure i.e. New Active Transportation Committee</b></p> | <p>Yearly</p> <p><b>Structure Review 2018</b><br/><b>Arrange mtg with Chair of the Recreational Trails Committee</b></p> |  |  |
| <p>Obtain yearly feedback from the community on the programs/projects of the Ingersoll Safe Cycling Committee.</p>  | <p>To provide opportunities through social media, surveys etc to obtain yearly feedback/input on safe cycling routes, bike amenities, signage, bike rides, education programs etc.</p> <p>Continue to provide participation ballots during June Bike Month and other cycling events to obtain cycling participation data.</p>   |  |  |  |
| <p>Evaluate <b>and implement programs to better track the numbers of cyclists</b> at cycling programs, projects, special events to be able to determine cycling impacts and types of cyclists in the community.</p> | <p>To create evaluation tools that will help the Committee collect data to help understand the needs of cyclists, types of cyclists and impact <b>i.e. surveys, participation ballots etc.</b></p> <p><b>Purchase a Bike Counter and move it around to various cycling routes to determine participation levels.</b></p>  | <p><b>2018</b></p>   |  |  |

**Ingersoll Recreational Trails Ad Hoc Committee  
Minutes  
Town Hall – JC Herbert Room  
Thursday, December 12, 2017, 6:30 pm**

**Present:** Steve McSwiggan, Chair      Fred Freeman  
              Jordon Sangers                    Natasha Wreford  
              Reagan Franklin                   Mike Hawkins  
              Kyle Stefanovic

**Regrets:** Kathy Edge  
              Mayor Comiskey

1. **Call to Order** – Chair – Steve McSwiggan – 6:45 pm

2. **Approval of Agenda**

**Moved by Reagan Franklin; Seconded by Jordon Sangers**

That the Agenda for the December 12, 2017 meeting be approved

**CARRIED**

3. **Approval of Minutes**

**Moved by Mike Hawkins; Seconded by Reagan Franklin**

That the minutes of the November 19, 2017 meeting be approved as circulated.

**CARRIED**

4. **Action Items Arising from the Minutes**

**A: Synergies with ISSC.** Chairs to attend each other meetings quarterly.

**B: Multi Use Trail Commuter Grant Application-** Country and the Town's grant application both approved. Paved 3M wide trail along Ingersoll St from Clarke Rd to Thomas Rd. Tendering in March. May be able to include Town's paving contract.

**C: Smith's Pond – New Light Pole, Fixture & Spot Light-** Decorative Light Pole installed by Smiths Pond. Flood light along Canterbury has been removed by Erie Thames due to concerns from residents. Erie Thames looking at other options to be installed in its place.

**D: John Lawson Trail** – Trail upgrades completed. Discuss with Parks Manager about entrance Gate. **ACTION: Signs needed indicating no motorized vehicles**

**5. Budget – 40K in 2018 and 50K in 2019 for trail development and signage.**

- Operating Budget Discussion.
- Trail maintenance parks responsibility
- Cami Trail around reservoir, need to have discussion with CAMI re possible access.

**6. Signage –#1 priority to accomplish 2018’s 40K budget**

- Steve to Inventory what we need. AOD standards for signs Length, material, etc. Need to dedicate most of next meeting to address signage.

**7. New Business**

- Bridges (Cheese Trail and North Meadows). Meeting with Insurance Company to determine next steps. Will report back at next meeting.
- New member requests to be posted on Town Website and Social Media pages in an effort to get more volunteers on committee.

**8. Next meeting**

- a) Signage
- b) Bridges- next steps

**Next Meetings - Wednesday, January 17<sup>th</sup> and February 21<sup>st</sup> – @ 6:30pm  
Town Hall – JC Herbert Room**

**9. Motion to Adjourn – Reagan Franklin - Carried**



To: Clerk / Mayor / Reeve / Councillor / Warden

November 2017

Subject: Concerns regarding Cornerstone Standards Council (CSC) Responsible Aggregate Standard and Certification System

## **Background**

Gravel Watch Ontario acts in the interests of residents and communities to protect the natural environment, health, safety and quality of life for Ontarians in matters relating to aggregate resources. We are a province-wide coalition of citizens' groups and individuals.

Aggregate (sand, stone & gravel) production has a long history of being controversial and challenging for municipalities. Ontario requires aggregate materials to support our built communities. Unfortunately, the process of extracting aggregate resources comes with inherent social and environmental impacts.

Many stakeholders, including the aggregate industry, governments, community and environmental groups have been seeking a way to deal with this challenge. The development of a voluntary enhanced aggregate standard was proposed. The envisioned standard would outline a set of requirements that aggregate producers could adopt and then be recognized for. After several years of work, the Cornerstone Standards Council Responsible Aggregate Standard and Certification System, the CSC program, was drafted.

Members of Gravel Watch Ontario served on the Cornerstone Standards Council Board and the founding Standard Development Panel for over two years. We have substantial knowledge of the Standard as written as well as the original intent. Gravel Watch Ontario is contacting municipal leaders across Ontario to ensure they are informed regarding serious concerns with claims made by the CSC program which are not supported by the Standard requirements. Indeed, the claims made in relation to the program outcomes appear at times to grossly misrepresent what the Standard requires.

## **CSC Does Not "Raise the Bar"**

For example, the program claims that it *"recognizes and rewards both public and privately owned aggregate operations that go beyond regulatory compliance and adopt industry best practices"* and that it *"ensures high levels of operational practice are met and monitored"*. Unfortunately, the Standard does not contain specific targets or requirements on some of the most relevant operational issues for aggregate production sites. For example, there are no operational targets set for noise, dust, vibration, ambient light, and water consumption, among other areas.

The Standard when addressing noise, dust, light and water has the following requirements: *"When addressing adverse environmental impacts ... the applicant implements (consistent with the scale and intensity of the operation) an Environmental Management System or a series of Standard Operating Procedures that are consistent with or exceed existing regulatory requirement"*. The Standard has no mandate to exceed regulatory requirements; being consistent is sufficient.

There is no reference in the Standard to adopting industry best practices and no reference to current industry norms. Certified sites may actually be performing below established industry benchmarks. Without

explicit requirements on the most relevant social and environmental aspects of aggregate production, the program cannot be delivering on the claims made above.

Further, a review of the audit reports relating to the four program certificates granted thus far, reveals that one or two CSC auditors spend a very limited time on an aggregate site; typically, only a day or two. The reports provide no indications that the auditors have taken any independent measurements of the environmental factors that the Standard claims to assure.

The environmental audit process seems to have become a paper exercise of reviewing reports, some of which appear to have been prepared during the application and licencing process as predictors of future outcomes and commitments for future actions. The degree to which these predictions actually became reality is unknown. Without actual measurements being taken or observations beyond a brief 48-hour interval, there can be no claims made as to how these sites generally operate. The current auditing process in no way supports the claims by CSC regarding full regulatory compliance, industry best practices and the monitoring of high levels of operational practice.

### **CSC “Lowers the Bar”**

For any certification program to be legitimate, the requirements of the program must be met before certification is awarded. A review of the audit reports relating to the certificates already granted shows that none of the four sites certified have met all the requirements of the Standard. Even when non-conformances were in areas that CSC claims as a focus (e.g., addressing adverse environmental impacts), those sites were still granted a certificate based on a requirement for future corrective action.

More concerning though were sites that had non-conformances relating to compliance with existing regulatory requirements. Of the four sites certified by CSC thus far, two were found to have non-conformances with site plan requirements. Further, one site was reported to be in non-compliance with Ontario Regulation 127 which deals with Airborne Contaminant Discharge Monitoring and Reporting. If CSC certified sites are in violation of regulatory requirements, how can the program claim that CSC “recognizes and rewards... aggregate operations that go beyond regulatory compliance”?

### **Summary**

Gravel Watch Ontario continues to believe there is value in a robust voluntary aggregates standard which recognizes performance that goes beyond existing regulation. That is why we dedicated over two years to the development of what we had hoped would be such a standard. To deliver on that promise, though, the standard must set a high bar and enforcement must be rigorous, thorough, and absolute. The current CSC Responsible Aggregate Standard and Certification System fails to deliver on those requirements and as a result fails to justify the outcomes that are being claimed.

Gravel Watch Ontario is committed to ensuring that municipalities across Ontario, as consumers and/or producers of aggregate resources, are informed regarding the Cornerstone Standards Council aggregate program. We ask that you add your voice to calls to improve the program and make it what it was originally intended to be. In its current form, it is a disservice to all those in Ontario who are working hard to address the inherent challenges for those communities where aggregate extraction activities occur.

If you have any questions or would like to discuss our comments further, please feel free to contact us.

Sincerely,  
Graham Flint  
President, Gravel Watch Ontario  
[www.GravelWatch.org](http://www.GravelWatch.org)  
[grahamflint@gravelwatch.org](mailto:grahamflint@gravelwatch.org)  
T: (905) 659-5417 F: (905) 659-5416



## For Distribution to Council

December 18, 2017

I want to thank membership for its support during 2017. It was a very busy year with many new consultations at the province and major pieces of legislation tabled and passed. Some are still working their way through the legislative process with the expectation that they will be complete before the House rises for its winter break.

AMO will not be having much of a break. Each piece of legislation means some form of implementation activity to prepare for, such as the changes to the accountability and transparency procedures for councils and the land use planning system. We are updating our education and training materials and delivery. In fact, we start our Bill 68 training in January.

This letter is our call for you to renew your membership in AMO for 2018. Why? To quote a colleague, the municipal sector could not have pulled itself together in a timely fashion to do the deep policy analysis related to the workplaces legislation (Bill 148). AMO did that heavy lifting and worked hard for amendments. Those changes mean a cost avoidance in the tens of millions of dollars for municipal governments across the Province. Consider what your own cost avoidance was for that legislation against your AMO membership fee – a clear rate of return on your investment.

We know there is a growing sense of concern with the state of municipal fiscal health. That is why we undertook significant research, analysis and outreach as part of our 2017 activity. That is why your Association is actively talking about “Local Share”.

Your Board, with representatives from rural, northern, urban and upper tier municipal governments, took the time to evaluate and take a bold direction. It seems absurd that the order of government that is providing the majority of day-to-day services to people is only receiving 9 cents of every household tax dollar. There is no easy solution when it comes to taxation, yet we know that doing nothing is not going to work 10 years down the road. Reliance on low property tax rates is not working in many places now. It means asking the tough questions and working at a strategy. As they say – Rome was not built in a day. Strength is clearly in the number of shared voices.

It is why we will be covering the provincial election, meeting with the leaders and analyzing the platforms. As a member, you will get a toolkit to help advance municipal interests and get timely information on how the policy platforms could affect you. Keeping you informed is also an important benefit of AMO membership.

Help us help you by renewing your 2018 AMO membership. Speaking with that common voice improves the listening skills of those at Queen's Park and Parliament Hill. On behalf of the AMO Board, thank you for your financial support. Season's Greetings!

Yours sincerely,



Lynn Dollin  
AMO President



Pat Vanini  
AMO Executive Director

PS:

Want to earn an interest rate of 1.665% on municipal deposits?  
Want to do LED lighting in your recreation facility to reduce your energy bill?  
Want a better way to do your municipal road condition assessment?

Check out how AMO's Local Authority Services can help you make money, save money and extend your capacity. Connect with LAS at 416.971.9856 or toll free 1.877.426.6527. Check out details on its website at [www.las.on.ca](http://www.las.on.ca)

**To:** Warden and Members of County Council

**From:** Director, Community Planning

## **Official Plan Review – Initiation of Phase 1 (Agriculture, Natural Heritage and Other Rural Related Policy Areas)**

### **RECOMMENDATION**

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- 1. That County Council authorize staff to pre-consult on and initiate an application to amend the Official Plan to update the County's agricultural, natural heritage and other rural related policies, as outlined in Report No. CP 2017-358, including broad public and agency consultation;**
- 2. And further that, Report No. CP 2017-358 be circulated to the Area Municipalities for their review and comment.**

### **REPORT HIGHLIGHTS**

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- County planning staff have recently completed an extensive internal review of the County's Official Plan policies pertaining to agriculture, natural heritage, natural hazards and other rural related policy areas, as set out in this report. The primary purpose of this review was to identify any updates to the policies that may be required to ensure they are consistent with relevant Provincial legislation, plans, policies and guidelines, as required by the Planning Act. However, revisions to the policies to improve overall intent, clarity and implementation, and to better reflect local goals and objectives, have also been identified.
- This report provides an overview of the key changes to the Official Plan policies being proposed by Planning staff as a result of their review. The proposed draft policies are simply intended to be utilized as a 'starting point' for consultation. Considerable opportunity for stakeholder feedback will be provided prior to presenting any 'final' draft amendments to Area Municipal and County Council for consideration.
- The report seeks Council's authorization to undertake pre-consultation with the Province, Area Municipalities and other agencies on the proposed draft policies and to initiate an application to amend the Official Plan to begin the formal process necessary for Council to consider amendments to the policies.
- Comprehensive agency and public consultation is being proposed as part of the required Official Plan amendment application process.

## Implementation Points

With the adoption of this report, staff will undertake pre-consultation on the proposed draft policy amendments and initiate an application to amend the Official Plan, in accordance with the requirements of the Planning Act, including all required circulations, consultations and public meetings.

## Financial Impact

The recommendations contained in this report will have no financial impact with respect to the 2017 budget. The Treasurer has reviewed this report and agrees with this statement.

## Risks/Implications

There are no risks or other implications anticipated as a result of this initiative beyond those that that can reasonably be expected with respect to potential appeals to the Ontario Municipal Board.

## Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting of May 27, 2015. The initiatives contained in this report support the Values and Strategic Directions as set out in the Strategic Plan as they pertain to the following:

3. ii. **A County that Thinks Ahead and Wisely Shapes the Future** – Implement development policies, land uses and community planning guidelines that:

- *Strategically grow our economy and our community*
- *Provides a policy framework which supports community sustainability, health and well-being*
- *Supports healthy communities within the built environment*
- *Supports and protects a vibrant and diversified agricultural industry*

3. iii. **A County that Thinks Ahead and Wisely Shapes the Future** - Demonstrated commitment to sustainability by:

- *Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:*
  - o *Potential impacts to the vulnerable population in our community*
  - o *Life cycle costs and benefit/costs, including debt, tax and reserve levels and implications*
  - o *Responsible environmental leadership and stewardship*
  - o *Supporting the community implementation of the Community Sustainability Plan*

4. i. **A County that informs and engages** - Harness the power of the community through conversation and dialogue by:

- *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
- *Fostering greater involvement in County and community events and/or program/project implementation*
- *Understanding and addressing public aspirations for a more livable community*

## DISCUSSION

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### Background

Section 26 of the Planning Act requires that municipalities review and revise their Official Plan as required to ensure it conforms, or does not conflict, with Provincial Plans (e.g. Provincial Growth Plans, Greenbelt Plans etc.), has regard to matters of Provincial interest listed in the Act and is consistent with policy statements issued under Section 3(1) of the Act (e.g. Provincial Policy Statement). Further, the Official Plan policies should reflect any new and/or updated land use related legislation and regulations that are applicable.

Although Official Plan amendments undertaken in accordance the requirement of Section 26 of the Planning Act requires adoption by County Council, the Province is the final 'approval authority' for such amendments. As part of their approval, the Province has the authority to impose any modifications to the County's adopted policies that it determines to be necessary to ensure they are consist with Provincial legislation and policies.

The current County of Oxford Official Plan was adopted by County Council in December 1995. Since adoption, the Plan has been subject to a number of amendments, as well as a number of major reviews, including '5 year' reviews. Since the last major review of the Official Plan was completed, there have been a range of new and updated Acts, regulations, policies and guidelines that have been enacted and/or released. Some key examples include:

- Legislation and regulations (e.g. secondary dwelling unit legislation and regulations)
- Provincial Plans (e.g. Source Protection Plans)
- 2014 Provincial Policy Statement (PPS)
- Provincial guidelines related to PPS implementation (e.g. Minimum Distance Separation Formulae, Permitted Uses in Ontario's Prime Agricultural Areas etc.)

The more significant land use related legislative and policy changes have generally been communicated to Council through staff reports at the time they were being proposed and/or enacted. In keeping with the County's strategic goal of influencing federal and provincial policy with implications for the County, detailed feedback was provided to the Province with respect to many of these changes (e.g. Planning Act amendments, PPS updates, Source Protection Plans, Permitted Use Guidelines), often resulting in substantive changes to the documents that were ultimately approved.

County Council has recently approved policy-specific amendments to the Official Plan that have served to address some of the above noted legislative and policy changes, including:

- Updates to the County Development Strategy (as part of OPA 197 which included amendments to the County's waste management policies), to incorporate updated principles with respect to a range of land use policy matters to reflect the policies of the 2014 PPS and the goals and objectives of the Future Oxford Community Sustainability Plan; and

- Revisions to the County's Aggregate Resources policies to ensure the County's policies were consistent with the updated Provincial policies and terminology in the 2014 PPS and addressed various local concerns and objectives, including environmental sustainability, assessment of cumulative impacts, comprehensive rehabilitation and improving pre-consultation.

However, revisions to other policy areas in the Plan are still required to ensure they are consistent with applicable Provincial legislation, plans and policy. As the County is not currently subject to any Provincial growth or land use plans, the 2014 PPS is the primary Provincial document governing land use policies and decisions in the County. As all local documents and decisions are required to be consistent with the policies of the PPS, most of the proposed revisions to the County's policies to reflect current Provincial requirements necessary to ensure consistency with the policies of the 2014 PPS. An overview of the key Provincial policy changes introduced through the 2014 PPS was previously provided in Report No. [CASPO 2014-75](#).

The proposed Official Plan policy updates outlined in the Discussion section of this report are intended to address the above noted legislative and policy changes with respect to a number of policy areas including: agricultural resources, natural heritage resources, natural hazards and a number of other rural related policy areas. These proposed amendments are intended to constitute the first phase of this Official Plan review process. Later next year, Planning staff intend to initiate a second phase of the Official Plan review, which will focus primarily on amendments to the Growth Management, Functional Support Elements, Large Urban Centre (Woodstock, Tillsonburg and Ingersoll), Rural Settlement and Implementation Measures policy sections of the Plan.

It is also noted that, although the primary purpose of the Official Plan review is to ensure the policies are consistent with current Provincial legislation, plans and policies, a number of revisions are also being proposed to improve the overall structure, to simplify and/or clarify existing policy direction and intent, and to better reflect local goals and objectives and preliminary stakeholder feedback.

#### [Other Background Review and Preliminary Consultation](#)

In addition to the review of the relevant legislation, regulations, policies and guidelines noted above, the proposed draft policies, as outlined in the Discussion section of this report, have also been informed by extensive background research. This research involved a review of various documents, reports, data and other information related to the policy areas in question including, but not limited to:

- Official Plan policies from other municipalities with similar land use contexts (e.g. prime agricultural areas with a mix of urban and rural settlements), particularly those policies that have been approved by the Province since the 2014 PPS was enacted;
- Relevant planning applications and related local and Ontario Municipal Board decisions;
- Review of various related studies, research reports, presentations and other materials; and
- GIS analysis of spatial data and related information (e.g. land use, parcel sizes, zoning, environmental constraints etc.)

Staff also reviewed the Future Oxford Community Sustainability Plan to determine how the goals and objectives of the CSP, particularly as they relate to policy areas such as agricultural, natural

heritage and cultural resources, could be incorporated into the Official Plan policies. For certain policy areas, specialized studies, such as the Oxford Natural Heritage Systems Study, were also undertaken to provide the information necessary to inform the draft policy amendments.

Finally, preliminary consultation with Provincial, Conservation Authority, County and Area Municipal staff and other stakeholder groups was undertaken to obtain initial feedback and insight on potential policy options and directions in a number of policy areas.

## **Discussion**

Given that the County's Official Plan serves as the Official Plan for both the County and the eight Area Municipalities within the County, the policies contained in the Plan are considerably more detailed and comprehensive than those contained in many other Official Plans. Although this can make review and update of the policies more challenging and time consuming, it also provides greater ability for the County to tailor the high level Provincial policy direction contained in the PPS to reflect local goals and objectives, provided such tailoring does not conflict with Provincial direction.

The Official Plan is premised on a County Development Strategy (as contained in Chapter 2) which represents the fundamental planning principles on which the objectives and policies of the Official Plan are based. This development strategy defines the vision of the County and includes a broad range of issues including growth management, the environment, culture, natural resources, agriculture, economic competitiveness, the management of water and waste, transportation and public participation. As previously noted, these fundamental planning principles were recently amended and, as such, provide an up-to-date foundation upon which the updates to the more detailed policies of the Official Plan can now be based.

In this regard, Planning staff have now completed, or are nearing completion of, draft policies for consultation purposes for a number of these more detailed policy areas, as outlined below. The proposed draft policies will comprise the first phase of the Official Plan review and are intended to form the basis for pre-consultation with the Province, Conservation Authorities, Area Municipalities and other agencies. Further, it is proposed that these policies, together with any revisions resulting from pre-consultation, will accompany the Official Plan Amendment application required for County Council and the Province to formally consider incorporation of the proposed policies into the County Official Plan and provide the basis for broader agency and public consultation.

The following provides an overview of the key policy changes currently being proposed as part of this first phase of the Official Plan review:

### Section 1 – Introduction

A number of revisions to the Context, Purpose, Organization and Interpretation policies of this section are being proposed. These proposed changes are relatively minor in nature and focus primarily on updating various policy references and terms to improve intent and clarity and ensure they remain current.

Substantial revisions to the Definitions policies in this section are also being proposed to reflect a variety of new and updated policy terms from the 2014 PPS and related guidelines relating to the policy areas being amended as part of the Phase I review. Further revisions to the definitions

section will also be required to reflect updated terminology pertaining to the policy areas affected by later phase(s) of the review.

### Section 3.1 - Agricultural Land Resource

The County's agricultural policies generally apply to all lands located outside of designated settlements, which comprise over 90% of the County's total land area. As such, in Oxford County, these policies are particularly important for ensuring land use is sustainably managed.

The current agricultural policies are largely consistent with the 2014 PPS, including placing a strong emphasis on ensuring the County's prime agricultural areas are protected for long-term use for agriculture, preventing further land fragmentation and limiting the establishment of new non-agricultural uses. However, the County's policies will require and/or benefit from, a number of revisions to reflect the updated agricultural policies contained in the 2014 PPS. These updated policies include a revised definition for '*agricultural uses*' that now includes reference to '*value retaining facilities*', as well as new and updated definitions for '*on-farm diversified use*', '*agri-tourism uses*' and '*agriculture-related uses*' that now provide increased flexibility for municipalities to establish policies to allow for such uses in prime agricultural areas. The Province's recently released Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas provide detailed guidance on the Province's expectations with respect to the implementation of the agricultural policies contained in the 2014 PPS and, as such, have been given detailed consideration in the preparation of the proposed draft agricultural policies.

Planning staff are proposing comprehensive updates to the County's agricultural policies as part of this review to ensure they comply with applicable legislation, are consistent with the updated policies of the 2014 PPS and related guidelines, reflect local goals and objectives and address various issues and considerations identified through background policy research and preliminary consultation. The preliminary consultation included review of the proposed agricultural policy directions with the County's Agricultural Advisory Committee (AAC). Based on the feedback received, the AAC was generally supportive of the proposed policy directions and provided a number of comments and helpful suggestions. A key focus of the comments was the importance of preserving the County's prime agricultural lands for long term agriculture, restricting the establishment of additional dwellings and other non-agricultural uses in agricultural areas, and making more efficient use of land within settlement areas to reduce consumption of agricultural land.

The intent of the proposed policy revisions is to continue to protect prime agricultural areas for long-term agricultural use, support viable and sustainable agriculture, and ensure the vitality of rural settlements, while providing increased opportunities to establish and expand rural and agriculture-related businesses and maintain rural populations, where appropriate.

Following is a summary of the key changes currently being proposed:

- **Agricultural uses**
  - Revise the definition of '*agricultural use*' to clarify that '*value retaining facilities*' are considered to be an agricultural use and add a definition for such facilities;
  - Clarify the review criteria for establishing additional on-farm dwellings and, in particular, the criteria for permanent dwellings; and



- Allow for a 'secondary dwelling unit' in an on-farm dwelling, subject to complying with various policy review criteria and Zoning provisions.
  
- **Agricultural lot creation**
  - As a starting point for discussion, recognizing that Provincial direction on minimum agricultural lot size in this area of the Province is 40 ha (100 ac), staff are proposing to maintain the current 30 ha (75 acre) minimum in the Plan, but remove the option to consider creation of smaller lots through submission of a farm plan;
  - Clarify the criteria for review of agricultural consents (e.g. flexibility, suitability, fragmentation, tillable area and environmental considerations).
  
- **Existing Undersized Agricultural Parcels**
  - Replace the requirement to demonstrate farm viability prior to allowing for the construction of agricultural buildings and/or accessory dwellings on existing undersized agricultural lot with new policies that would allow for the construction of a dwelling on a small portion of an existing undersized agricultural lot (e.g. <16 hectares in area), provided the remainder of the lands are consolidated with an abutting farm parcel and various other review criteria are met; and
  - Establish appropriate review criteria to ensure the portion of the undersized agricultural parcel proposed for residential purposes is sized and located so as to minimize the impacts on agriculture.
  
- **On-Farm Diversified Uses**
  - New policies are proposed to provide greater flexibility for farmers to establish a small business (e.g. trade occupation), value retaining/value added agricultural facility or agri-tourism use as a secondary use on their farm.
  - The policies establish permitted use, size, scale and locational criteria to ensure such uses remain secondary to the principal agricultural use on the lot (e.g. secondary to a legitimate, full-time farming operation, not just any business established on a farm), are compatible with agricultural operations, are appropriate for rural level services, and do not undermine or conflict with the employment and service function of rural settlement areas.
  
- **Rural Entrepreneurial Uses**
  - Provide greater flexibility for live-work opportunities in rural areas by introducing new policies to allow for existing rural residential lots, located outside of settlements, to be re-zoned to allow for a business use (e.g. workshop for a trade occupation) which is secondary to the residential use, but exceeds the size and scale of a home occupation.
  - The policies establish permitted use, size, scale, compatibility and locational criteria to ensure such uses remain secondary to the residential use, are compatible with surrounding uses, are appropriate for rural level services and do not undermine or conflict with the employment and service function of rural settlement areas.

- **Agriculture-related uses**

- Revised policies to provide greater flexibility for agriculture-related commercial and industrial operations to be established in prime agricultural areas to support local farm operations through the provision of direct products and services, where a location in close proximity to those farms is required.
- The PPS defines *agriculture-related uses* as: farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations and provide direct products and/or services to farm operations as a primary activity.
- The policies establish use, size, scale and locational criteria to ensure such uses meet the definition of an agriculture-use, require a location outside of a settlement, are compatible with and do not hinder agricultural operations, are appropriate for rural level services, and do not undermine or conflict with the employment and service function of settlement areas.

- **Non-agricultural uses**

- Update/clarify review criteria for minor expansions and minor changes in use to existing industrial, commercial and institutional uses located outside of settlements (e.g. need for expansion, impact on agriculture, compatibility etc.)
- Update/clarify review criteria for the establishment of new non-agricultural uses in prime agricultural areas to better reflect Provincial policies and guidelines.
- Simplify the policies for creation of a rural residential lot containing a dwelling rendered surplus as a result of farm consolidation, by replacing the point system with equivalent development review policies.
- Add a new policy to allow for the severance of an existing rural residential lot into two lots, subject to meeting various review criteria (e.g. lot size, access, suitability for private services etc.).

### Section 3.2 – Environmental Resource Policies

The County's natural heritage resource policies, as contained in Sections 3.2.1 to 3.2.6 of the Plan, establish comprehensive land use direction for the County's overall Natural Heritage System and its component Natural Heritage Features and Areas (e.g. woodlands, wetlands, valleylands etc.). These policies place a strong focus on the protection of natural heritage features and, where possible, achieving a 'net environmental' gain.

The 2014 PPS requires that '*Natural Heritage Systems*' be identified based on provincial approaches or on municipal approaches that achieve the same objective, that the diversity, connectivity, ecological function and biodiversity of such systems should be maintained, restored or, where possible, improved and that '*Natural Heritage Features and Areas*' be protected for the long term. Further, the PPS policies indicate that development and site alteration shall not be permitted in significant wetlands and that development or site alteration within or adjacent to other significant natural features and areas shall not be permitted, unless it has been demonstrated there will be no negative impacts on the natural features or their ecological functions.

Comprehensive amendments to the County's natural heritage resource policies are proposed to ensure they are consistent with the applicable PPS policies and definitions, supportive of local goals and objectives, and provide for effective and reasonable implementation in the County context. Preliminary consultation included review of the proposed natural heritage policy directions with the County's Agricultural Advisory Committee (AAC). Some of the key messages from the AAC's feedback were the need to limit additional restrictions on agricultural operations as much as possible and to try to improve communications, so that farmers are more aware of the various features and regulations (e.g. Conservation Authority) that may apply to their lands.

A summary of the key proposed revisions to County's natural heritage policies is as follows:

- Revise the Environmental Features Schedules to reflect updated mapping of the County's Natural Heritage System and Natural Heritage Features and Areas (e.g. woodlands, wetlands, valleylands, areas of natural and scientific interest etc.), as identified through the draft Oxford Natural Heritage Systems Study, 2016;
- Update the accompanying natural heritage policies to:
  - Ensure no 'negative impact' on Natural Heritage Features and Areas;
  - Maintain, restore and, where possible, improve the Natural Heritage System;
  - Maintain and, where possible, increase natural cover;
  - Incorporate appropriate policy references to Provincial and Federal requirements for development or site alteration within or adjacent to Fish Habitat and Habitat of Endangered and Threatened Species;
  - Increase focus on the role of non-regulatory measures in maintaining and enhancing the Natural Heritage System (e.g. incentive programs, education and outreach, public ownership etc.);
  - Simplify and clarify the policies (e.g. permitted uses and environmental impact study requirements, scoping and waivers)
  - Improve the Natural Heritage System through the development review process, particularly as part of proposals to develop lands for non-agricultural uses; and
  - Ensure terminology and definitions are consistent with those in the PPS.

In addition to ensuring consistency with the PPS, it is expected that the proposed updates to the natural heritage policies and mapping will serve to better inform landowners and others of the presence of natural features and potential land use implications, limit the impacts on existing uses where possible, and ensure the County's Natural Heritage System is protected and, where possible, improved as development occurs, particularly non-agricultural development.

### Section 3.2.8 – Environmental Constraints

The proposed updates to this section are primarily intended to reflect the updated policies and terminology contained in the 2014 PPS with respect to Natural Hazards, which include flooding, erosion and wildland fire hazards, as well as unstable soils and bedrock (e.g. karst).

The key changes being proposed include:

- Revisions to the Official Plan Schedules to update mapping of potential natural hazard areas (e.g. Conservation Authority regulated areas, known or suspected karst hazards);

- Incorporating policies to provide local direction with respect to the new natural hazard types (e.g. karst topography and hazardous forest types for wildland fire) introduced through the 2014 PPS; and
- Minor revisions to the wording and structure to simplify the policies and clarify the role of the Conservation Authorities in regulating development and site alteration within natural hazards covered by their regulations (e.g. floodplains, erosion hazards and unstable soils).

The Natural Hazard policies in the Official Plan are largely advisory in nature (e.g. to ensure landowners and others are aware that there may be natural hazards and associated development regulations affecting a property), as development and site alteration within most natural hazard areas is regulated directly by the Conservation Authorities through their permitting process.

#### Section 4 - Growth Management

Minor revisions to the policies of this section are proposed to clarify the intent of the County's overall growth strategy and growth management policies for Rural Clusters and to include policies to address the establishment of 'secondary dwelling units' in rural areas.

To accompany the proposed revisions to the growth management policies for Rural Clusters, the Township Land Use Schedules are proposed to be revised to identify the settlement boundaries of existing Rural Clusters in the Official Plan mapping. The purpose of the proposed mapping changes is to clarify the intent and application of the Rural Cluster growth management policies and reduce the need to consult the Area Municipal Zoning By-Laws to determine the boundaries for such settlements. At this stage, the proposed mapping revisions are focused exclusively on identifying the boundaries for existing Rural Clusters already shown in the Plan. New or expanded settlements may only be considered through a 'comprehensive review' process undertaken in accordance with the applicable policies of the PPS and, as such, are not part of this phase of the review.

It is expected that further amendments to the policies of this section will need to be considered as part of future phases of the Official Plan review (e.g. settlement and related policies).

#### Section 5.5 – County Servicing Policy

Revision to the policies of this section are proposed in order to consolidate the policies pertaining to development on '*individual on-site water services*' (e.g. private wells) and '*individual on-site wastewater services*' (e.g. septic systems) in one centralized location in the Plan to ensure greater consistency in policy language and application. The proposed revisions also reflect the updated policies and terminology with respect to such systems in the 2014 PPS. The proposed revisions to this section are intended to accompany the other proposed amendments to the rural policies. Further amendments to the policies of this section will need to be considered as part of subsequent phase(s) of the Official Plan review.

### Public and Agency Consultation

An important component of the Official Plan review process will be to obtain the views of the public and other stakeholders on the proposed draft policies. As such, it is intended that broad public and agency consultation will be undertaken as part of the formal Official Plan amendment process, once initiated.

In this regard, Planning staff will work with communications staff to design a comprehensive consultation/engagement strategy to ensure various stakeholders and the broader public are aware of the proposed amendments and provided a range of opportunities for input and feedback. It is anticipated that this consultation/engagement strategy will include, but not necessarily be limited to:

- statutory notices, open houses and public meetings required under the Planning Act, together with any additional notices or public information sessions that may be deemed necessary or appropriate;
- posting of public notices, draft policies and other relevant information on the County website and Speak Up Oxford, together with direction on how to provide input or comments and obtain additional information;
- utilizing the County's on-line mapping application to allow the public to view the natural heritage features and areas identified in the draft ONHSS for a particular area; and
- effective use of traditional and social media.

### **Next Steps**

With Council's direction, staff will complete the draft version of the proposed Official Plan policy amendments outlined in this report for consultation purposes and initiate an application to amend the Official Plan. With the draft policies complete, or nearing completion, Planning staff are seeking County Council's direction to proceed with initiation of the formal process, including undertaking the following next steps:

- pre-consult with the Province, Conservation Authorities and Area Municipalities on the proposed draft policies;
- prepare a revised 'public consultation draft' of the policies based on the feedback obtained through the pre-consultation process; and
- initiate the application for Official Plan amendment required for Council to formally consider the 'public consultation draft' of the proposed policies, together with broad public and agency consultation, as outlined in the Discussion section of this report.

The first draft of the [agricultural policies](#) and [natural heritage](#) policies have been attached to this report for Council's information. The remainder of the policy revisions outlined in this report are expected to be completed shortly and will form part of the overall consultation package. These draft policies are simply intended to be utilized as a 'starting point' for consultation. Considerable opportunity for stakeholder feedback will be provided prior to presenting any 'final' amendments to Area Municipal and County Council for consideration.

## Conclusions

The intent of this report is to provide County Council with an overview of the proposed amendments to the County's Official Plan policies being considered as part of the 'first phase' of the Official Plan review and to seek Council's support to initiate the next steps in that process. As noted in this report, these next steps will include pre-consultation with the Province, Conservation Authorities and Area Municipalities on the proposed draft policies and initiation of an Official Plan amendment application and broader agency and public consultation.

It is intended that County Council will continue to be updated as the review process unfolds. Future updates will likely include summaries of relevant information and feedback obtained through the review and consultation processes and an overview and analysis of any additional amendments to the draft policies that may be identified by the County through those processes.

## SIGNATURES

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### Report Author:

*"Original Signed By"* \_\_\_\_\_

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*"Original Signed By"* \_\_\_\_\_

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### Approved for submission:

*"Original Signed By"* \_\_\_\_\_

Peter M. Crockett, P.Eng.  
Chief Administrative Officer

## ATTACHMENTS

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[Attachment 1](#) – Proposed first draft of Agricultural policies (Section 3.1) in track change format

[Attachment 2](#) – Proposed first draft of Natural Heritage policies (Sections 3.2.1 to 3.2.6), in track change format

## County of Oxford Official Plan

## 3.0

**DRAFT Natural and Cultural Resource Management Policies****3.1 Agricultural Land Resource**

## INTRODUCTION

Agriculture in Oxford County has maintained its position as an extensive user of land and an industry of significant importance to the local economy. ~~Over~~ Approximately 904 percent of agricultural land in the County is within Classes I, II and III agricultural land capability, ~~and in 2010, 879~~ percent of the total County land base was devoted to agricultural production and the agricultural industry was the fourth most important employer in the County. Further, there were ~~Over 1,815,2000~~ farms in the County reporting ~~total gross farm receipts of over \$709,556 million, with a continued trend toward fewer, but larger and more intensive farming operations. in 2001 and~~ Based on the total value of products sold, Oxford County farms were, on average, the second most productive in Ontario. In 2001, the agricultural industry was the third most important employer in the County. These facts indicate the importance of

~~Agriculture in Oxford is a key contributor to both as an element of the local and Provincial economies, and that Further, given the quality and extent of the agricultural land based on the land resource and the level of capital investment in agriculture, the County of Oxford will continue to be one of the most important agricultural areas in the Province. However, it is also recognized however that the the Canadian agriculture industry in Oxford will need to continue to evolve and adapt to remain competitive and address on-going is undergoing a fundamental restructuring process which is challenging all farm operators with such problems as declining farm populations, fluctuating and commodity prices, increasing competition, changing consumer preferences and increasing environmental requirements. The response to these issues by the agricultural industry has been to increase farm size and the intensity to which the land is utilized.~~

## County of Oxford Official Plan

In order to ensure Oxford's agricultural industry remains healthy and sustainable and maintains the flexibility ~~assist the agriculture industry to be able to~~ respond to these challenges, County Council and Area Councils are committed to protecting and preserving the prime agricultural areas of the County for agricultural uses ~~for the long term, providing the support possible through the land use planning process~~. This is to be accomplished by designating recognizing the rural areas of Oxford County, with the exception of settlements, as an area of prime agricultural areas ~~and~~ and establishing clear local policy direction with respect to permitted uses and lot creation in such areas and protecting the land base for farming as well as minimizing the potential for conflict and land price competition between farm and non-farm uses. County agricultural policies support farm operators by allowing them to work at other secondary activities on the farm, and thereby obtain supplementary sources of income. In general, the County policies will support the agriculture industry by recognizing the value of the agricultural land base for current and future food and fibre production, minimizing the potential for conflict and land competition from non-agricultural uses and by providing clear guidance that ~~prime prime agricultural areas farmland will~~ are to be preserved for agriculture use.

### **3.1.1 Goal for Agricultural Policies**

County Council shall ensure that prime agricultural areas ~~lands~~ are preserved for food and fibre production by: avoiding further the fragmentation of the land base; ~~by~~ minimizing conflict between agricultural uses and non-agricultural uses; and ~~by~~ supporting the needs of the agricultural community by permitting land uses which are directly related complementary to, and supportive of, agricultural uses in the area, where appropriate.

### **3.1.2 Strategic Approach**

In order to manage *development* in the prime agricultural rural ~~areas~~ of the County in a manner that which is supportive of a strong agriculture industry, it is the strategic aim of County Council and the Area Councils to:

IDENTIFY AND  
PROTECT PRIME  
AGRICULTURAL  
AREAS

Designate the prime agricultural areas in the County ~~Preserve and protect lands designated as Agricultural Reserve on all as all lands located outside of a settlement, as identified on Schedule C-3 and the Land Use Plan Schedules for agricultural and resource extraction uses, and particularly, farming uses.~~



## County of Oxford Official Plan

~~PROTECT BROAD  
AGRICULTURAL  
AREAS~~

~~Adopt the Canada Land Inventory mapping for Agricultural Capability at the scale of 1:50,000 as the means to identify and preserve broad agricultural areas rather than pockets of high-capability soils. Protect and preserve the broader prime agricultural areas of the County, not just prime agricultural land, for long-term agricultural use.~~

~~MINIMIZE  
CONFLICT WITH  
FARM OPERATIONS~~

~~Prevent situations of land use conflict in prime agricultural areas the agricultural designations by careful management of non-agricultural farm uses, including rural residential development, recreational uses, commercial and industrial uses and aggregate resource extraction.~~

~~PART-TIME  
FARMING~~

~~Recognize that there is a continuing role for part-time farmers and protect such farm operations in the same manner as farms that support full-time farm operators.~~

~~SECONDARY ON-  
FARM DIVERSIFIED  
USES~~

~~Allow for Support and promote the establishment of secondary on-farm diversified uses that are limited in scale, compatible with and do not hinder surrounding agricultural operations and do not undermine or conflict with the planned function of settlements, to provide an opportunity for as a means of allowing the farmers to establish create a value added agricultural facility, an agri-tourism use or a small scale home industry business to supplement their family income from farming.~~

~~AGRICULTURE-  
RELATED USES~~

~~Allow for the establishment of agricultural-related uses that require a location in an agricultural area, are compatible with and do not hinder surrounding agricultural operations and do not undermine or conflict with the planned function of settlements, to provide opportunities to establish agricultural services that support or improve agriculture in the area.~~

~~ALTERNATIVE  
AND/OR  
RENEWABLE  
ENERGY SYSTEMS~~

~~Support and promote the establishment of small scale alternative and/or renewable energy systems, where appropriate. Larger scale alternative and/or renewable energy systems, which require a location in a prime agricultural area, may also be supported in appropriate locations which minimize potential negative impacts on agricultural lands and surrounding uses.~~

~~AMENDMENT No. 139~~

~~PROTECTION OF  
THE ENVIRONMENT~~

~~Ensure that land uses within the prime agricultural area designations comply with are subject to the applicable policies of in Section 3.2, Environmental Resource Policies.~~

# County of Oxford Official Plan

MONITORING

Monitor provincial, ~~national~~ and ~~international~~ agricultural related legislation, regulations, policies and guidelines in order to determine whether the land use policies affecting agriculture in this Official Plan are consistent with efforts at other levels of government to provide for a sustainable agriculture industry.

### **3.1.3 Land Use Designation and Mapping**

The agricultural policies apply to the policy area identified as Agricultural Reserve on all ~~Township~~ Land Use Schedules.

AGRICULTURAL  
RESERVE AND  
RELATED  
DESIGNATIONS

The ~~policy areas described as~~ Agricultural Reserve designation on the Land Use Schedules identifies the rural areas of the County that are located outside of settlements and that are intended contain the lands most suitable for long term agricultural use production. All lands in the County that are located outside of a settlement, are considered to be a and are recognized as prime agricultural areas.

Agricultural uses shall be the priority land use within this Agricultural Reserve designation policy area is for all forms of agricultural pursuits. On-farm diversified uses and agricultural-related uses may also be permitted in accordance with the applicable policies of this Section. Proposals to change the use of land to The development of non-agricultural uses shall not be permitted, except will be restricted in the limited circumstances set out in accordance with the policies of this Plan.

MAPPING  
INTERPRETATION

~~Lands designated Agricultural Reserve on the Land Use Schedules are intended to identify and protect broad agricultural areas of high agricultural capability notwithstanding that at a parcel scale the property or portions thereof may be Class IV to VII land capability. In implementing the policies of this Plan, the County of Oxford will utilize the Canada Land Inventory mapping for Land Capability at a scale of 1:50,000.~~

### **3.1.4 Policies for Agricultural Uses in the Agricultural Reserve**

The policies in this Section apply to *agricultural uses* in the Agricultural Reserve ~~land use~~ designation in the County of Oxford. The policies for certain other land use designations and overlays, such as Quarry Area, Future Urban Growth, Open Space and Environmental Protection Area may also refer to these policies for direction on permitted agricultural uses.

# County of Oxford Official Plan

## 3.1.4.1 Permitted Uses

The following land uses are permitted in the Agricultural Reserve designation as ~~identified shown~~ on ~~the Land Use Plan Schedules in this Plan B-1, E-1, N-1, S-1 and Z-1~~, subject to the ~~applicable~~ policies of ~~this Section. Section 3.2, Environmental Resource Policies, 3.3, Cultural Resource Policies, and Section 3.4, Resource Extraction policies, as appropriate.~~

### AGRICULTURAL USES

The primary uses permitted in the ~~Agricultural Reserve~~ designation are ~~agricultural uses~~ farming, which may include general farming, animal or poultry operations including ~~regulated farms~~, cash crop farming, specialty cropping, woodlands, market gardening, tobacco farming, ginseng, nurseries, aquaculture, orchards, greenhouses, apiaries, mushroom production, horticulture, agro-forestry, animal breeding and agricultural research, together with agricultural residential uses required for the farm and farm buildings and structures necessary to the farming operation.

Value-retaining facilities that serve more than one farm shall only be permitted in accordance with the policies of this plan pertaining to on-farm diversified uses or agriculture-related uses.

All livestock and poultry farms will be subject to the policies of Section 3.1.4.2 ~~pertaining to that incorporate~~ *Minimum Distance Separation Formula II* and ~~nutrient management provisions for regulated farms.~~

### AGRICULTURE-RELATED USES

*Agriculture-related uses* ~~may be~~ permitted in the Agricultural Reserve designation ~~include agricultural commercial and agricultural industrial uses, subject to in accordance with~~ the policies of Section 3.1.4.6 of this Plan.

### SECONDARY USES

Secondary uses ~~that may be~~ permitted in the ~~Agricultural Reserve~~ designation include: ~~any~~ home occupations, *rural entrepreneurial uses*, *on-farm diversified uses* as set out in this Plan and the Zoning By-Law of the Area Municipality, conservation uses, ~~public works yards and infrastructure~~, small-scale rural and small-scale on-farm *alternative and/or renewable energy systems* and limited rural lot creation. ~~New infrastructure may be permitted within the Agricultural Reserve designation only if it has been approved through an environmental assessment process.~~ All secondary uses are subject to the specific policies ~~for such uses guiding their location and development~~ as contained in this Plan.

AMENDMENT No. 139

## County of Oxford Official Plan

### NATURAL HERITAGE FEATURES AND/OR SYSTEMS

Natural heritage features and areas and other natural heritage system components are located throughout the prime agriculture areas of the County and form part of the prime agricultural area. Permitted uses within and adjacent to the various natural features and areas that comprise the natural heritage system shall be in accordance with the applicable policies of this Section and Section 3.2, Environmental Resource Policies.

### INTERIM USES

Sand and gravel, oil, gas and gypsum extraction and ancillary uses are ~~also~~ permitted in the Agriculture Reserve as interim uses in accordance with the policies in Section 3.4, Resource Extraction Policies.

### ALL USES

In addition to the policies of this section, all Uses permitted uses shall ~~will~~ comply with the applicable policies of Section 3.2, Environmental Resource Protection policies and, Section 3.3, Cultural Resource P ~~the Environmental Constraints policies of Section 3.2~~ and all other applicable policies of this Plan.

#### 3.1.4.1.1 Home Occupations

### HOME OCCUPATIONS

~~Within the Agricultural Reserve designation, part of a farm residence or accessory structure may be used for the purpose of a home occupation provided that such home occupation is a small scale business activity which is clearly secondary to the agricultural use of the property and is carried on by a resident of the dwelling. Where more than one dwelling exists on a farm lot, a home occupation may only occupy one dwelling or accessory structure.~~

rResidential dwellings, or a accessory structure accessory to a residential dwelling, s associated with non-farm residential development and residential uses ancillary to agriculturally related commercial and industrial uses in the Agriculture Reserve may be used for the purpose of a home occupation provided that:

- such home occupation is a small scale business activity which is clearly secondary to the residential use on the lot;
- The gross floor area of all structures, or portions thereof, used and/or occupied by the home occupation shall generally not exceed 40 m<sup>2</sup> (431 ft<sup>2</sup>), or 25% of the gross floor area of the dwelling, whichever is the lessor;
- the home occupation is carried on by one or more a-residents of the dwelling on the lot and up to one non-resident employee;

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- the home occupation does not generate noise, odour, traffic, or visual or other impacts that may have an adverse impact/affect on adjacent properties;
- any associated goods, materials and/or equipment are stored within a fully enclosed building and there is no other visible evidence of the business activity other than a small sign; and
- where more than one dwelling exists on an agricultural lot, a home occupation may only occupy one dwelling or accessory residential structure on that lot.

The Zoning By-Law will permit home occupations within the implementing zone category and may contain provisions necessary to address the above policy criteria, including restrictions regulate on permitted usesthe kinds of activities to be allowed, maximum floor area limits, open storage and number of employees, open storage, sale of goods or materials, parking, signage or and to ensure other evidence of the business activities, such as parking and signage, is appropriately regulated.

Area Municipalities may choose to establish more restrictive use, size and scale requirements for home occupations than permitted by the policies of this Plan. Where stricter requirements are established by the Area Municipality in the Zoning By-Law they shall take precedence over these policies.

### 3.1.4.1.2 Rural Entrepreneurial Uses

#### RURAL ENTRENEURIAL USES

Rural entrepreneurial uses are small scale business uses that are secondary to the residential use, on an existing residentially zoned lot located outside of a settlement, but that exceed the size and/or scale of a home occupation, as set out in this Plan and/or the Area Municipal Zoning By-Law.

Such uses are intended to complement the planned employment and service function of designated rural settlements, by providing additional live-work opportunities for non-farmers in rural areas. However, such uses are not to detract from the residential character of the lot upon which they are located and must be compatible with surrounding land uses.

Rural entrepreneurial uses may be permitted subject to the following policies:

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### RE-ZONING REQUIRED

Area Council may rezone an existing residentially zoned lot to permit a specific rural entrepreneurial use, where the policies of this section have been satisfied.

The site specific zone shall contain provisions to ensure the policy criteria for such uses are addressed, including:

- the specific rural entrepreneurial use permitted and its location on the lot;
- restrictions on sale of goods or materials, maximum floor area and number of employees;
- parking and loading requirements; and
- appropriate restrictions on signage, outdoor storage and/or display and other evidence of the business activity.

Area Municipalities may choose to establish more restrictive use, size and scale requirements for a rural entrepreneurial use than permitted by the policies of this Plan, provided they do not conflict with said policies. Where stricter requirements are established by the Area Municipality in the Zoning By-Law they shall take precedence over these policies.

### PERMITTED USES

Permitted rural entrepreneurial uses shall be limited to small scale business uses that comply with the policies of this section. The specific uses that may be permitted as a rural entrepreneurial use in each Area Municipality shall be set out in the Area Municipal Zoning By-law.

Only proposals for a specific rural entrepreneurial use will be considered by Area Council.

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### PROHIBITED USES

For greater clarity, the following uses shall not be permitted as a *rural entrepreneurial use*:

- Retail uses, offices, medical/dental clinics, restaurants and other uses that may undermine or conflict with the planned function of rural settlements, except where explicitly permitted by the policies of this subsection;
- Institutional uses, residential uses or accommodation; and/or
- Other uses that, in the opinion of the County and/or Area Municipality, may:
  - i. attract large numbers of customers or other people;
  - ii. generate significant traffic or not otherwise be appropriate for rural *infrastructure* or public services;
  - iii. create compatibility or enforcement issues; or
  - iv. not otherwise be consistent with the applicable policies and objectives of this Plan.

### OPEN STORAGE

The storage of goods, materials and/or equipment shall only be permitted within a fully enclosed building, unless otherwise stated in the Area Municipal Zoning by-law.

### OFFICE AND SALES USES

Wholesaling, retailing and/or a business office shall only be permitted where such uses are accessory and ancillary to a permitted *rural entrepreneurial use*.

Any goods, wares and/or merchandise offered for sale shall be contained within a fully enclosed building, with the exception of a small outdoor display area for goods, wares or merchandise produced, processed or fabricated on the lot.

### COMPATIBILITY AND SITE LAYOUT

The *rural entrepreneurial use* and any associated structures and facilities shall be sufficiently separated from nearby residential uses and other *sensitive land uses* and appropriately designed and/or buffered to prevent or acceptably mitigate impacts on neighbouring properties from noise, odour, dust, vibration, traffic, lighting, visual intrusion and other potential off-site impacts and to minimize risk to public health and safety. *Rural entrepreneurial uses* shall also be compatible with and not hinder surrounding agricultural operations.

The lot shall be of sufficient size to accommodate the required *individual on-site water services and/or individual on-site sewage services*, parking and on-site loading requirements and vehicular movements and to ensure that any buildings, structures or facilities associated with the *rural entrepreneurial use* can be appropriately sited on the lot to ensure compliance with these compatibility policies.

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### SCALE AND CHARACTER

A rural entrepreneurial use shall be small scale and not detract from the residential character of the property.

The maximum gross floor area of all buildings and/or structures permitted to be used for the purposes of a rural entrepreneurial use shall be regulated through the Area Municipal Zoning By-Law. However, the cumulative gross floor area of all buildings and structures, or portions thereof, used or occupied by a rural entrepreneurial use shall not exceed 280 m<sup>2</sup> (3,014 ft<sup>2</sup>).

All new buildings and/or structures used or occupied by a rural entrepreneurial use shall be designed and constructed so as to maintain or complement the residential character of the property and be sited on the lot so as to be visually secondary to the residential use.

### EMPLOYEES

One or more of the occupants of the dwelling on the lot must be directly involved in the operation of the rural entrepreneurial use. The rural entrepreneurial use may involve up to two additional employees who do not reside on the lot.

### SERVICING

Individual on-site water services and/or individual on-site sewage services shall be in accordance with the requirements of the County and applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5., County Servicing Policy.

Rural entrepreneurial uses that would require individual on-site sewage services that have a design capacity in excess of 10,000 litres per day shall not be permitted.

### SITE PLAN APPROVAL

To ensure compliance with the above noted policies, all applications for a rural entrepreneurial use shall be accompanied by a detailed site plan showing: all buildings and structures; wells and septic systems; driveways, parking and loading areas; outdoor display areas; landscaping and buffering; and any other information deemed to be necessary for the proper review of the proposal by the Area Municipality.

Rural entrepreneurial uses shall be subject to site plan control to ensure that compatibility and site design related matters are appropriately addressed. Area Municipalities may also require other measures, such as business licensing, to assist in regulating and monitoring such uses to ensure they continue to comply with these policies.



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### RESTRICTIONS ON SEVERANCE

The severance of a *rural entrepreneurial use* from the residential lot upon which it is located shall not be permitted.

### RESTRICTIONS ON EXPANSION

New or expanding *rural entrepreneurial uses* that would exceed the size, scale or use limitations in this section shall not be permitted. Such uses shall be directed to locate or relocate in a *settlement* or other property appropriately designated for the use.

#### 3.1.4.1.3 On-Farm Diversified Uses

### ON-FARM DIVERSIFIED USES

*On-farm diversified uses* may be permitted on an agricultural lot in accordance with the policies of this sub-section.

These policies are intended to provide reasonable opportunities for farm owners, who are actively involved in the farming operation, to establish a small scale business use to supplement their income from farming and/or a *value added agricultural facility* or *agri-tourism use*, as a secondary use on their farm.

Limitations regarding the type, size, scale and area of *on-farm diversified uses* are established by the policies of this section primarily to ensure that such uses are:

- clearly secondary to the principal agricultural operation on the lot and limited in area;
- compatible with, and do not hinder, surrounding agricultural operations;
- protect *prime agricultural areas* for the long term;
- are appropriate for rural *infrastructure* and public services; and
- do not undermine, or conflict with, the planned function of *settlements*.

*On-farm diversified uses* shall comply with the following criteria:

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### ZONE CHANGE FOR SPECIFIC USE

The establishment of an *on-farm diversified use* shall require a site specific amendment to the Area Municipal Zoning By-Law. The site specific zoning amendment shall identify the specific *on-farm diversified use* permitted and contain any provisions necessary to ensure the policy criteria of this section are addressed. Only proposals for a specific *on-farm diversified use* will be considered by Area Council.

Area Municipalities may choose to establish more restrictive use, size and scale requirements for *on-farm diversified uses* than permitted by the policies of this Plan, provided they do not conflict with said policies. Where stricter requirements are established by the Area Municipality in the Zoning By-Law they shall take precedence over these policies.

### PERMITTED USES

*On-farm diversified uses* may include the following uses, provided they comply with all the applicable policies of this section:

- *Value retaining facilities* that serve a number of local area farms;
- *Value-added facilities* that serve the farm upon which they are located and/or a number of local area farms;
- Smaller scale *agriculture-related uses*;
- *Agri-tourism uses*;
- Small scale *home industries*; and
- The seasonal storage of boats, recreational vehicles or automobiles within an existing building.

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### PROHIBITED USES

For greater clarity, the following uses shall not be permitted as an *on-farm diversified use*:

- Retail uses, offices, medical/dental clinics and restaurants, except where explicitly permitted by the policies of this subsection;
- Residential uses or accommodation, except for limited, short-term accommodation permitted as part of an *agri-tourism use*;
- Institutional uses, such as churches, schools and nursing homes; and
- Other uses that, in the opinion of the County and/or Area Municipality, may:
  - i. undermine or conflict with the planned function of rural *settlements*;
  - ii. attract large numbers of customers, employees or other people onto the farm;
  - iii. create compatibility or enforcement issues;
  - iv. have high water or wastewater needs and/or generate significant traffic; or
  - v. not otherwise be consistent with Provincial policies and guidelines or applicable Official Plan policies and objectives.

### WHOLESALING AND/OR RETAILING

Wholesaling or retailing shall not be permitted, except where:

- It is clearly accessory to a permitted *on-farm diversified use* and limited to a small proportion of the total gross floor area of the *on-farm diversified use*;
- The goods, wares or merchandise offered for sale are produced, processed or fabricated on the farm parcel upon which the *on-farm diversified use* is located; or
- It is restricted to the sale of farm inputs (e.g. feed, seeds or fertilizer) primarily to farm operations in the area, or to the sale of farm produce grown in the area.

### OFFICE AND RESTAURANT USES

Business offices and/or small restaurants (e.g. café, tea room) may be permitted, where they are clearly accessory to a permitted *on-farm diversified use*.

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### SECONDARY TO THE FARM OPERATION

An *on-farm diversified use* will only be permitted on an agricultural lot that is actively farmed and must be clearly secondary to the agricultural operation on the lot in terms of size, scale and importance.

In addition to compliance with the use, size and scale related policies of this section, it must be demonstrated that the farm owner will reside on the agricultural lot on which the *on-farm diversified use* is to be established and be actively involved in the day-to-day operation of the farm on a full-time, year round or extended seasonal basis.

*On-farm diversified uses* shall generally not be permitted on agricultural lots that are less than 16 ha (40 ac) in area.

### OPEN STORAGE

A limited amount of open storage may be permitted, provided that such storage is appropriately screened from public view and adjacent residential dwellings.

### MORE THAN ONE ON-FARM DIVERSIFIED USE

Where more than one *on-farm diversified use* is located on a lot, the cumulative gross floor area, site area and number of employees of all such uses on the lot shall not exceed the gross floor area, site area and number of employee limitations for *on-farm diversified uses*, as set out in this subsection.

### EMPLOYEES

The *on-farm diversified use* shall directly involve the farm owner living on the same lot as the *on-farm diversified use* and may also involve any other permanent residents on the lot and up to two employees (i.e. two full-time equivalents) who do not reside on the lot. A limited number of additional seasonal employees may be permitted for an *agri-tourism use*.

### LIMITATIONS ON BUILDING SIZE

The maximum gross floor area of all buildings and/or structures used for the purposes of an *on-farm diversified use* shall be regulated through the provisions of the Area Municipal Zoning By-Law. However, in no case shall the cumulative gross floor area of all buildings and/or structures, or portions thereof, used or occupied by an *on-farm diversified use* exceed 375 m<sup>2</sup> (4,037 ft<sup>2</sup>), except in accordance with the minor exception policies of this Section.

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### LIMITATIONS ON SITE AREA

The total site area used and/or occupied by an *on-farm diversified use* and related facilities (e.g. buildings, parking, landscaped areas, berms, outdoor storage, new driveways, *individual on-site sewage services*) shall:

- be limited to the minimum area required for the proposed *on-farm diversified use*;
- not exceed 2% of the total lot area or 0.8 ha (2.0 ac), whichever is the lessor; and
- avoid locating on productive agricultural land to the greatest extent possible, with the first priority being re-use of existing (as of DATE OF AMENDMENT) agricultural buildings.

### LOCATION

The *on-farm diversified use* shall be undertaken as part of the farm operation and, as such, any buildings, structures or facilities used or constructed for the *on-farm diversified use* shall be located in close proximity to the dwelling and/or principal farm building complex on the property and use the existing driveway, unless it can be demonstrated that it is clearly not feasible and/or appropriate for the proposed use.

Where, in the opinion of Area Council, the need for an alternative location is justified, it must be further demonstrated that the proposed location minimizes disruption to, and loss of, agricultural land and the potential for conflict with existing and/or future agricultural operations in the area, including on the subject property.

### MINOR EXCEPTIONS

Minor exceptions to the maximum gross floor area and/or number of employees may be considered on a site specific basis for a *value retaining facility, value-added facility* and/or *agriculture-related use*, where Area Council is satisfied that such use could not reasonably be located within a rural *settlement*. A minor exception to the maximum gross floor area cap may also be permitted for the seasonal storage of boats, recreational vehicles and/or automobiles in existing (as of DATE OF THIS AMENDMENT) farm buildings.

Minor exceptions to the total site area restrictions and locational criteria may be considered for temporary areas or facilities associated with seasonal activities that are part of an *agri-tourism use* (e.g. corn maze), provided such areas or facilities do not interfere with the primary farming activity (e.g. area used will continue to produce a harvestable crop) or negatively impact the ability of the lands to be continue to be used for agriculture (e.g. no significant site alteration or soil compaction).

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### DESIGN OF BUILDINGS AND STRUCTURES

All new buildings and/or structures used or occupied by the *on-farm diversified use* shall be designed and constructed so as to maintain the agricultural character of the property/area and be easily removed without negatively impacting the agricultural capability of the land, or easily converted to *agriculture use* should the *on-farm diversified use* on the lot cease.

### COMPATIBILITY

*On-farm diversified uses* shall be compatible with, and not hinder, surrounding agricultural operations, or other nearby land uses.

The proposed use, scale and location of the *on-farm diversified use* shall be reviewed to ensure that potential compatibility issues with respect to traffic, noise, dust, odour, spraying and other agricultural activities and normal farm practices can be prevented or effectively mitigated. Further, *on-farm diversified uses* shall be appropriately designed, buffered and/or separated from nearby residential and other *sensitive land uses* to prevent or acceptably mitigate potential impacts and to minimize risk to public health and safety.

The site specific zoning provisions and, where required, the site plan for the proposed *on-farm diversified use* shall incorporate any restrictions or requirements that may be necessary to achieve these objectives.

### MINIMUM DISTANCE SEPARATION

*On-farm diversified uses* shall be required to meet Minimum Distance Separation Formula (MDS) I requirements. However, site specific exceptions may be considered where:

- an existing insufficient MDS I setback will not be further reduced; or
- the Area Municipality is satisfied that the level of human occupancy and/or activity associated with the *on-farm diversified use* does not warrant full compliance with MDS I.

The application of the Minimum Distance Separation Formula to *on-farm diversified uses* will be identified through the provisions of the Area Municipal Zoning By-law, with any site specific exceptions identified through the implementing zoning by-law amendment.

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### SITE PLAN APPROVAL

All development proposals for an *on-farm diversified use* shall be accompanied by a detailed site plan showing the location of all buildings and structures; wells and septic beds; driveways, parking and loading areas; storage and display areas; landscaping and outdoor public areas; and any other information deemed necessary for the proper review of the proposal.

*On-farm diversified uses* shall generally be subject to site plan control to ensure that the use is appropriately located and restricted in area and that any other site design related matters are addressed. Area Municipalities may also utilize business licensing or other measures to assist in regulating and monitoring such uses to ensure they continue to comply with these policies.

### SERVICE LEVELS

*Individual on-site water services and/or individual on-site sewage services* shall be in accordance with the requirements of the County and the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5., County Servicing Policy.

*On-farm diversified uses* that would require *individual on-site sewage services* that have a design capacity in excess of 10,000 litres per day shall not generally be permitted. Site specific exceptions may be considered for *on-farm diversified uses* consisting exclusively of *value retaining facilities, value added facilities and/or agriculture-related uses*, where the County and Area Municipality are satisfied that such use could not reasonably be located within a fully serviced *settlement* and all the applicable policies of Sections 3.2.7.2 and 5.5 are addressed.

*On-farm diversified uses* must also be appropriate for other rural *infrastructure* and public services.

### TRAFFIC AND ACCESS

The vehicular access for an *on-farm diversified use* shall not create a traffic hazard due to proximity to bridges, railway crossings, curves or grades or any other potential traffic hazard.

*On-farm diversified uses* shall be located on a road capable of accommodating the access and the type and volume of traffic anticipated to be generated, to the satisfaction of the authority with jurisdiction over the road.

### ENVIRONMENT AND PUBLIC HEALTH AND SAFETY

The *on-farm diversified use* shall comply with all applicable environmental and public health and safety requirements and standards.

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## RESTRICTIONS ON SEVERANCE

The severance of an *on-farm diversified use* from the farm lot upon which it is located will not be permitted.

## RESTRICTIONS ON SCALE AND EXPANSIONS

Development proposals for new or expanding *on-farm diversified uses* which would exceed the number of employees, gross floor area or site area restrictions in this subsection will not be permitted, unless they comply with the *agriculture-related use policies* in Section 3.1.4.6.

Proposals that cannot comply with the policies of Section 3.1.4.6 shall be directed to locate, or relocate, in a *settlement* or must comply with the policies for non-agricultural uses in Section 3.1.6.

## PERMITTED USES AND DEVELOPMENT CRITERIA

### ~~3.1.4.1.2 Small Scale Alternative and/or Renewable Energy Systems~~

~~Small scale *alternative and/or renewable energy systems*, which are secondary and ancillary to the principal use of the property may be permitted in accordance with the policies of Section 3.1.5.5.1.~~

AMENDMENT No. 139

### ~~3.1.4.1.3 Special Policies~~

~~The following policies apply, in addition to the relevant policies of this section, to specific permitted uses. These specific policies provide guidance to the development of these sites.~~

AMENDMENT No. 130

### **3.1.4.2 New or Expanding Livestock or Poultry Operations**

## NEW OR EXISTING MODIFIED OR EXPANDED LIVESTOCK FACILITIES

The County of Oxford recognizes the importance of livestock and poultry operations to food production and the economy. In addition to the protection of agricultural lands and operations, the County also recognizes the importance of minimizing conflicts between farm operations and non-agricultural uses and protecting environmental resources, including water resources.

When the establishment of a new livestock or poultry housing structure or manure storage facility or the modification for enlargement of an existing livestock or poultry housing structure or manure storage facility is proposed, *Minimum Distance Separation Formula II* must be satisfied prior to the issuance of a building permit.



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REGULATED  
FARMS, MDS AND  
NUTRIENT  
MANAGEMENT

New livestock or poultry housing structures and/or manure storage facilities, and modifications for enlargement of an existing livestock or poultry housing structure or manure storage facility, shall comply with the *Minimum Distance Separation Formulae* and the requirements of the Nutrient Management Act.

Area Municipalities may enact Zoning and/or other by-laws to ensure that new livestock or poultry operations that are below the minimum size required to be subject to the *Minimum Distance Separation Formulae* and/or regulated by the Nutrient Management Act, are appropriately located and can adequately manage the manure they generate.

~~The County of Oxford recognizes the importance of the agricultural industry to the County's economy and that large livestock farms are important in the agricultural sector with respect to food production and local economic impacts. In addition to the protection of agricultural lands, the County also recognizes the importance of minimizing conflicts between farm operations and non-farm uses, as well as providing for the protection of environmental resources, including water resources.~~

~~The County is totally dependent upon groundwater supplies for human, animal and industrial consumption. As such, having regard for the inter-relationships that exist between water quality and land use is considered an important component of the agricultural policies of this Plan.~~

GROUND AND  
SURFACE WATER  
PROTECTION

~~In the interests of protecting the quality of ground and surface water, new *regulated farms* and existing livestock or poultry farms expanding to the scale of a *regulated farm* will be required to:~~

- ~~• prepare a nutrient management strategy and/or plan;~~
- ~~• demonstrate that the *regulated farm* has adequate manure storage capacity;~~
- ~~• satisfy the requirements of *Minimum Distance Separation Formula II* and established setbacks from subsurface drains, water wells and surface water; and~~
- ~~• establish the suitability of the proposed site for a livestock barn and/or nutrient storage facility~~

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~~in accordance with the requirements of the Nutrient Management Act, 2002, and regulations, as amended, or the effective municipal by-law prior to the issuance of a building permit. Area Councils shall implement such requirements through municipal Nutrient Management By-laws and comprehensive Zoning By-laws, until such time as these by-laws are superceded by regulations pursuant to the Nutrient Management Act, 2002.~~

EXISTING  
LIVESTOCK FARMS

In the interests of proactive ground and surface water protection, ~~Existing~~ livestock or poultry farms not currently subject to the Nutrient Management Act, ~~2002,~~ are encouraged to prepare a nutrient management plan and ensure that they have adequate and appropriately designed and located manure storage ~~in the interests of proactive groundwater and surface water protection.~~

ENVIRONMENTAL  
POLICIES

Proposals to develop new or expanding livestock or poultry operations shall also comply with the policies of Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and any other applicable policies contained in this plan

### 3.1.4.3 Existing Under-Sized Agricultural Lots Parcels

INTENT AND  
OBJECTIVES

It is recognized that there are numerous existing smaller agricultural lots in the County. It is the intent of this Plan that such lots continue to be utilized for agricultural purposes over the long term and shall not constitute potential development sites for residential and other non-agricultural uses.

The following key objectives apply to existing undersized agricultural lots:

- To ensure that the primary function of existing undersized agricultural land parcels is for agricultural purposes.
- To encourage the consolidation of existing undersized agricultural lots with abutting agricultural lots and only permit accessory the construction of a residential dwelling uses only where the principal agricultural function of the undersized lot/parcel is not compromised.
- To ensure ~~that the manure generated by smaller livestock and/or poultry operations that are not regulated by the Nutrient Management Act is appropriately managed.~~ regulated agricultural operations on small lots are not harmful to the environment.

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## POLICIES

### POLICY INTENT

~~It is recognized that there are numerous small agricultural land holdings in the agricultural designations. It is the intent of this Plan that such parcels will primarily be utilized for agricultural pursuits and as such do not constitute sites for non-agriculturally related development.~~

### PARCEL SIZE

~~Area Councils shall establish minimum farm parcel sizes in the Zoning By-Law. The policies of this section shall apply to all existing An undersized farm agricultural lotspareel that are is smaller than 16 ha (39.5 ac) in area. These agricultural lots are referred to as 'existing undersized agricultural lots' in this Planthe established zoning standard and will require an amendment to the Zoning By-Law of the Area Municipality prior to the *development* of farm buildings, structures or accessory residential uses.~~

~~To assist in the implementation of this Section, existing parcels within the Agricultural Reserve designation that are greater than 1 ha (2.47 acres) in area, but not more than 16 ha (39.5 acres) and that are occupied by an existing dwelling shall generally be zoned in an appropriate restrictive agricultural zoning category in the Area Zoning By-law. Existing agricultural lots that are 16 ha (39.5 acres) or larger in area shall be subject to the general agricultural use policies of this Plan and the applicable provisions of the Area Municipal Zoning By-Law.~~

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### PERMITTED USES

~~Existing undersized agricultural lots/parcels may be used for a primary use permitted in Section 3.1.4.1, however, including the development of farm buildings or structures and/or a accessory residential dwelling shall not be permitted, except for a dwelling established in accordance with the policies of 3.1.4.3.1.uses,; except that larger, more intensive livestock farms shall not generally be permitted on an undersized agricultural parcel. The zoning provisions of the area municipal zoning by-law shall implement this limitation.~~

Notwithstanding the permitted uses above, existing undersized agricultural lots that are greater than 1 ha (2.47 acres) in area and contain an existing permanent residential dwelling, or have existing zoning that allows for a residential dwelling, shall be identified through an appropriate agricultural zoning category in the Area Municipal Zoning By-law. Such zoning shall recognize the existing lot area and permit the primary agricultural uses in Section 3.1.4.1, as well as a dwelling and/or necessary farm buildings. This agricultural zone may also establish limitations on the permitted number of livestock units per tillable hectare for smaller livestock and/or poultry operations not regulated by the Nutrient Management Act.

#### 3.1.4.3.1 Development of a Residential Dwelling on an Criteria for Existing Undersized Agricultural Lot/Parcels

### DEVELOPMENT CRITERIA

~~Prior to the development of an existing undersized agricultural parcel for agricultural use, the following criteria shall be satisfied: The development of a residential dwelling on a portion of an existing undersized agricultural lot may be permitted through a boundary adjustment proposal that will result in the addition of agricultural lands from the existing undersized agricultural lot to an abutting agricultural lot, provided that all of the following criteria are addressed to the satisfaction of the County:~~

### REQUIREMENTS FOR ENLARGED LOT AND LANDS TO BE ADDED

The proposal will result in a substantial amount of tillable agricultural land being added to the agricultural lot that is to be enlarged. Further, the enlarged agricultural lot to be created by the boundary adjustment shall comply with the policies of Section 3.1.4.4 pertaining to agricultural lot additions.

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### SIZE AND LOCATION OF RETAINED LOT

The lot to be retained and rezoned to allow for the development of a residential dwelling shall be sized and located so as to:

- Have frontage on a public road maintained year round at a reasonable standard of construction;
- Be the minimum size required to accommodate the dwelling and individual on-site water services and individual on-site sewage services and shall not exceed 0.4 ha (1 ac);
- Satisfy *Minimum Distance Separation Formula I* requirements;
- Preserve agricultural land by locating on lands with existing constraints for agriculture, wherever possible, and not create small or irregularly shaped areas for tillage and cropping; and
- Minimize potential impacts on existing and future *agricultural uses* on surrounding lots (e.g. *Minimum Distance Separation Formula II* setback requirements), including the lot to be enlarged.

### VIABILITY

A new farming operation shall only be established on an undersized agricultural parcel where it has been demonstrated that the proposed farm will be economically viable within a period of 5 years.

### FARM PLAN

The applicant shall provide information necessary to evaluate the viability of a new farming operation on an undersized parcel. Information pertaining to the scale and nature of the operation, projected revenues, expenses, financing and any other criteria deemed to be relevant to the proposal shall be provided to the satisfaction of the County of Oxford, at the expense of the applicant.

### THIRD-PARTY REVIEW

Proposals will be evaluated by the Ministry of Agriculture, Food and Rural Affairs or other professional knowledgeable in farm economics and management, at the expense of the proponent. The purpose of the third party review is to provide the County and/or Area Municipality with an objective opinion regarding the information and analysis pertaining to viability in accordance with the Ministry's interpretation of a viable operation.

### MANURE DISPOSAL

The storage and disposal of manure shall be in accordance with the requirements as set out in the Nutrient Management Act, 2002, and/or the appropriate By-laws of the Area Municipalities.

### COMPATIBILITY

Proposals to create new livestock and poultry farms must satisfy *Minimum Distance Separation Formula II*.

### OTHER APPLICABLE ENVIRONMENTAL POLICIES

Development pProposals for to develop existing under-sized agricultural parcels shall also comply with the policies of Section 3.2, Environmental Resource Policies, [Section 3.3, Cultural Resource Policies](#) and all other applicable policies contained in this Plan.

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## SERVICE LEVELS

~~Individual on-site water services and/or sewage services Private water and on-site sewage facilities for the agricultural use will be established in accordance with the requirements of the County and the Board of Health and the applicable policies of contained in Sections 3.2.7.2, Water Quality and Quantity and 5.5., County Servicing Policy 3.2, Environmental Resource Policies, relating to water quality and quantity, as appropriate.~~

## AGREEMENT OR SPECIAL ZONING

~~Where a proposal to develop an undersized agricultural parcel satisfies the development criteria of this Section and conforms with all other relevant policies of the Official Plan, the construction of agricultural buildings and structures and/or an accessory residential building may be permitted in accordance with the following:~~

~~Where the development of farm outbuildings is proposed, the proponent enter into an agreement with the municipality, prior to the development approval, requiring that the construction of the proposed farm buildings be complete prior to the construction of any residential building. Alternatively, the municipality shall include a provision in the implementing zoning by law requiring that the construction of the proposed farm buildings be complete prior to the construction of a residential building.~~

~~Where no farm outbuildings are proposed, the implementing zoning by law shall include an "H" holding provision prohibiting the construction of a residential building until the proponent has demonstrated, to the satisfaction of the Area Municipality, that the first two years of the approved farm plan has been implemented. Upon meeting this requirement, the "H" symbol will be removed by the Area Municipality.~~

## DWELLING LOCATION

### AMENDMENT No. 27

~~Any accessory residential dwelling will be situated in close proximity to any farm buildings, and will utilize the same driveway, and will satisfy the *Minimum Distance Separation Formula 1* requirements.~~

## ACCEPTABLE ACCESS

### AMENDMENT No. 27

~~Any accessory residential dwelling will be located on a property that has frontage on a public road maintained year round at a reasonable standard of construction.~~

## NON-AGRICULTURAL USES

~~Where a non-agricultural land use is proposed on an existing undersized agricultural land parcel, such use will comply with Section 3.1.5.~~

## County of Oxford Official Plan

### 3.1.4.4 Severances for Farming Purposes

#### OBJECTIVES

The following key objectives have been established for severances for agricultural purposes:

#### PARCEL SIZE

To provide for agricultural lot ~~parcel~~ sizes and configurations that are suitable ~~appropriate for~~ the type of agricultural uses common to the area and ~~to~~ ensure flexibility for farm operators to engage in differing types of viable agricultural operations now and in the future.

#### VIABILITY

To ensure that where agricultural farm lots ~~parcels~~ are created, they are capable of sustaining a broad range of viable agricultural operations that are common to the area.

#### MINIMIZE FRAGMENTATION

To minimize farmland fragmentation and minimize avoid the creation of irregularly shaped agricultural lots ~~parcels~~ and tillable land areas.

#### COMPATIBILITY

To ensure that *Minimum Distance Separation Formulae* ~~—# is—are~~ satisfied.

#### EVALUATION CRITERIA/PROVINCIAL CRITERIA

To establish incorporate ~~Provincial appropriate~~ land use planning criteria for evaluating agricultural severance proposal ~~consents into the decision process.~~

#### 3.1.4.4.1 Farm Consolidation Creation of New Agricultural Lots, Agricultural Lot Additions and Farm Consolidations

#### POLICIES

The following policy criteria will be used to evaluate proposals to sever agricultural land for ~~determine the acceptability of:~~

- 1) proposals to sever agricultural land for agricultural lot additions and farm consolidations ~~purposes~~, where the land being severed ~~conveyed~~ is to be legally consolidated with an abutting existing agricultural farm lot parcel ~~property~~, to form one larger agricultural lot ~~parcel~~ under identical ownership; and
- 2) the creation of new agricultural lots.

#### AGRICULTURAL FARMING PURPOSES

Agricultural use Farming ~~must be the intended use of the land~~ and ~~being severed, conveyed and/or the lot being enlarged, and the lot~~ and ~~being retained, except in the case of a retained lot containing a dwelling rendered surplus as a result of farm consolidation in accordance with the policies of 3.1.5.4.2.~~

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### FLEXIBILITY

~~Flexibility shall be achieved, such that farm parcels. The severed, retained and enlarged agricultural lots shall remain sufficiently large to provide the flexibility for existing and future farm operations on those lots to respond to changing market conditions and trends in agriculture, such as by:~~

- ~~• permit a change in the commodity produced;~~
- ~~• increasing the scale of operation; and,~~
- ~~• diversification and/or intensification; production of agricultural commodities.~~

### SUITABILITY

~~The suitability of farm agricultural lot/parcel size and configuration shall be suitable for the types of agriculture common in the area as well as the farm parcel size typically associated with the type of agriculture use being proposed;~~

### FRAGMENTATION

~~Agricultural severances affecting predominately Class I to III agricultural capability soils should avoid not result in the further land fragmentation of agricultural land;~~

### MINIMUM LOT SIZE

~~In order to promote and sustain viable and flexible farming operations, limit land fragmentation and minimize potential negative impacts on agriculture, the minimum agricultural lot size shall be 30 hectares (74.1 acres).~~

### COMPATIBILITY

~~Consents for farm severance or consolidation purposes must satisfy the Minimum Distance Separation Formulae-H;~~

### MINISTRY OF AGRICULTURAL AND FOOD

~~The Ministry of Agriculture, Food and Rural Affairs may be consulted to assist in the evaluation of the compliance with these farm severance criteria.~~

### WOODLANDS

~~Woodlands are to be maintained as part of a farm parcel and should not be severed unless the woodland is to be acquired for preservation or conservation purposes through conveyance to or purchase by the County of Oxford and/or other public authorities.~~

### FARM PLAN

~~The applicant shall generally be required to submit a farm plan to assist with the evaluation of the severance application and to demonstrate farm viability, where any of the farm lots resulting from the consolidation proposal are less than 30 hectares (75 acres). Such farm plans shall be prepared and evaluated in accordance with the policies of Section 3.1.4.3.1.~~



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*ENVIRONMENTAL  
POLICIES*

~~Proposals to consolidate farm parcels may have an impact on environmental quality or may be subject to environmental constraints and shall comply with the policies in Section 3.2, Environmental Resource Policies.~~

*ZONING*

~~Proposals to consolidate farm parcels shall satisfy the 'General Agricultural Zone' provisions of the Area Municipal Zoning By-law.~~

~~Restrictions prohibiting the *development* of a new residential dwelling on either the severed or retained parcels shall not be applied in zoning, provided that the newly consolidated parcel and the retained parcel conform to the provisions of the zoning by-law of the Area Municipality.~~

### ~~3.1.4.4.2 Creation of Farm Parcels~~

*POLICIES*

~~The following criteria will be used to determine the acceptability of proposals to sever agricultural land for the creation of new farm parcels:~~

*FARMING  
PURPOSES*

~~Farming or conservation must be the intended use of the land being conveyed and the land being retained;~~

*COMPATIBILITY*

~~Consents for the creation of new farm parcels must satisfy *Minimum Distance Separation Formula II*;~~

*FLEXIBILITY*

~~Flexibility shall be maintained, such that farm parcels remain sufficiently large to permit a change in the commodity produced, scale of operation, diversification or intensification;~~

*SUITABILITY*

~~Suitability of farm parcel size and configuration to the type of agriculture in the area as well as the farm parcel size typically associated with the type of agriculture proposed.~~

*FRAGMENTATION*

~~Severances affecting predominately Class I to III agricultural capability soils should not result in further land fragmentation;~~

~~The Ministry of Agriculture, Food and Rural Affairs may be consulted to evaluate the compliance with these farm severance criteria.~~

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### FARM PLAN

~~The applicant shall generally be required to submit a farm plan to assist with the evaluation of the severance application and to demonstrate farm viability, where either the lot to be severed or the lot to be retained is less than 30 hectares (75 acres). Such farm plans shall be prepared and evaluated in accordance with the policies of Section 3.1.4.3.1.~~

### SITE SPECIFIC CRITERIA

In considering the land use planning merits of the proposed consent, regard shall also be had for the following site specific criteria:

- the amount of tillable workable land in comparison to total lot/parcel size (i.e. lots should be substantially comprised of tillable agricultural land);
- the size and configuration of the proposed lots/parcels and tillable areas for tillage cropping and/or livestock purposes; and
- the presence of farm buildings or structures to support the proposed use.;
- ~~the farm parcel shall have frontage on a public road maintained year round at a reasonable standard of construction.~~

### EXISTING SUPPLY OF PARCELS

~~Proposals to establish a new farm parcel may be required to demonstrate that parcels of a similar size are unavailable;~~

### SEVERANCE OF NATURAL HERITAGE FEATURES WOODLANDS

~~Woodlands and other natural heritage features and areas are to be maintained as part of a farm parcel and should not be severed from an agricultural lot/parcel unless the woodland and other natural heritage features and areas are to be acquired for preservation or conservation purposes through conveyance to or purchase by the County of Oxford and/or other public authorities for natural heritage conservation purposes. Consents for such purposes may be permitted, provided that no new buildable lot would be created and any retained agricultural lot would comply with the applicable policies of 3.1.4.4.1.~~

The proposed configuration of agricultural lots shall not result in further fragmentation of natural heritage features or areas and/or the broader natural heritage system. Compliance with this policy shall be determined by the County in consultation with the Conservation Authority with jurisdiction.

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### NATURAL HERITAGE AND WATER QUALITY MEASURES

The County shall consult with the Conservation Authority with jurisdiction to identify opportunities and measures for restoring and/or enhancing the *natural heritage system* and protecting and/or improving surface water quality on the lots to be severed, retained and/or enlarged. Such measures may include, but are not be limited to:

- requiring fencing around *surface water features* to prevent livestock access;
- establishing buffer or filter strips adjacent to *surface water features* and drainage systems; and/or
- establishing appropriate setbacks for buildings, structures, wells or wastewater disposal facilities from lot lines, municipal and private wells, *natural heritage features and areas*, and watercourses.

Where deemed reasonable and appropriate, the County may recommend that the Land Division Committee impose conditions on the granting of the consent to ensure such measures are implemented and maintained.

### OTHER APPLICABLE ENVIRONMENTAL POLICIES

Proposals to ~~sever an agricultural lot create new farm parcels which may have an impact on environmental quality or may be subject to environmental constraints~~ shall also comply with the applicable policies in Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies, Section 10.3.4, Consent (Severance) policies and all other applicable policies in this Plan.

### ZONING

At a minimum, the parcel to be severed and the parcel to be retained shall satisfy the General Agricultural zone provisions of the Area Municipal Zoning by-law.

#### 3.1.4.4.23 Conditions For Agricultural Consents

The Land Division Committee may impose reasonable and appropriate conditions on the granting of a consent to sever a lot for agricultural purposes in order to ensure the legitimacy of the agricultural component of the consent. Such conditions may include, but are not limited to, the following:

where buildings or structures proposed in a farm plan are necessary to comply with the policies of this Plan, approval may be subject to substantial completion of such buildings or structures, prior to the stamping of deeds;

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- the prohibition of residential structures on the proposed agricultural lot through a site specific zoning;
- Requiring site specific zoning to ensure that any residential dwelling and associated septic system, outdoor amenity areas and driveways on the proposed agricultural lot will be situated so as to:
  - i. minimize the area of agricultural land used or occupied, which shall not exceed 0.8 ha (2 ac);
  - ii. be situated in close proximity to any farm buildings and utilize the same driveway;
  - iii. maximize the continued use of the lot for agricultural purposes by locating on lands with existing constraints for agriculture, where they exist, and not creating small or irregularly shaped areas for tillage and cropping; and
  - iv. minimize the impact on the continued agricultural use of the lot and on surrounding agricultural operations. (e.g. area restricted for future livestock housing facilities due to *Minimum Distance Separation Formula* II setback requirements).
- a condition for a severance agreement requiring the construction of proposed farm outbuildings prior to the construction of any residential buildings;
- ~~requirement for all or some part of a farm plan to be in place prior to the stamping of deeds including the planting of any required crops;~~
- the implementation of measures to assist in environmental protection and enhancements including topsoil preservation, natural heritage system enhancement and water quality maintenance as set out in Sections 3.1.4.4.1, Creation of Agricultural Lots and 3.2, Environmental Resource Policies.

### ~~3.1.4.4.4 — Easements, Rights-of-Way, Correction of Title and — — Boundary Adjustments~~

~~Consent for severances involving farmlands may be given for the following purposes:~~

- ~~• to create or alter any private easement or right-of-way;~~
- ~~• to correct or confirm valid title for a lot which is held in distinct and separate ownership;~~

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~~to make minor adjustment to the legal boundaries of lots to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots.~~

### 3.1.4.5 Policies for Farm Residential Uses

#### OBJECTIVES

~~These policies apply to proposals for on-farm dwellings accessory to the farming operation. The following objectives apply to proposals to establish one or more dwellings on an agricultural lot:~~

- ~~• To permit the development of on-farm dwellings on agricultural lots only where they are required to support the farm operation or comply with the policies for garden suites activity.~~
- ~~• To ensure that new permanent dwellings are only will be established only for where they are required to accommodate full-time labour necessary for associated with the day-to-day operation of the farm over the long term activity.~~
- ~~• To ensure that farm dwellings are not permitted to be severed from the farm unit, except through farm consolidation in accordance with the policies of Section 3.1.4.5.2.~~

#### POLICIES

RESIDENCES ONLY  
ACCESSORY TO  
THE FARM

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~~Within the County's prime agricultural area Agricultural Reserve designation, residential uses on an agricultural lot the farm unit will only be permitted where they are accessory to the farming operations and shall be permitted only as part of the farm. Area Zoning By-Laws shall may prohibit the establishment of accessory residential uses to dwellings on agricultural lots with no having frontage on a public road that is, maintained year round at a reasonable level of construction.~~

~~The establishment of a residential dwelling on an existing agricultural lot that is less than 16 ha (39.5 ac) in area shall not be permitted, except in accordance with the policies of Section 3.1.4.3.~~

~~Notwithstanding this policy, gGarden suites may are also be permitted on an agricultural lot in the County's prime agricultural area Agricultural Reserve designation in accordance with subject to the policies of Section 10.3.9.~~

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### CRITERIA FOR ADDITIONAL ON- FARM RESIDENCES

Additional dwelling units may be permitted on ~~the~~ an agricultural lot farm unit in the form of temporary dwellings, such as mobile homes or modular dwellings, ~~and,~~ permanent detached dwellings ~~including bunkhouses or converted dwellings,~~ through a minor variance granted by the Area Committee of Adjustment.

A ~~secondary converted dwelling unit,~~ in accordance with the applicable policies of section 4.2.2.1, shall be a permitted use in the implementing agricultural zone category. ~~Preference will be given to temporary dwellings. Garden suites may also be permitted in accordance with the policies of Section 10.3.9.~~

#### 3.1.4.5.1 Development Criteria for Farm Residential Uses

With the exception of a secondary dwelling unit or garden suite, all applications for additional dwelling units shall, in the opinion of the Area Council, satisfy the following criteria:

- the ~~size and nature type~~ of the farm operation requires warrants the need for an additional dwelling unit to house farm labour needed for the day-to-day operation of the farm on a full-time year round basis, or full-time seasonal basis over an extended growing season, and such labour needs to be located in close proximity to the farm operation in terms of requiring close proximity for farm personnel for the farm operations;
- ~~the size and scale of the farm unit in terms of land area and livestock or poultry currently warrants the need for an additional dwelling unit;~~
- the size of the agricultural lot farm parcel is in keeping with the policies of Section 3.1 of the Official Plan and complies with the provisions of the Zoning By-Law of the Area Municipality; and
- the number of existing farm-related dwellings already located on the *farm unit* cannot adequately serve the labour needs of the farm operation.
- the principal ~~farm dwelling~~ on the lot unit is occupied by the farmer, ~~a retired farmer~~ or hired help or family members directly involved with the farming operation on a full-time, year round or extended seasonal basis, activity or the retired farmer;

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- the additional dwelling unit is demonstrated to be necessary for hired help or family members directly involved with the farming operation on a full-time, year round or extended seasonal basis activity or is required for farm retirees;
- the additional dwelling is located so as to:
  - i. be in close proximity to the principle farm dwelling;
  - ii. minimize the area of agricultural land used or occupied by the dwelling and associated outdoor amenity areas and individual on-site sewage services; and
  - iii. utilize lands with existing constraints for agriculture, where they exist.
- Individual on-site water supply and sewage services an adequate supply of water and sanitary waste disposal system are provided to the satisfaction of the Oxford the County Board of Health and are in accordance with the applicable policies of Sections 3.3, Water Quality and Quantity and 5.5., County Servicing Policy; and
- the location of the proposed additional farm dwelling is in conformity with the policies of Section 3.2, Environmental Resource Policies, complies with the applicable policies in Section 3.2, Environmental Resource Policies, Section 3.3., Cultural Resource Policies and all other applicable policies in this Plan.

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### REQUIREMENTS FOR PERMANENT DWELLINGS

Additional dwellings shall generally be in the form of temporary dwellings. Permanent dwellings will only be considered where it has been demonstrated, to the satisfaction of Area Council, that the following additional criteria have been addressed: Where the proposed additional farm dwelling is intended to be a permanent dwelling unit

- a) the type, size and scale of the farm operation clearly justifies the continued need for an additional dwelling to house farm personnel required on a full-time, year round or extended seasonal basis, over the long term;
- b) there are no other agricultural lots in the area that are part of the farm unit and would permit the construction of a dwelling;
- c) the new dwelling will generally be located in close proximity to the existing dwelling on the lot, so as to form a single site for on-farm residential uses that does not exceed 0.8 hectares (2 acres) in area, including the area used for the dwellings and accessory residential buildings, driveways, outdoor amenity areas and individual on-site sewage services;
- d) and farm buildings and will be encouraged to the dwelling will use the existing driveway serving the principle farm dwelling for vehicular access to a public road, except in instances where farm safety issues would be better addressed by a separate access; and
- e) the Permanent dwellings will satisfy the Minimum Distance Separation Formula I (MDS I), or not further reduce an existing insufficient MDS I setback.

Where a minor variance to establish a second permanent dwelling is approved, it shall include conditions of approval to ensure the dwelling is located in accordance with the locational criteria of this Section.

### REQUIREMENTS FOR TEMPORARY DWELLINGS

Where the proposed additional farm dwelling is intended to be a temporary dwelling, such as a mobile dwelling unit or a modular dwelling unit, the Committee of Adjustment of the Area Municipality shall conditions of approval shall, require the applicant to enter into an agreement with the municipality to address issues such as installation, maintenance, removal, period of occupancy and other matters deemed appropriate to ensure the dwelling is and remains farming related and temporary in nature. The conditions of approval shall also ensure the dwelling is located in accordance with the location criteria of this section.



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Temporary dwellings must satisfy the requirements of *Minimum Distance Separation Formula 1* (MDS 1) or not further reduce an existing insufficient MDS 1 setback ~~relative to MDS 1~~.

### 3.1.4.5.2 Surplus Farm Residences

On-farm dwellings are to be considered as part of the *farm unit* and consent to sever any surplus farm dwellings will not be permitted by the Oxford County Land Division Committee, unless the proposal involves the severance of a dwelling that is rendered surplus as a result of a farm consolidation in accordance with the policies of Section 3.1.4.4.1 and ~~complies with the policies of~~ Section 3.1.5.4.2.

#### EXCEPTION

~~Notwithstanding the above policy, a surplus second or additional farm dwelling may be severed from the farm where such dwelling is located within a designated settlement as shown on Schedule C-3, Settlement Strategy Plan, and satisfies the policies for residential development in the settlement area.~~

### 3.1.4.6 ~~Agriculture~~al-Related ~~Commercial and Agricultural~~ ~~Industrial~~ Uses

#### OBJECTIVES

The following objectives apply to development proposals for agriculture-related uses:

#### RELATED TO ~~THE~~ FARM OPERATIONS

To ensure that ~~agriculture~~al-related ~~commercial or agricultural~~  
~~industrial~~ uses are directly related to ~~the~~ farm operations in the area, require a location and are required in close proximity to those the farm operations, support agriculture and provide direct products and/or services to farm operations as their primary activity.

#### MINIMIZE ~~LOSS OF~~ AGRICULTURAL LAND AREA

To minimize the amount of ~~prime~~ agricultural land which is converted to ~~agriculture~~al-related ~~commercial and agricultural~~  
~~industrial~~ uses.

#### PROTECT EMPLOYMENT FUNCTION OF SETTLEMENTS

To ensure that new agriculture-related uses do not undermine or conflict with the planned employment and/or service function of the settlements in the County.

#### MINIMIZE LAND USE CONFLICT

To ensure that ~~agriculture~~al-related ~~industrial and agricultural~~  
~~commercial~~ uses are limited in scale and are compatible with and do not hinder surrounding agricultural operationse and existing land uses or and other nearby land uses.

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### 3.1.4.6.1 Development Criteria for ~~Agriculture-Related~~ ~~Commercial or Agricultural Industrial~~ Uses

POLICIES NEW  
USES

~~Agricultural industrial and agricultural commercial uses that are related to the farm operation and require a location in close proximity to the farm operation are considered to be Agriculture-related uses. Such uses may be permitted considered in the Agricultural Reserve designation a prime agricultural area, where the policies of this section can be satisfied. Smaller scale agriculture-related uses may also be permitted as an on-farm diversified use, in accordance with the policies of Section 3.1.4.1.3.~~

The Area Council may permit the establishment of new ~~agriculture-related commercial and agricultural industrial uses~~ activities subject to a site specific amendment to the Area Municipal Zoning By-law, supported by ~~Submission of planning and technical studies to addressing~~ the following criteria shall be required, prior to consideration of the development application by Area Council:

SETTLEMENT  
LOCATION  
DIRECTLY  
RELATED TO  
AGRICULTURE

~~Proposed agricultural commercial and agricultural industrial uses must demonstrate that the predominant activity will be related to the farm operation where the use is to be established and unable to function successfully or properly without a location in close proximity to that farm operation. Agriculture-related uses shall not undermine or conflict with the planned employment and/or service functions of settlements in the County. As such, the proponent will be required to demonstrate that the proposed agriculture-related use is clearly not suitable for and/or cannot reasonably be accommodated within a Uses which do not satisfy these criteria will be directed to designated settlement before a location in the County's prime agricultural area will be considered areas to reinforce the traditional community and service functions of these areas.~~

WHOLESALING  
AND/OR RETAILING

Wholesaling or retailing shall not be permitted, except where:

- It is clearly ancillary to the primary agriculture-related use and is limited to a small proportion of the total gross floor area;
- The goods, wares or merchandise offered for sale are produced, processed or fabricated on the lot as the primary function of the agriculture-related use (e.g. cheese, canned produce); or
- It is restricted to the sale of farm inputs (e.g. feed, seeds or fertilizer) primarily to farm operations in the area, or to the sale of farm produce grown in the area.

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### OFFICE AND RESTAURANT USES

Business offices and/or small restaurants (e.g. café, tea room) may only be permitted where they are clearly accessory and ancillary to a permitted *agriculture-related use*.

### PROHIBITED USES

For greater clarity, the following uses shall not be permitted as *agriculture-related uses*:

- Retail uses, offices and restaurants, except where explicitly permitted by the policies of this subsection;
- Residential uses or accommodation, with the exception of an existing accessory dwelling;
- Recreational uses;
- Institutional uses;
- Veterinary clinics, trucking operations, automobile or recreational vehicle dealerships, furniture makers, micro-breweries and distilleries, art or music studios, conference centres, banquet halls, mechanics shops, wrecking yards, contractor's yards, landscapers, well drillers, excavators, building suppliers and other general commercial and/or industrial uses; and
- Other uses that, in the opinion of the County and/or Area Municipality, may:
  - i. undermine or conflict with the planned function of *settlements*;
  - ii. attract large numbers of customers or others to the site;
  - iii. use significant amounts of water, produce significant amounts of effluent and/or generate significant amounts of traffic (e.g. large food processors); or
  - iv. not otherwise be consistent with the Provincial policies or guidelines with respect to such uses.

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### SPECIFIC USE AND SITE PLAN

Only development proposals stating a specific agriculture-related use will be considered by the Area Council ~~or the Oxford County Land Division Committee~~.

To ensure that ~~a proposed use is limited in scale and that the land area to be used and/or occupied by the proposed for a specific agriculture-related use commercial or agricultural industrial activity will be~~ is the minimum consistent with the requirements of to accommodate the proposed use and that the other location, scale and compatibility criteria of this section will be appropriately addressed, all ~~my~~ development proposals for such an agriculture-related use shall be accompanied by a detailed site plan showing the location of all buildings, and structures and related facilities; wells and septic beds; driveways; areas for parking and loading areas; storage and display areas; landscaping; lot grading and drainage; points of access; and any other information deemed necessary for to be relevant to the proper review of the proposal.

Agriculture-related uses shall be subject to site plan control to assist in ensuring compliance with the applicable policies of this section and that all relevant site design related matters are appropriately addressed.

### LOCATIONAL OPTIONS

Agriculture-related commercial and agricultural industrial uses which satisfy the above policy criteria shall generally be developed on the same parcel as the farm operation to which such use is related. Proposals to establish a new agricultural commercial or agricultural industrial use on any other parcel shall only be permitted where the applicant has demonstrated that locating on the parcel containing the farm operation to which such use is related is not suitable or feasible for the proposed use. Where such justification has been provided, to the satisfaction of the Area Council, the use shall be directed to the following preferred locations, in this order of priority:

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- ~~designated settlements;~~
- a) existing agri-business, agricultural commercial or agricultural industrial, non-farm rural residential, commercial, industrial (except aggregate or quarry industrial) or institutionally zoned parcels, or parcels made unsuitable for agriculture by former land uses, such as aggregate extraction; or
- b) existing undersized agricultural parcels that are less than 2 ha (5 ac) in area and that contain a dwelling or are zoned to permit a dwelling. Such parcels shall not exceed the minimum area required for the proposed agriculture-related use, unless any excess land is severed and legally merged with an abutting agricultural parcel, under identical ownership; or
- c) a portion of a larger agricultural lot/parcel, but only where it has been demonstrated that — comprising part of the farm unit containing the farm operation to which the proposed agriculture-related commercial or agricultural industrial use is directly related, to the farm operation on that lot and requires a location in immediate proximity to that farm operation.

Proposals to develop an agriculture-related use may be required to demonstrate, to the satisfaction of Area Council, that the higher priority locational option(s) have been considered and are clearly not suitable or feasible for the proposed use before a lower priority option will be considered.

### LOT OR SITE AREA

The total land area used and/or occupied by an agriculture-related use shall be limited to the minimum area required for the adequate operation of the use and associated on-site water and wastewater services.

### OPEN STORAGE

A limited amount of open storage may be permitted, provided that such storage is appropriately screened from public view and neighbouring properties.

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### COMPATIBILITY

Agriculture-related uses shall be compatible with and not hinder surrounding agricultural operations or other nearby land uses.

The proposed use, scale and location of the agriculture-related use shall be reviewed to ensure that potential compatibility issues with respect to traffic, noise, dust, odour, spraying and other agricultural activities and normal farm practices can be prevented or effectively mitigated. Further, agriculture-related uses shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent or mitigate potential impacts from noise, odour, dust, vibration, traffic, lighting, visual intrusion and other potential off-site impacts and minimize risk to public health and safety.

The site specific zoning provisions and site plan approval for the proposed agriculture-related use shall incorporate any restrictions or requirements that may be necessary to implement this policy.

### TRAFFIC AND ACCESS ISSUES

The location of agriculture-related commercial and agricultural industrial uses shall not create a traffic hazard due to proximity to bridges, railway crossings, curves or grades or any other potential traffic hazard. Agriculture-related commercial and agricultural industrial uses shall be located on a road capable of accommodating the access and the type and volume nature of the traffic anticipated to be generated, to the satisfaction of according to the authority with jurisdiction over the road.

### ZONING SCALE

Agricultural commercial and agricultural industrial uses shall be limited in scale so that they do not hinder surrounding agricultural operations or other existing land uses.

Appropriate use and scale limitations for such uses shall be established through the site specific amendment to the Area Zoning By-Law and shall generally may include provisions to address the following matters: limits on permitted uses, total floor area for associated buildings and structures, total site area, number of parking spaces, number of employees, open storage, sale of goods and materials and any other provisions necessary to establish appropriate limitations on the overall type and scale of use.

### USE RESTRICTIONS

The wholesaling or retailing of goods, wares and/or merchandise is not permitted except for goods, wares and/or merchandise produced, assembled, processed or fabricated on the parcel upon which the agriculture-related use is located.

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COMPATIBILITY/MINIMUM DISTANCE SEPARATION FORMULA

~~New or enlarged agriculture-related at commercial and agricultural industrial uses shall be located in conformity with Minimum Distance Separation Formula (MDS) I. Enlargements to existing agriculture-related uses shall not further reduce an existing insufficient MDS I setback.~~

~~Notwithstanding this policy, site specific exceptions to the required MDS I setbacks may be considered where the Area Municipality is satisfied that the nature and intensity of the agriculture-related use and level of human occupancy and/or activity do not warrant the need for full compliance with MDS I.~~

~~Any exceptions to the application of MDS I to an agriculture-related use shall be identified in the site specific zoning by-law provisions.~~

SERVICE LEVELS

~~Individual on-site water services and individual on-site sewage services Private water and on-site sewage facilities for an agriculture-related at commercial or agricultural industrial use will be established in accordance with the requirements of the County and the Board of Health and the applicable policies of contained in Sections 3.2.7.2, Environmental Resource Policies, relating to Wwater Qquality and Qquantity and 5.5, County Servicing Policy, as appropriate.~~

~~Agriculture-related uses which, in the opinion of the County, would use significant amounts of water or produce significant amounts of effluent, shall be directed to settlements serviced by municipal water services and municipal sewage services.~~

~~Agriculture-related uses that would require individual on-site sewage services that have a design capacity in excess of 10,000 litres per day shall not generally be permitted. Site specific exceptions may be considered where, in the opinion of the County and Area Municipality, the only reasonable locational option for the agriculture-related use is in an area not served by municipal sewage services and it has been demonstrated site conditions are suitable for the long-term provision of such services with no negative impacts.~~

~~Agriculture-related uses shall also be appropriate for other rural infrastructure and public services.~~

~~Proposed uses that meet the requirements of Section 34 of the Ontario Water Resources Act are required to obtain a "Permit to Take Water" from the Ministry of the Environment.~~

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USES ON PORTION  
OF AGRICULTURAL  
PARCEL

Where an *agriculture-related use* is to be developed on a portion of an agricultural parcel, the following additional criteria shall also be satisfied:

- a) Any new buildings, structures or facilities for the *agriculture-related use* shall be located in close proximity to the dwelling and/or principle farm building complex on the property, unless it can be demonstrated that there are specific health, safety and/or other operational requirements that would preclude such a location.
- b) Where the proposed *agriculture-related use* cannot be located in close proximity to the dwelling and/or principal farm building complex on the property, it shall be demonstrated that the proposed location, site layout and configuration, building design and associated services and facilities will:
  - minimize disruption to and loss of agricultural land and potential compatibility issues with existing and future agricultural operations in the vicinity to the extent possible;
  - will not negatively impact the flexibility or suitability of the parcel to be used exclusively for agriculture in the future, should the *agriculture-related use* cease; and
  - will maximize the continued use of the parcel for agricultural purposes by locating on lands with existing constraints for agriculture, where they exist, and not create small or irregularly shaped areas for tillage and cropping.

MINERAL AND  
PETROLEUM  
RESOURCES

~~Agricultural commercial and agricultural industrial proposals shall comply with the policies of Section 3.4, Resource Extraction Policies.~~

SITE PLAN  
APPROVAL

~~All *agriculture* commercial and agricultural industrial *developments* shall be subject to site plan approval to address considerations such as set backs, building location, buffering and screening, and, subject to the nature of the use, containment facilities for on-site spills.~~



## County of Oxford Official Plan

### SEVERANCES POLICIES

An ~~agriculture-related~~ ~~at commercial and agricultural industrial~~ uses developed on a portion of an agricultural lot are to be considered part of the farm operation and the ~~shall not be severance of an agricultural commercial or agricultural industrial use from the agricultural lot farm parcel~~ upon which it is located, ~~shall not be permitted.~~ Notwithstanding this policy, Land Division Committee may consider the granting of consents to allow for the severance of an existing *agriculture-related use* established on a portion of an agricultural lot prior to January 14<sup>th</sup>, 2009, provided that it has been demonstrated the use was legally established and severance is necessary for the successful continuation of the use.

For *agriculture-related uses* located, or proposed to be located, on an existing non-agriculturally zoned lot, the Land Division Committee may consider the granting of consents to permit minor expansion of the parcel, or minor re-adjustment of property boundaries, to accommodate the immediate needs of a new or expanding *agriculture-related use*.

Severances for *agriculture-related uses* shall comply with all the applicable policies of this subsection. Any retained agricultural lot resulting from a consent to sever for *agriculture-related use* purposes shall comply with the applicable policies of Section 3.1.4.4.

### OTHER APPLICABLE POLICIES

*Agriculture-related use* proposals, shall comply with the policies of Section 3.2, Environmental Resource Policies and Section 3.3 - Cultural Resource Policies, Section 3.4 - Resource Extraction Policies and all other applicable policies of this Plan.

# County of Oxford Official Plan

## EXISTING AGRICULTURAL RELATED USES

~~Agricultural related uses located on a separate parcel from a farm operation and recognized by Agricultural Business zoning in the Area Zoning By-Law, as of January 14, 2009, may be permitted to re-develop for the following uses, subject to a site specific Zoning By-Law amendment:~~

- ~~• an agricultural commercial or agricultural industrial use, in accordance with the policies of this section;~~
- ~~• uses permitted in the standard Agricultural Business Zone in the Area Zoning By-Law and other uses which are related to, or generally supportive of, agriculture; and~~
- ~~• an industrial or commercial use, provided that any re-development is limited to a specific use or uses.~~

~~Such redevelopment shall continue to be subject to the other policies of this section.~~

### 3.1.4.6.2 ~~Special Policies~~

~~The following policies apply, in addition to the relevant policies of this section, to the specific accessory residential uses. These specific policies provide guidance to the development of these sites.~~

### **3.1.5 Policies for Non-Agricultural Uses in the Agricultural Reserve**

The policies in this section apply to non-agricultural uses in the Agricultural Reserve land use designation in the County of Oxford.

#### OBJECTIVES

~~NO CONFLICT WITH  
AGRICULTURAL  
GOAL~~

To permit new or expanded ~~or new~~ non-agricultural uses only where such uses do not conflict with the "Goal for Agricultural Policies" as set out in Section 3.1.1.

~~PRESERVE AND  
PROTECT  
AGRICULTURE  
SECONDARY  
IMPORTANCE~~

To preserve and protect agricultural areas for viable agriculture and avoid or minimize potential impacts on agricultural operations~~ensure that non-agricultural uses in Agricultural designations remain clearly secondary to the principal function of food and fibre production of these areas.~~

~~DIRECT TO  
SETTLEMENTS~~

To direct non-agricultural uses to designated settlements, wherever possible as a first priority.

# County of Oxford Official Plan

## POLICIES

### DEFINITION

For the purposes of this Section, "Non-Agricultural Uses" include commercial, industrial, institutional, ~~infrastructure, public works yards,~~ recreational and residential uses, other than those permitted in accordance with the policies of Section 3.1.4, of this plan, that are not directly related to or supportive of agriculture.

### GENERAL INTENT

It is the intent of this Plan that within the County's prime agricultural areas ~~Agricultural designations~~, the use of ~~prime agricultural~~ land for agricultural, mineral, petroleum and environmental resources will be given a higher priority in land use decision making than its use for non-agricultural uses.

### 3.1.5.1 Commercial/Industrial and Institutional Uses

### NEW USES

In order to maintain the agricultural land resource for agriculture and related uses and to ensure that new commercial, industrial and institutional uses develop on an appropriate level of services and are directed to settlements to support their planned service and/or employment functions, new non-agricultural commercial, industrial and institutional uses will not be permitted within the Agricultural Reserve designation, except in accordance with the policies of Section 3.1.6.

### GROUP HOMES

~~Notwithstanding the above, a group home for three to ten residents excluding staff or the receiving family which is licensed or approved under provincial statute may be permitted within a dwelling that existed as of the date of adoption of this Plan (December 13, 1995), by site specific rezoning within the Agricultural Reserve designation subject to meeting the following criteria:~~

- ~~the group home use will be secondary to the principal farm use of the property;~~
- ~~compliance with Minimum Distance Separation Formula 1 is required for the group home;~~
- ~~existing or proposed water and on-site sewage services are adequate or will be adequate to serve the facility, in accordance with the requirements of the County and the Board of Health and the policies of Section 3.2, Environmental Resource Policies relating to water quality and quantity, as appropriate.~~

## County of Oxford Official Plan

### EXISTING USES

Non-agricultural commercial, industrial or institutional uses located in the County's prime agricultural area that are recognized by existing zoning as of DATE OF APPROVAL OF THIS AMENDMENT on the date of the adoption of this Plan (December 13, 1995) which are located in the Agricultural Reserve designation will be considered as permitted uses. Area Councils may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents for these existing uses to permit the minor expansion of the use or minor readjustment of property boundaries provided that:

### NEED FOR EXPANSION

The applicant has demonstrated that any proposed lot addition is required for the continued operation of the use and is limited to the minimum area required to accommodate the immediate needs of the use and required individual on-site water services and individual on-site sewage services. The proposed expansion area shall be located and configured so as to avoid, or mitigate to the extent feasible, impacts on surrounding agricultural lands and/or operations.

### SERVICES

Existing or proposed services including water supply, on-site sewage facilities, surface drainage and road access are adequate or will be made adequate to serve the proposed *development* to the satisfaction of the Area Municipality Council and/or County Council, as applicable.

Individual on-site water services and/or individual on-site sewage services shall be in accordance with the requirements of the County and the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

~~On-site sewage and water facilities shall satisfy the requirements of the County and the Board of Health and the policies of Section 3.2, Environmental Resource Policies relating to water quality and quantity, as appropriate.~~

~~Proposed uses that meet the requirements of Section 34 of the Ontario Water Resources Act are required to obtain a "Permit to Take Water" from the Ministry of the Environment.~~

## County of Oxford Official Plan

### COMPATIBILITY

~~The proposal will be compatible with existing land uses in the vicinity in terms of noise, odour, emissions, vehicular traffic, and visual intrusion and may be required to satisfy *Minimum Distance Separation Formula 1* in situations where greater conflicts with agriculture may result. The proposed development shall be appropriately designed, buffered and/or separated from nearby residential and other *sensitive land uses* to prevent or mitigate adverse impacts from noise, odour, dust, vibration, traffic, lighting, visual intrusion and other potential off-site impacts and minimize risk to public health and safety.~~

~~Further, impacts from any proposed change in use or expansion on surrounding agricultural operations and lands shall be avoided, or mitigated to the extent feasible. Any proposed change in use shall be similar to, or more compatible with surrounding agricultural operations, than the existing use. Any proposed change in use or expansion shall comply with *Minimum Distance Separation Formula 1 (MDS 1)*, or not further reduce an existing insufficient MDS 1 setback or increase the potential for odour complaints.~~

~~The site specific zoning provisions and site plan approval required for the proposed expansion or change in use shall incorporate any restrictions or requirements that may be necessary to implement this policy~~

### SITE PLAN

~~Proposals shall be accompanied by a detailed site plan showing the location of buildings and structures; septic beds; areas for parking, storage and landscaping; lot grading and drainage, points of access; and any other information deemed by the County or Area Municipality to be necessary for the proper review of the proposal.~~

~~Proposals shall may be subject to site plan approval to address site design and land use compatibility related considerations ensure land use compatibility.~~

### OTHER APPLICABLE POLICIES ENVIRONMENT

~~Proposals shall also comply with the applicable policies of Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies and all other applicable policies of this plan.~~

### ALTERNATIVE AND/OR RENEWABLE ENERGY SYSTEMS Amendment No. 139

~~Small scale alternative and/or renewable energy systems, which are secondary and ancillary to the principal use of the property may be permitted in accordance with the policies of Section 3.1.5.5.1.~~

## County of Oxford Official Plan

### 3.1.5.1.1 — Special Policies

~~The following policies apply, in addition to the relevant policies of this section, to the specific commercial or industrial uses. These specific policies provide guidance to the development of these sites.~~

### 3.1.5.2 Recreational Uses

Subject to an Official Plan amendment in accordance with the policies of Section 3.1.6 and the applicable policies of this section, land extensive recreational uses that require a rural location with unique physical features may be permitted within *prime agricultural areas*.

#### PROHIBITED USES

New or expanded campgrounds or seasonal trailer parks shall be prohibited. However, eExisting campgrounds and/or seasonal trailer parks may be recognized as permitted uses in the municipal zoning by-laws.

Minor changes in use to existing campgrounds or seasonal trailer parks may be considered in accordance with the existing use policies of this subsection. However, changes to allow for year round occupancy or permanent residential uses will not be permitted, with the exception of an accessory dwelling permitted in accordance with the policies of this section.

#### EXISTING USES

Existing recreational uses in the County's prime agricultural area that are recognized by existing zoning as of January 14, 2009, ~~which are located in the Agricultural Reserve designation~~ will be considered as permitted uses. However, where an existing recreational use has ceased operation and the site is suitable for restoration to agricultural use, Area Council shall consider rezoning the site back to agriculture as part of their next comprehensive Zoning By-Law update.

With the eException of for campgrounds and/or seasonal trailer parks ~~those uses subject to prohibition~~, Area Councils may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents to permit the minor expansion of the use or the minor adjustment of property boundaries (excluding lot creation) without an amendment to this Plan, provided that:- ~~Such proposals shall be evaluated in accordance with the policies for existing uses in Section 3.1.5.1 of this Plan.~~

## County of Oxford Official Plan

### NEED FOR EXPANSION

The applicant has demonstrated that any proposed lot addition is required for the continued operation of the recreational use and is limited to the minimum area required to accommodate the immediate needs of the use and individual on-site water and individual on-site sewage services. The proposed expansion area shall be located and configured so as to avoid, or mitigate to the extent feasible, impacts on surrounding agricultural lands and/or operations.

### SERVICES

Existing or proposed services including water supply, on-site sewage facilities, surface drainage and road access are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area Municipality and/or County, as applicable.

Individual on-site water services and/or sewage services shall be in accordance with the requirements of the County and the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

### COMPATIBILITY

The proposed development shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent or mitigate adverse affects from noise, odour, dust, vibration, traffic, lighting, visual intrusion and other potential off-site impacts and minimize risk to public health and safety.

Further, impacts from the recreational use on surrounding agricultural operations and lands shall be avoided, or mitigated to the extent feasible. Any proposed change in use shall be similar to, or more compatible with surrounding agricultural operations than, the existing use. Any proposed change in use or expansion shall comply with Minimum Distance Separation Formula I (MDS I), or not further reduce an existing insufficient MDS I setback or increase the potential for odour complaints.

The site specific zoning provisions and site plan approval required for the proposed expansion or change in use shall incorporate any restrictions or requirements that may be necessary to implement this policy

### SITE PLAN

Proposals shall be accompanied by a detailed site plan showing the location of buildings and structures; septic beds; areas for parking, storage and landscaping; lot grading and drainage, points of access; and any other information deemed to be relevant to review of the proposal.

Proposals shall be subject to site plan approval to address site design and land use compatibility related considerations.

## County of Oxford Official Plan

### OTHER APPLICABLE POLICIES

Proposals shall also comply with the policies of Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies and all other applicable policies of this plan.

#### 3.1.5.2.1 Accessory Residences

~~For recreational uses permitted by Official Plan amendment or for existing uses, Aa~~ maximum of one permanent residence may be permitted accessory to a permitted recreational use subject to the following criteria:

#### LOCATION

Any permitted accessory residence will be located in conformity with *Minimum Distance Separation Formula 1*.

#### NEED

It has been demonstrated that the nature of the recreational use is such that an accessory dwelling is clearly essential to the on-going, long term operation of that recreational use and will not preclude or limit the ability to restore the site to agricultural use if the recreational use should cease.

#### AGREEMENT

Where the *development* of a new recreational use with an accessory residential dwelling is proposed, the proponent will enter into an agreement with the municipality requiring the establishment of the recreational use to be completed prior to the construction of the residential dwelling.

#### SEVERANCE OF ACCESSORY RESIDENCES

Any residential dwelling is considered as an accessory part of the recreational activity and as such consent to sever a residential dwelling from the balance of the lands will not be permitted.

#### ~~3.1.5.2.2~~ Special Policies

~~The following policies apply, in addition to the relevant policies of this section, to the specific recreational uses. These specific policies provide guidance to the development of these sites.~~

#### 3.1.5.3 **Infrastructure and Public Works Yards**

Infrastructure, including public works yards, will be permitted to be established in the Agricultural Reserve designation in accordance with the policies/criteria of Section 5.2. Public works yards may be permitted in the Agricultural Reserve designation, subject to the policies of Section 3.2, Environmental Resource Policies.



# County of Oxford Official Plan

## 3.1.5.4 Rural Residential Uses

### POLICY INTENT

Non-farm rural residential *development* is considered to be incompatible with agriculture ~~as such that~~ it can create conflicts with farming activities and remove land from agriculture use. Therefore, it is the intent of this Plan to permit only limited non-farm rural residential *development* in locations within prime agricultural areas ~~the Agricultural Reserve designation~~ which will not conflict with the Goal for Agricultural Policies as set out in Section 3.1.1. In keeping with the Goal for Agricultural Policies, existing non-farm rural residential uses will be encouraged to re-develop for agricultural uses and agriculture-related uses, subject to the policies of this Section.

### SECONDARY DWELLING UNITS AND GARDEN SUITES

~~As an alternative to new non-farm rural residential development for farm retirees, A secondary dwelling unit or garden suite may be permitted on an existing rural residential lot, in accordance with the applicable policies of section 4.2.2.1. Garden suites may be also permitted in the Agricultural Reserve designation subject to in accordance with the applicable policies of Section 4.2.2.140-3.9.~~

### ALTERNATIVE AND/OR RENEWABLE ENERGY SYSTEMS Amendment No. 139

~~Small scale alternative and/or renewable energy systems, which are secondary and ancillary to the principal residential use may be permitted in accordance with the policies of Section 3.1.5.5.1.~~

### 3.1.5.4.1 Redevelopment for Agricultural Uses

*Existing* non-farm parcels that:

- contain an *existing* dwelling ~~unit~~;
- are located outside of a designated *settlement*;
- are greater than 1.0 ha (2.47 acres) in area; and
- are zoned for residential, commercial, industrial or institutional use

may be rezoned to allow *agricultural uses* in accordance with the following policies:

### PERMITTED USES

Where existing non-farm residential parcels are proposed to be used for a primary use permitted in Section 3.1.4.1, the *development* of farm buildings or structures or the keeping of livestock, poultry or fish will be permitted according to the following criteria:

## County of Oxford Official Plan

### SERVICING

Existing or proposed water supply and individual on-site sewage services facilities are adequate or will be made adequate to serve the proposed agricultural use and any accessory residential use to the satisfaction of ~~the Area Municipality and the County~~ and shall satisfy the applicable policies of Sections 3.2 and 5.5.

~~On-site sewage and water facilities shall also satisfy the requirements of the County and the Board of Health and the policies of Section 3.2, Environmental Resource Policies relating to water quality and quantity, as appropriate.~~

### COMPATIBILITY

Proposals to create new livestock or poultry farms will be evaluated to determine their compatibility with neighbouring land uses ~~and will be subject to applicable nutrient management regulations or by-laws.~~

### NUTRIENT MANAGEMENT AND MINIMUM DISTANCE SEPARATION FORMULA II

Proposals involving the construction of new farm buildings or structures shall comply with the policies of Section 3.1.4.2. to house livestock or poultry must satisfy Minimum Distance Separation Formula II.

### SUITABILITY

The type of agricultural use proposed is compatible with ~~suitable to~~ the type of agriculture uses in the area and as well as the farm parcel size and configuration are suitable for the type of typically associated with such agricultural use proposed. ~~Regard shall be had to the suitability of the parcel size and configuration to the type of agricultural use proposed.~~

### WOODLANDS

~~Woodlands are to be maintained as part of a parcel and are not to be severed unless the woodland is to be acquired for preservation or conservation purposes through conveyance to or purchase by the County of Oxford and/or other public authorities.~~

### OTHER APPLICABLE ENVIRONMENTAL POLICIES

Proposals ~~to establish farming operations~~ shall also comply with the applicable policies of Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies, Section 10, Implementation Measures and all other applicable policies of this plan.

## County of Oxford Official Plan

### 3.1.5.4.2 ~~Process for Evaluating~~ Non-Farm Rural Residential Development Policies

#### NON-FARM RURAL RESIDENTIAL DEVELOPMENT POLICIES

The ~~policies of this subsection decision-making framework in Figure 2 consists of four steps and has been adopted~~ shall apply to the evaluation of non-farm rural residential *development* proposals in the following land use designations and overlays: Agricultural Reserve, Environmental Protection Area, Open Space, Future Urban Growth and Quarry Area. ~~The decision-making framework also applies to non-farm rural residential proposals affecting lands identified as Quarry Resource Area, Sand and Gravel Resource Area, Oil and Gas Resource Area, Gypsum Resource Area, and Well Head Protection Areas.~~

~~Figure 2 is intended to form part of the Official Plan for the County of Oxford and should be interpreted as part of the text of this section.~~

Proposals for Non-farm rural residential development shall be considered to include both the severed and retained lots/parcels in the case of consent and subdivision applications and lands subject to rezoning for residential purposes in the case of zoning amendment applications. The enlarged agricultural lot that would result from proposed non-farm residential development through farm consolidation shall comply with the applicable policies of Section 3.1.4.4.

Notwithstanding the policies of Section 1.5, Interpretation, for the purposes of the application of these policies-point system, the numerical references and measurements are intended to be absolute.

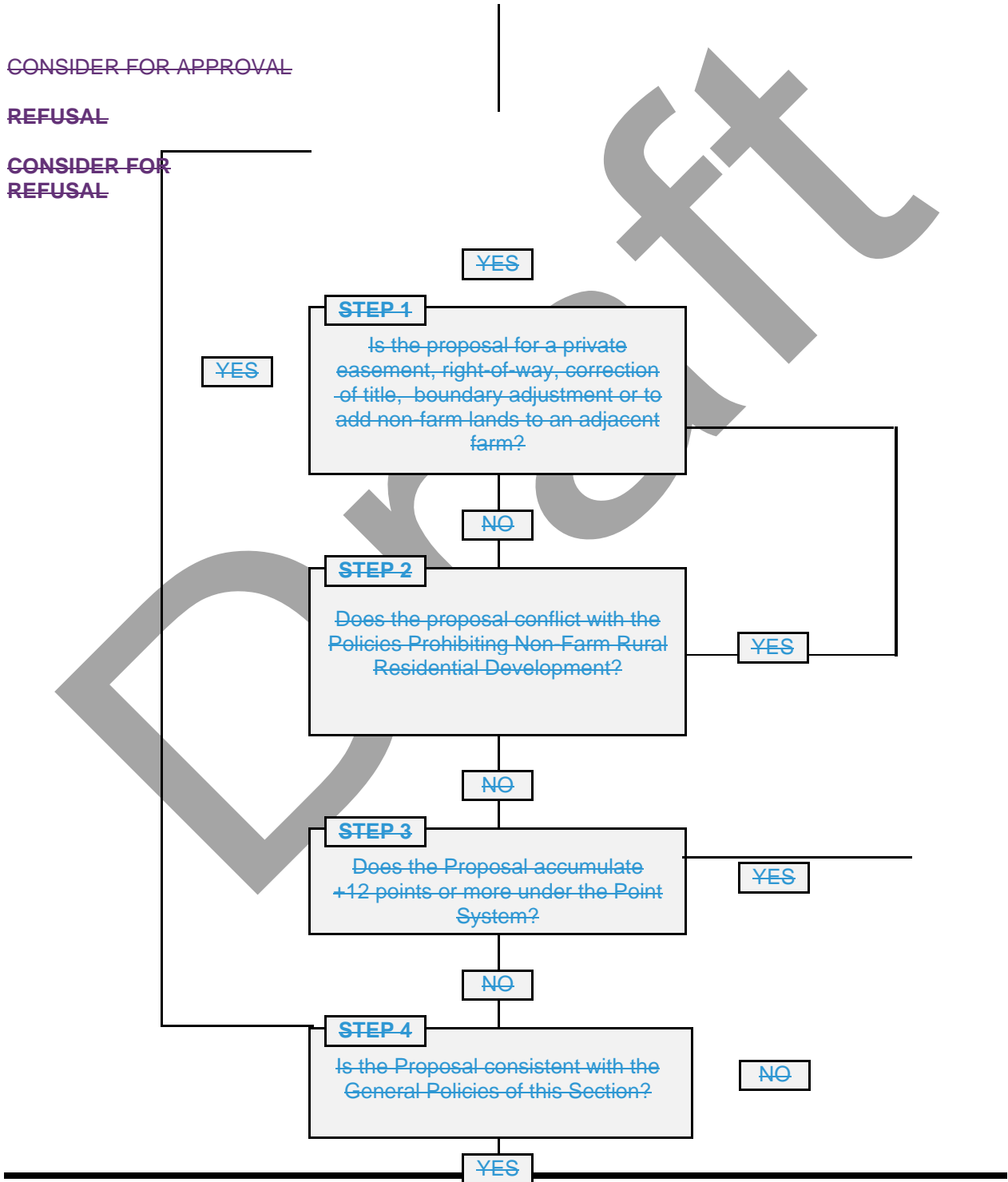
#### REVIEW CRITERIA FOR NON-FARM RURAL RESIDENTIAL DEVELOPMENT

Non-farm rural residential development outside of a settlement shall be prohibited, except in accordance with the following policies:

# County of Oxford Official Plan

FIGURE 2: ~~DECISION-MAKING FRAMEWORK FOR NON-FARM RURAL RESIDENTIAL DEVELOPMENT~~

~~Proposal for Non-Farm Rural Residential Development~~



## County of Oxford Official Plan

### ~~3.1.5.4.3 Step 1: Consents for Easements, Rights-of-Way, Correction of Title and Boundary Adjustments~~

~~Consents for severance affecting lands used for non-farm rural residences may be given for the following purposes:~~

- ~~• to create or alter any private easement or right-of-way;~~
- ~~• to correct or confirm valid title for a lot zoned for residential use which is currently recognized in the Zoning By-Law and which was previously held in distinct and separate ownership but has since merged with an adjacent parcel;~~
- ~~• to make minor adjustments to the boundaries between abutting lots;~~
- ~~• to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots;~~
- ~~• to permit the conveyance of non-farm residential lands to an adjacent farming operation to be held in one ownership and to be used for farming purposes;~~
- ~~• proposals which have the effect of adding agricultural land to an existing residentially zoned property will satisfy the policies relating to maximum lot size in Section 3.1.5.4.6.~~

AMENDMENT NO. 27

AMENDMENT NO. 27

STEP 2: POLICIES  
PROHIBITING NON-  
FARM RURAL  
RESIDENTIAL  
DEVELOPMENT

### ~~3.1.5.4.4 Step 2: Policies Prohibiting Non-Farm Rural Residential Development~~

~~The following policies indicate circumstances that would prohibit non-farm rural residential *development*. Approval to develop lands for non-farm rural residential *development* outside of the settlement designations through severance, subdivision or rezoning will be denied should any of the following circumstances be present:~~

## County of Oxford Official Plan

### NATURE OF THE PROPOSAL

The proposed non-farm rural residential *development* must consist of one of the following:

- a) a proposal to retain an existing, permanent, habitable dwelling that was constructed prior to December 13, 1995, where such dwelling is contained on an agricultural lot which is to be legally consolidated with an abutting agricultural lot, to form one larger agricultural lot under identical ownership;
- b) a proposal to split a rural residential zoned lot that existed as of (DATE OF THIS AMENDMENT), contains an existing dwelling; and does not exceed 1 ha (2.5 ac) in area; or
- c) a proposal to rezone an existing industrial (with the exception of aggregate or limestone industrial), commercial, or institutionally zoned lot to a residential use, provided such lot does not exceed 1 ha (2.5 ac) in area. Where such lot is larger than 1.0 hectare (2.5 acre) in area, consideration may be given to rezoning for agricultural use in accordance with the policies of Section 3.1.5.4.1.

### ONLY DWELLING

The proposal shall not result in the severance of the only dwelling accessory to an *agriculture-related use* or non-agricultural use, including recreational, institutional, industrial or commercial uses. The restriction shall not apply to the only dwelling on an existing rural residential lot.

Further, proposals to retain an existing dwelling through a farm consolidation, in accordance with the policies of this subsection, shall not result in the creation of a consolidated agricultural lot that does not contain a dwelling, except in the case where one of the agricultural lots to be consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot.

### UNSATISFACTORY PRIVATE SERVICES

The proposal is evaluated in accordance with the requirements of the County and the Board of Health and the policies of Section 3.2, Environmental Resource Policies, as appropriate, and it is determined that an *on-site sewage* disposal system cannot operate satisfactorily on the proposed site or that an adequate supply of potable water is not available on the proposed site.

### NO ROAD FRONTAGE

The proposal has no direct frontage on a permanent public road maintained year-round at a reasonable standard of construction.

## County of Oxford Official Plan

### ~~ONLY DWELLING~~

~~The proposal involves the severance of:~~

- ~~• the only dwelling accessory to an agricultural industrial or agricultural commercial or non-agricultural use, including recreational, institutional, industrial or commercial uses; or~~
- ~~• the only farm dwelling contained on the lot.~~

~~This prohibition does not apply to proposals to retain an only farm dwelling existing at the date of adoption of this Official Plan (December 13, 1995) through farm consolidation.~~

### ~~PROPOSALS NOT INVOLVING FARM CONSOLIDATION~~

~~The severance of a lot for non farm rural residential use in the Agricultural Reserve designation, other than those resulting from a farm consolidation, shall be prohibited.~~

### ~~IN ENVIRONMENTAL PROTECTION AREA~~

~~The proposal is to sever land that does not contain a residential dwelling, where the land to be severed is wholly contained within an area designated Environmental Protection Area as defined in Section 3.2.4.~~

### ~~IN WELL HEAD PROTECTION AREA~~

~~Well Head Protection Area – The proposal would result in a non farm rural residential lot, any part of which is within the 100 metre (328 foot) radius or the two-year time-of-travel capture zone for a municipal well, as identified in this Plan, where the said lot would require the installation of a private septic system and/or private well.~~

### ~~IN FLOOD PLAIN~~

~~The proposal is to sever land that does not contain a residential dwelling, where the land to be severed is wholly contained within an area designated Open Space and further identified as a Flood Plain according to policies in Section 3.2.8.1.~~

### ~~IN QUARRY OR LIMESTONE/SAND AND GRAVEL RESOURCE AREA~~

~~The proposed rural residential lot shall not be permitted is wholly contained within the Quarry Area designation, or an area identified as a Quarry Area or a Limestone Quarry Resource area or Sand and Gravel Resource Area on Appendix 2-1 according to Section 3.4.~~

### ~~IN SAND AND GRAVEL RESOURCE AREA~~

~~The proposal is wholly contained within an area identified as a Sand and Gravel Resource Area by the Ministry of Natural Resources.~~

### ~~IN FUTURE URBAN GROWTH AREAS~~

~~The proposed at residential lot shall not be permitted is wholly contained within a Future Urban Growth Area designation as identified on Schedule C-3, and referred to in Chapter 4.0, Growth Management Policies, unless the proposed use is a large scale business use.~~

## County of Oxford Official Plan

### 3.1.5.4.5 Step 3: Application of the Point System

For proposals that are not prohibited in Step 2, the County Land Division Committee and Area Councils will apply the point system described below. It is the intent of this Plan to apply the point system to both new and existing *development*, that is, to the creation of new lots and the rezoning of existing lots.

Non-farm rural residential *development* proposals identified on Table 1 will be evaluated consistently and impartially through use of a point system and a set of policies. The point system is designed to evaluate such proposals on the basis of agricultural land preservation, location, land use compatibility and environmental compatibility. The point system should be used in conjunction with the goals and strategic approach of the agricultural, environmental resource, and aggregate resource policies of this Plan.

#### POINT SYSTEM DESCRIPTION

The point system consists of a number of site assessment factors which are each weighted numerically. The weighting of each factor is intended to reflect the level of importance in supporting the goals and objectives for agricultural, environmental resource and aggregate resource policies of this Plan.

The site assessment factors are not intended to be unilaterally applied to all proposals. Table 1 indicates the titles of the site assessment factors and the situations in which they are to be applied. The proposal types identified in Table 1 are the most common.

In assessing proposals using the point system, points are accumulated based on each applicable factor. If the number of points accumulated is +12 or greater, the non-farm rural residential *development* is prohibited. If the number of points accumulated is less than +12, Area Councils and the County Land Division Committee will further assess the proposal based on Step 4, the general policies outlined in this Section prior to making a decision.

*Minimum Distance Separation Formula 1* is to be applied as indicated in the point system.

Notwithstanding the policies of Section 1.5, Interpretation, for the purposes of the application of the point system, the numerical references and measurements are intended to be absolute.

#### 3.1.5.4.5.1 Point System Site Assessment Factors

The following site assessment factors shall be applied to assess proposals for non-farm rural residential *development*:



# County of Oxford Official Plan

A) LAND  
CAPABILITY FOR  
AGRICULTURE

~~The intent of this factor is to assist with the preservation of broad agricultural areas containing prime agricultural land.~~

~~A proposal shall be assigned the following points related to land use capability for agriculture as defined by the Canada Land Inventory. The County Land Division Committee and Area Councils will utilize the Canada Land Inventory mapping for land capability at a scale of 1:50,000. Site specific soil evaluations prepared by the applicant will not be considered in assigning points for land capability for agriculture.~~

| <del>Class</del> | <del>Points</del> |
|------------------|-------------------|
| <del>I</del>     | <del>+10</del>    |
| <del>II</del>    | <del>+10</del>    |
| <del>III</del>   | <del>+10</del>    |
| <del>IV</del>    | <del>+6</del>     |
| <del>V</del>     | <del>+4</del>     |
| <del>VI</del>    | <del>+2</del>     |
| <del>0</del>     | <del>+5</del>     |

MAXIMUM LOT SIZE

~~New or expanded non-farm rural residential lots shall will be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.8 hectares (two acres). Proposals seeking to create sever parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate a individual on-site private water services supply and/or individual on-site sewage services facilities, where the topography of the area has limitations for agriculture or where the proposed lots are physically separated from the remainder of the farm isolated by significant natural heritage features and areas such as streams and/or watercourses. In no case shall a new or expanded non-farm rural residential lot exceed 1 hectare (2.5 acres) in area.~~

PRIVATE  
SERVICES POLICIE  
S FOR THE  
PROTECTION OF  
WATER QUALITY  
AND QUANTITY

~~Individual on-site water services and/or individual on-site sewage services shall be in accordance with the requirements of County Public Health and Emergency Services and the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.~~

~~Prior to development approval, applicants will be required to provide acceptable evidence that the proposed water supply is adequate and satisfies the Ontario Drinking Water Standards and that sewage can be acceptably attenuated on the proposed lot and will have no negative effects on wells located on adjacent and down gradient properties.~~

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~~B) SURROUNDING  
AGRICULTURAL  
LAND USE~~

~~The intent of this factor is to prevent land use conflicts between farming operations and non-farm rural residential uses.~~

~~A proposal that is within 300 metres (984 feet) of an agricultural use will be assigned +10 points.~~

~~MINIMUM  
DISTANCE  
SEPARATION  
FORMULA~~

~~A Proposals for non-farm rural residential development shall that does not satisfy the requirements of *Minimum Distance Separation Formula I* will be assigned an additional +5 points, or not further reduce an existing insufficient setback.~~

~~Notwithstanding the above policy, in the case of a farm consolidation, +5 points will only be applied where a proposal for severance of a lot proposed to contain an existing surplus farm dwelling shall only be required to does not comply with the requirements of MDS I from a livestock and/or manure storage facility located on the severed lot parcel which is to be legally merged with added to the abutting farm.~~

~~MEASUREMENT OF  
DISTANCE~~

~~Measurement will be taken along the straight line distance between any lot lines associated with the proposed non-farm rural residential development and:~~

- ~~• the nearest boundary of lands utilized for agriculture including woodland;~~
- ~~• the building(s) or feedlot area which houses or is capable of housing livestock or poultry or the manure storage facility, whichever is a lesser distance.~~

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**TABLE 1: APPLICATION OF SITE ASSESSMENT FACTORS OF THE POINT SYSTEM BY TYPE OF PROPOSAL**

| SITE ASSESSMENT FACTORS OF POINT SYSTEM  |                  |                                 |                                   |                      |                |                  |          |
|--|------------------|---------------------------------|-----------------------------------|----------------------|----------------|------------------|----------|
| Proposal Type  | Land Capability  | Surrounding Extractive Land Use | Surrounding Agricultural Land Use | Access to Major Road | Traffic Safety | Surplus Dwelling | Heritage |
| Severance of an existing residential dwelling on land designated Environmental Protection Area or Open Space | X <sup>1</sup>   | X                               | X                                 | X                    | X              |                  |          |
| Severance of a surplus second or additional farm dwelling(s) made surplus through farm consolidation.        | X <sup>1</sup>   | X                               | X                                 | X                    | X              | X                | X        |
| An industrial, commercial, or institutional lot for rezoning to residential use.                             | X <sup>1,2</sup> | X                               | X                                 | X                    | X              |                  | X        |

Where the proposed new lot contains lands in excess of 1.0 hectares (2.5 acres).

- 1— Where the proposed new lot contains lands in excess of 1.0 hectares (2.5 ac); consideration should be given to rezoning the property as an under-sized agricultural parcel in accordance with Section 3.1.4.3 or, where a residential dwelling exists on the property, in accordance with Section 3.1.5.4.1.

Table amended by Amendment No. 27

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FIGURE 3: POINT SYSTEM SUMMARY

| FACTOR  | POINTS  |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
|---|---------|-----|---|-----|---|-----|---|----|---|----|---|----|---|----|--|
| <p><u>A) Land Capability for Agriculture</u></p> <p>A proposal shall be assigned the following points related to land use capability for agriculture as defined by the Canada Land Inventory:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>Class 1</td><td>+10</td></tr> <tr><td>2</td><td>+10</td></tr> <tr><td>3</td><td>+10</td></tr> <tr><td>4</td><td>+6</td></tr> <tr><td>5</td><td>+4</td></tr> <tr><td>6</td><td>+2</td></tr> <tr><td>0</td><td>+5</td></tr> </table>   | Class 1 | +10 | 2 | +10 | 3 | +10 | 4 | +6 | 5 | +4 | 6 | +2 | 0 | +5 |  |
| Class 1   | +10     |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 2   | +10     |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 3   | +10     |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 4   | +6      |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 5   | +4      |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 6   | +2      |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| 0   | +5      |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>B) Surrounding Agricultural Land Use</u></p> <p>A proposal which is within 300 metres (984 feet) of an agricultural use.</p> <p style="text-align: right;">+10</p> <p>In addition, a proposal for severance of a surplus farm dwelling which does not satisfy the requirements of MDS 1 from a livestock and/or manure storage facility located on the retained lands resulting from the severance:</p> <p style="text-align: right;">+5</p>  |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>C) Surrounding Extractive Resource Land Use</u></p> <p>A proposal which is within 500 metres (1,640 feet) of one or more of the following situations:</p> <ul style="list-style-type: none"> <li>• a designated Quarry Area</li> <li>• an identified Limestone Resource</li> <li>• an identified licensed sand and gravel pit</li> <li>• an identified Sand and Gravel Resource Area</li> </ul> <p>or within 75 metres (246 feet) of an active Oil or Gas production well or compressor facility</p> <p style="text-align: right;">+5</p> |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>D) Access to Major Roads</u></p> <p>Proposals on land with vehicle access to any County road or Provincial highway.</p> <p style="text-align: right;">+2</p>  |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>E) Traffic Safety</u></p> <p>The intent of this factor is to prevent traffic hazards by discouraging access onto roads where there is limited visibility.</p> <p style="text-align: right;">+2</p>  |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>F) Surplus Farm Dwelling</u></p> <p>Where abutting farms are proposed to be legally consolidated into one parcel under identical ownership, a proposal to retain a habitable dwelling existing at the date of adoption of this Official Plan:</p> <p style="text-align: right;">-2</p>  |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |
| <p><u>G) Heritage</u></p> <p>The proposal involves the severance or rezoning of buildings or structures that are designated pursuant to the Ontario Heritage Act.</p> <p style="text-align: right;">-2</p>  |         |     |   |     |   |     |   |    |   |    |   |    |   |    |  |

Figure amended by Amendment No. 27

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~~C) SURROUNDING  
EXTRACTIVE  
RESOURCE LAND  
USE FACTOR~~

~~The intent of this factor is to prevent land use conflicts between resource extraction activities and non-farm rural residential uses.~~

~~A proposal which is within 500 metres (1,640 feet) of one or more of the following situations:~~

~~a designated Quarry Area;~~

~~an identified Limestone Resource;~~

~~the licensed area of an identified licensed sand and gravel pit;~~

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~~an identified Primary or Secondary Sand and Gravel Resource Area;~~

~~or within 75 metres (246 feet) of:~~

~~an active Oil or Gas production well or compressor facility~~

~~will be assigned +5 points.~~

MEASUREMENT OF  
DISTANCE

~~Measurement will be taken along the straight line distance between any lot lines associated with the proposed non-farm rural residential development and:~~

~~the nearest point of the Quarry Area designation;~~

~~the nearest point of the Limestone Resource;~~

~~the nearest point of the licensed area within an identified licensed sand and gravel pit, as shown on the Operational Plan of the license;~~

~~the nearest point of the Sand and Gravel Resource Area;~~

~~the nearest active Oil or Gas production well or compressor facility.~~

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~~D) ACCESS TO  
MAJOR ROADS AND  
TRAFFIC SAFETY~~

~~The intent of this factor is to discourage access to relatively high speed roads in the interests of traffic safety and to facilitate the efficient movement of large volumes of traffic. The proposed rural residential lot/use shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction.~~

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The authority having jurisdiction over the road from which vehicular access is to be obtained shall be satisfied that there are no traffic safety concerns. A proposal on land with

New vehicle access to any County road or Provincial Highway shall not be permitted will be assigned +2 points for any new access proposed, unless an existing access is to be decommissioned to the satisfaction of the authority with jurisdiction over the road.

~~E) TRAFFIC  
SAFETY~~

~~The intent of this factor is to prevent traffic hazards by discouraging access onto roads where there is limited visibility.~~

~~A proposal on land adjacent to a road providing vehicle access that could create a traffic hazard because of limited sight line on curves or grades will be assigned +2 points unless the traffic hazard situation can be mitigated by moving the access, obtaining an easement from an adjacent parcel, using a shared driveway or by other means as identified by the authority having jurisdiction over the road.~~

~~F) SURPLUS FARM  
DWELLING~~

~~This factor recognizes that, in cases of farm consolidation, second or additional permanent dwellings legally existing at the time of adoption of this Official Plan may be considered to be surplus to the farm unit.~~

~~Where abutting farms are proposed to be legally consolidated to form one parcel, under identical ownership, a proposal to retain a habitable second or additional dwelling existing at the date of adoption of this Official Plan on December 13, 1995 will be assigned 2 points. Points will not be deducted where the farm consolidation results in the only farm dwelling being severed or retained as a separate lot.~~

~~G) HERITAGE~~

~~The intent of this factor is to~~ recognize and preserve heritage residential buildings in the agricultural areas of the County in accordance with the policies in Section 3.3.2.7.5 of this Plan.

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A proposals involving the creation or rezoning of a lot for non-farm residential purposes in accordance with the policies of this subsection will be encouraged where:

- ~~• the creation of a lot for a farm dwelling made surplus through a farm consolidation proposal; or~~
- ~~• the rezoning of industrial, commercial or institutional land for residential use which such lot contains a residential buildings or other built heritage resources structures that have been designated by an Area Municipality through its Local Architectural Conservation Advisory Committee pursuant to the Ontario Heritage Act; and~~
- ~~• the proposed severance or rezoning will allow the County and/or Area Municipality to implement requirements or measures to ensure that such designated built heritage resources will be conserved will be assigned -2 points.~~

### 3.1.5.4.6 — Step 4: General Policies

~~For proposals that have accumulated less than +12 points in the point system, the following criteria shall apply prior to a land-use decision. Land-use decisions for proposals which have accumulated less than +12 points shall be consistent with the goal and strategic approach for agriculture in the County and will comply with the policies of Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.~~

ENVIRONMENTAL  
PROTECTION  
AREAS

~~Land use decisions for non-farm rural residential proposals on lands within or adjacent to significant wildlife habitat, significant valleylands, significant woodlands, life science areas of significant natural and scientific interest or locally significant natural heritage features designated as Environmental Protection Area shall be subject to the outcome of an approved Environmental Impact Study as set out in Section 3.2.6.~~

~~Where lands proposed for non-farm rural residential *development* are adjacent to a Provincially Significant Wetland, Section 3.2.4.1 will apply in addition to Section 3.2.6.~~

~~Where lands proposed for non-farm rural residential *development* are adjacent to a watercourse identified as fish habitat, Section 3.2.4.2.3 will apply in addition to Section 3.2.6.~~

~~Where lands proposed for non-farm rural residential *development* are adjacent to significant portions of the habitat for threatened or endangered species, Section 3.2.6 will apply.~~

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~~Required Environmental Impact Studies for non-farm rural residential proposals are subject to the Environmental Impact Study interpretation policies of Section 3.2.6.3. Conditions for *development* of non-farm rural residential uses shall be imposed as recommended by the Environmental Impact Study.~~

~~AREAS WITHIN THE  
OPEN SPACE  
DESIGNATION~~

~~Proposals for non-farm rural residential *development* on lands contained within the Open Space designation must be assessed according to the criteria in Section 3.2.5, prior to a land use decision.~~

~~For proposals on lands contained partially within a flood plain, where a building envelope consistent with the requirements of the Zoning By-Law of the Area Municipality exists outside of the flood plain, Section 3.2.8.1 and 3.2.8.2 also apply.~~

~~Conditions for *development* of non-farm rural residential uses shall be imposed to satisfy the requirements of the Open Space designation.~~

~~AGRICULTURAL  
SEVERANCE  
POLICIES  
OTHER  
ENVIRONMENTAL  
OR CULTURAL  
RESOURCES~~

~~Any enlarged agricultural lot that would result from a proposal for non-farm rural residential *development* through farm consolidation shall comply with the policies of Section 3.1.4.4 pertaining to the consolidation of agricultural lots. Proposals for non-farm rural residential *development* shall be consistent with the provisions relating to environmental resources as established in Section 3.2.7.1, Locally Important Environmental Features, 3.2.7.3, Soil Preservation and 3.3.1, Heritage Resources.~~

~~OTHER  
APPLICABLE  
POLICIES  
ENVIRONMENTAL  
CONSTRAINTS~~

~~Proposals for non-farm rural residential *development* shall also comply with be subject to the policies of Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and all other applicable policies of this plan relating to Environmental Constraints as established in Section 3.2.8, and demonstrate that any identified constraints can be avoided.~~

~~HUMAN-MADE  
CONSTRAINTS~~

~~Proposals for non-farm rural residential *development* shall be subject to the policies relating to Human-made Constraints as established in Section 3.3.2, and demonstrate that any identified constraints can be avoided or adequately mitigated prior to approval.~~



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### ~~POLICIES FOR THE PROTECTION OF WATER QUALITY AND QUANTITY~~

~~Proposals for non-farm rural residential *development* shall comply with the policies of Section 3.2.7.2.3, Water Quality, as appropriate, and the requirements of the County and the Board of Health regarding the establishment of a potable water supply and on-site sewage facilities. Prior to *development* approval, applicants will be required to provide acceptable evidence that the proposed water supply is adequate and satisfies the Ontario Drinking Water Standards and that sewage can be acceptably attenuated on the proposed lot and will have no *negative effects* on wells located on adjacent and down-gradient properties.~~

### ~~MAXIMUM LOT SIZE~~

~~New or expanded non-farm rural residential lots will be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to create new or expanded lots for non-farm rural residential *development* will generally not exceed .8 hectares (two acres). Proposals seeking to sever parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate a private water supply or on-site sewage facilities, where the topography of the area has limitations for agriculture or where the proposed lots are physically isolated by natural features such as streams.~~

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### AGRICULTURAL STRUCTURES

The proposed non-farm rural residential lot shall not contain barns or other farm structures that are not suitable to be used as accessory structures to a residential use. Further, where a barn or other farm structure exists within the immediate vicinity of a non-farm rural residential lot to be created through a farm consolidation, the Land Division Committee shall generally require the demolition or formal conversion of such structure to ensure it cannot be used for the housing of livestock or poultry or storage/handling of manure in the future.

### CONDITIONS OF APPROVAL

The County Land Division Committee or Area Councils may impose conditions of approval or may restrict land uses pertaining to a non-farm rural residential *development* proposal in accordance with the policies of this Plan to ensure that all necessary works or facilities required to achieve conformity are incorporated into the *development*.

### ~~CONSENT vs PLAN OF SUBDIVISION~~

~~Applications proposing more than 5 lots, including the remnant parcel will be required to develop by Plan of Subdivision. All Plan of Subdivision applications affecting property in the designations permitting agricultural land uses will be evaluated using the policies and point system contained in this Section and the policies of Section 10.3.3.~~

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### 3.1.5.54.3 Step 1: Consents for Legal or Technical Reasons Easements, Rights-of-Way, Correction of Title and Boundary Adjustments

Consents for severance involving affecting lands used for agricultural or non-farm rural residential lands may be considered given for the following legal or technical reasons purposes:

- to create or alter any private easement or right-of-way;
- to correct or confirm valid title for an agricultural lot zoned for residential use which is currently recognized in the Zoning By-Law and which is was previously held in distinct and separate ownership but has since merged with an adjacent parcel;
- to make minor adjustments to the boundaries between abutting lots to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots; or
- to permit the severance conveyance of non-farm rural residential zoned lands, where they will be legally consolidated with an abutting to an adjacent farming agricultural lot operation to form one lot be held in one under identical ownership and rezoned to be used for agricultural farming purposes.

Consents granted for the above purposes shall not result in the creation of a new lot. Notwithstanding this restriction, a consent to allow for the re-establishment of a previously existing rural residential lot may be considered, provided that said lot was previously held in distinct and separate ownership but has since legally merged with an adjacent parcel and remained zoned for residential purposes in the Area Municipal Zoning By-Law.

Proposals which have the effect of adding agricultural land to an existing residentially zoned lot property will satisfy the policies relating to maximum lot size in Section 3.1.5.4.6.

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## 3.1.5.5 ~~Alternative and/or Renewable Energy Systems~~

### DESCRIPTION

~~In recognition of the emerging importance of the use of *alternative and/or renewable energy systems* and the economic and environmental benefits they may provide, the establishment of *alternative and/or renewable energy systems* within the Agricultural Reserve designation may be permitted in appropriate locations in accordance with the following policies.~~

### 3.1.5.5.1 ~~Small Scale Alternative and/or Renewable Energy Systems~~

### DEFINITION

~~Small scale *alternative and/or renewable energy systems* refer to smaller scale, non-commercial systems that are secondary to the principal use of the property. These systems are primarily intended to off-set or replace on-site energy consumption, but may also supply electricity to the grid.~~

~~For the purposes of implementation, small scale *alternative and/or renewable energy systems* which may be permitted in the Agricultural Reserve designation have been divided into two categories: small scale rural systems and on-farm systems.~~

~~The establishment of small scale rural and on-farm *alternative and/or renewable energy systems* in the Agricultural Reserve designation shall be in accordance with the following general and scale specific policies:~~

### GENERAL POLICIES

#### COMPATIBILITY

~~All small scale *alternative and/or renewable energy systems* shall be designed and constructed to be buffered and/or separated from *sensitive land uses* to prevent adverse effects and to minimize risk to public health and safety.~~

#### ENVIRONMENTAL POLICIES

~~All small scale *alternative and/or renewable energy systems* shall comply with the policies of Sections 3.2, Environmental Resource Policies, 3.3, Cultural Resource Policies, 3.4 Aggregate Extraction Policies and all other relevant policies of this Plan.~~

### SMALL SCALE RURAL SYSTEMS

~~Unless otherwise indicated, small scale rural *alternative and/or renewable energy systems* may be permitted as accessory to any permitted use within the Agricultural Reserve designation, provided that they:~~

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- are clearly secondary and ancillary to the principal use of the property;
- are located on or adjacent to existing on-site buildings, wherever possible; and
- do not create an adverse impact on surrounding land uses.

### TYPES OF SYSTEM PERMITTED

The types of small scale rural *alternative and/or renewable energy systems*, that may be permitted in accordance with the policies of this section, include:

- building mounted solar energy systems;
- ground installed solar energy systems that do not generally occupy more than 10% of the lot area, to a maximum of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>);
- biogas energy systems, which are accessory to a farm operation in an agricultural zone and use only agriculturally sourced input material originating from the farm upon which the system is located;
- biomass energy systems, used primarily for the heating of on-site buildings and structures, with a nameplate generating capacity not exceeding 250 kilowatts; and
- geothermal energy systems.

### MINIMUM DISTANCE SEPERATION FORMULA

Biogas energy systems involving an anaerobic digester and using manure as an input, shall be located in compliance with MDS II.

### ZONING

It is not intended that the full range of system types or the maximum system scale shall be permitted in every zone. Where deemed appropriate, Area Councils may permit small scale rural *alternative and/or renewable energy systems* in the implementing zoning category and, where permitted, shall include provisions to restrict the type and scale of such systems and ensure compliance with Provincial and Federal requirements. These provisions may include size and height limitations, minimum setbacks, location of buildings and structures, restriction on off-site inputs, maximum generation capacities, parking and access and any other controls necessary to limit the overall size and scale of such systems and associated off-site impacts.

Small scale *alternative and/or renewable energy systems* that do not comply with the specific requirements for such systems established in the Area Municipal Zoning By-Law, may be permitted through a site specific Zoning By-Law amendment, provided that the Area Council is satisfied that the use and scale would comply with the policies for small scale rural systems.

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### ~~SITE-PLAN APPROVAL~~

~~Small scale rural alternative and/or renewable energy systems may be placed under site plan control to address location of buildings, structures and facilities, parking and access, screening and buffering, stormwater management and drainage and any other identified site design considerations.~~

### ~~ON-FARM SYSTEMS~~

~~On farm alternative and/or renewable energy systems refer to small scale systems which are secondary to a farm and do not alter the principal use of the property for farming, but which exceed the scale permitted for small scale rural alternative and/or renewable energy systems.~~

~~The establishment of an on farm alternative and/or renewable energy system shall only be permitted through a site specific amendment to the Zoning By-Law of the Area Municipality, in accordance with the following policies:~~

### ~~TYPES OF SYSTEM PERMITTED~~

~~The types of on farm alternative and/or renewable energy systems that may be permitted include:~~

- ~~• ground installed solar energy systems that exceed the scale permitted for small scale rural systems, but do not exceed 10% of lot area, to a maximum of 1 ha (2.5 ac);~~
- ~~• on farm biogas energy systems, using exclusively agriculturally sourced input materials, but not all of which originate from the farm upon which the system is located;~~
- ~~• on farm mixed biogas energy systems, as regulated under the Nutrient Management Act, as amended; and~~
- ~~• on farm biomass energy systems having a nameplate generating capacity of less than 1 megawatt.~~

### ~~REVIEW CRITERIA~~

~~The establishment of an on farm alternative and/or renewable energy system shall satisfy the following criteria:~~

- ~~• the system shall be clearly secondary and ancillary to the farm operation. For the purposes of establishing an on farm system, the owner of the farm on which the system is located must reside on the property and must be actively involved in the farm operation;~~

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- ~~the total land area occupied by such systems shall not generally exceed 10% of the lot area, or 1 ha (2.5 ac), whichever is the lesser, and shall be limited to the minimum area necessary for the proper operation of the system; and~~
- ~~the operation of the system shall be undertaken as part of the farm operation and as such, all new buildings, structures or facilities used or constructed for the system shall generally be located in close proximity to the principal farm building complex.~~

### ~~SOLAR ENERGY SYSTEMS~~

~~Proposals for on-farm solar energy systems shall be required to demonstrate that there will be no adverse affects on sensitive land uses or concerns with public safety caused by reflection from the system.~~

### ~~BIOMASS ENERGY SYSTEMS~~

~~Proposals for on-farm biomass energy systems shall be required to submit a noise and emissions study to demonstrate that emissions from the proposed system, including, but not limited to noise, dust, odour, water, wastewater, storm drainage and solid waste disposal will not have an adverse effect on the environment or on sensitive land uses, and comply with all applicable Ministry of Environment requirements and guidelines, prior to approval.~~

### ~~MINIMUM DISTANCE SEPERATION FORMULA~~

~~Biogas energy systems involving an anaerobic digester and using manure as an input, shall be located in compliance with Minimum Distance Separation Formula II (MDS II).~~

### ~~EXISTING VACANT LOTS~~

~~The applicant shall be required to demonstrate that existing vacant lots, which do not form part of the lands subject to the application and are zoned to permit the construction of a sensitive land use, shall retain a suitable building envelope for such use without being subjected to adverse effects from the proposed system.~~

### ~~TRAFFIC~~

~~The proposal shall not create traffic hazards and the road infrastructure shall be capable of accommodating the traffic associated with the construction of the facility and its ongoing operation, in accordance with the requirements of the authority with jurisdiction over the road(s). Applicants may be required to submit a traffic impact study and/or haul route analysis to assist in this determination.~~

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### SERVICE LEVELS

~~If required, private water and on-site sewage facilities will be established in accordance with the requirements of the County and the Board of Health and the policies contained in Section 3.2, Environmental Resource Policies, relating to water quality and quantity, as appropriate.~~

### SUPPORTING STUDIES AND INFORMATION

~~Applications for new or expanded on-farm *alternative and/or renewable energy systems* shall be accompanied by planning and technical studies, reports and other supporting information deemed necessary to address the policies of this Plan and fulfill other information requirements of the County and/or Area Municipality. All studies and reports shall be prepared and signed by qualified professionals.~~

~~The nature and scope of the required studies, reports and supporting information shall be determined through pre-consultation with County and Area Municipal staff, staff from other review agencies and any other body or qualified individual, as deemed appropriate by the County and/or Area Municipality.~~

~~A third party review of any or all supporting studies, reports and information may be required at the request of the County and/or Area Municipality. Such a review will be undertaken by a qualified third party appointed by the County and/or Area Municipality. The supporting studies, reports and information and any required third party reviews will be at the expense of the applicant.~~

### ZONE PROVISIONS

~~Provisions to restrict the type and scale of on-farm systems and ensure compliance with Provincial and Federal requirements shall be established through the Area Municipal Zoning By-Law and/or through the site specific zoning by-law amendment. These provisions may include size and height limitations, minimum setbacks, location of buildings and structures, restriction on off-site inputs, maximum generation capacities, parking and access and other controls necessary to limit the overall size and scale of such systems and associated off-site impacts.~~

~~Area Council may require the addition of a Holding Provision (H) to the implementing Zoning By-Law Amendment, in accordance with Section 36 of the Planning Act, to require that matters such as registration of a site plan agreement, receipt of final Federal and Provincial Approvals and any other requirements of the Area Municipality, have been addressed prior to removal.~~

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### SITE PLAN APPROVAL

To ensure that the land area proposed for the system will be consistent with the requirements for the use, proposals shall be accompanied by a detailed site plan showing the location of all existing and proposed buildings and structures; wells and septic beds; areas for parking, storage and landscaping; points of access; and any other information deemed relevant to the proposal.

On-farm *alternative and/or renewable energy systems* shall be subject to site plan control to address those matters noted above and other site design considerations identified through the development review process.

### 3.1.5.5.2 Larger Scale Alternative and/or Renewable Energy Systems

### DESCRIPTION

*Alternative and/or renewable energy systems*, which exceed the size or scale permitted for small scale systems in Section 3.1.5.5.1, may only be permitted in the Agricultural Reserve designation in accordance with the policies of Section 3.1.5.5.3, Larger Scale Solar Energy Systems and Section 3.1.5.5.4, Larger Scale On-Farm Biogas Energy Systems, as well as the following general policies.

All other larger scale *alternative and/or renewable energy systems*, such as larger scale biomass and biofuel energy systems, will generally be directed to industrial areas within designated *settlements*, in accordance with the policies of Section 3.2.7.4.1 pertaining to larger scale *alternative and/or renewable energy systems*.

Proposals to permit larger scale *alternative and/or renewable systems* in the Agricultural Reserve designation, other than those permitted by the policies of this section, shall only be considered through an amendment to this Plan. Such an amendment shall be reviewed in accordance with the policies of Section 3.1.6., Official Plan Amendments in the Agricultural Reserve, and be supported by planning justification and technical studies required to address the policies of this Plan and any other anticipated land use compatibility issues, to the satisfaction of the County and Area Municipality.

### COMPATIBILITY

The system shall be designed and constructed to be buffered and/or separated from *sensitive land uses* to prevent adverse effects and to minimize risk to public health and safety.



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### *BELOW-GRADE INFRASTRUCTURE*

~~Whenever possible, new private on-site transmission and distribution facilities and electricity corridors shall be located below grade and otherwise comply with the infrastructure policies contained in Section 5.2 of this Plan.~~

### *PROXIMITY TO AIRPORTS*

~~The system shall not cause a potential aviation safety hazard and shall be sited and designed to the satisfaction of Transport Canada, NAV Canada and the airport authority. Applicants shall consult with operators of airports and aerodromes/airstrips in the vicinity to identify any additional aviation safety considerations, including Transport Canada and NAV Canada guidelines, and how they are to be addressed.~~

### *MANAGEMENT PLAN*

~~A management plan shall be submitted for the proposed project which provides detail on matters including, but not limited to, construction, traffic management, decommissioning and mechanisms for ensuring related securities are in place to cover the cost of decommissioning, emergency management, operational and complaint resolution protocols, certification and design standards and preventative maintenance.~~

~~The complaint resolution protocol required as part of the management plan shall establish complaint procedures for such potential issues as noise, stray voltage and shadow flicker and how such complaints would be addressed.~~

### *TRAFFIC*

~~The proposal shall not create traffic hazards and the road infrastructure shall be capable of accommodating the traffic associated with the construction of the facility and its ongoing operation, in accordance with the requirements of the authority with jurisdiction over the road(s).~~

### *ENVIRONMENTAL ASSESSMENT ACT*

~~To the extent possible, any requirements under the Ontario and/or Federal Environmental Assessment Acts shall be integrated with the planning approval process through:~~

- ~~• expanding the scope of documentation beyond that required under the Environmental Assessment Act(s) to include additional information required to assess the proposal under the Planning Act;~~
- ~~• coordinating public consultation and information requirements under both processes with the County and/or Area Municipality;~~

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- ~~deferring Planning Act approvals until such time as:~~
  - ~~i) A notice of completion has been issued under the Environmental Screening Process and the required public and agency review period has been completed; and~~
  - ~~ii) copies of all comments and any elevation requests received during the public and agency review period, under the Environmental Screening Process, have been provided to the County and/or Area Municipality, and they are satisfied that any identified planning issues have been appropriately addressed.~~
- ~~the addition of Holding Provisions to the implementing Zoning By-Law Amendment, in accordance with Section 36 of the Planning Act, to require that all final Federal and Provincial Approvals be obtained, prior to removal.~~

### ~~CUMULATIVE EFFECTS~~

~~Prior to establishing more than one alternative and/or renewable energy system on a property, the applicant shall be required to demonstrate that potential cumulative effects on adjacent properties, the surrounding areas and the County and Area Municipality have been considered and addressed.~~

### ~~EXISTING VACANT LOTS~~

~~The applicant shall be required to demonstrate that existing vacant lots, which do not form part of the lands subject to the application and are zoned to permit the construction of a sensitive land use, shall retain a suitable building envelope for such use without being subjected to adverse effects from the proposed system.~~

### ~~SERVICE LEVELS~~

~~If required, private water and on-site sewage facilities for larger scale alternative and/or renewable energy systems will be established in accordance with the requirements of the County and the Board of Health and the policies contained in Section 3.2, Environmental Resource Policies, relating to water quality and quantity, as appropriate.~~

~~Proposed uses that meet the requirements of Section 34 of the Ontario Water Resources Act are required to obtain a "Permit to Take Water" from the Ministry of the Environment.~~

### ~~ENVIRONMENTAL POLICIES~~

~~The system shall comply with the policies of Sections 3.2, Environmental Resource Policies, 3.3, Cultural Resource Policies, 3.4, Aggregate Extraction Policies and all other relevant policies of this Plan.~~

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### SUPPORTING STUDIES AND INFORMATION

~~Applications for new or expanded larger scale alternative and/or renewable energy systems shall be accompanied by planning and technical studies, reports and other supporting information deemed necessary to address the policies of this Plan and fulfill other information requirements of the County and/or Area Municipality. All studies and reports shall be prepared and signed by qualified professionals.~~

~~The studies, reports and supporting information required and the nature and scope of such studies, reports and information shall be determined through pre-consultation with the County and Area Municipality, Provincial Ministries, Conservation Authority and any relevant agencies or public bodies.~~

~~A third party review of any or all supporting studies, reports and other information may be required at the request of the County and/or Area Municipality. Such a review will be undertaken by a qualified third party appointed by the County and/or Area Municipality. The supporting studies and any required third party reviews will be at the expense of the applicant.~~

### ZONING PROVISIONS

~~Setbacks from road allowances, lot lines, buildings and structures, maximum height provisions and any other provisions necessary to ensure compliance with Provincial and Federal Requirements and to control on and off-site adverse effects shall be established in the Area Zoning By-Law and/or incorporated into the site specific Zoning By-Law Amendment.~~

~~Area Council may require the addition of a Holding Provision (H) to the implementing Zoning By-Law Amendment, in accordance with Section 36 of the Planning Act, to require that matters such as registration of a site plan agreement, receipt of final Federal and Provincial Approvals and any other requirements of the Area Municipality, have been addressed prior to removal.~~

### SITE-PLANNING

~~Site plan control shall be required to ensure larger scale energy systems are sited to minimize disruption to agricultural land and potential off-site adverse affects on surrounding land uses and to address the location of buildings, structures and facilities, parking and access, screening and buffering, lighting, stormwater management and drainage and any other identified site design considerations or mitigation measures.~~

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~~AGREEMENTS  
UNDER THE  
MUNICIPAL ACT  
AND OTHER  
LEGISLATION~~

~~In addition to any approvals and agreements that may be required under the Planning Act, County Council and/or Area Council may also require the owner/applicant to enter into agreements under the Municipal Act, or other applicable legislation, in order to provide amenities, securities and/or assurances to the municipality that are deemed necessary to address any issues and/or required mitigation measures identified through the development review process.~~

### ~~3.1.5.5.3 — Larger Scale Solar Energy Systems~~

~~DESCRIPTION~~

~~Larger scale solar energy systems generally refer to systems with ground installed facilities that occupy more than 1.0 ha (2.5 ac) of land.~~

~~Area Councils may permit the establishment of larger scale solar energy systems within the Agricultural Reserve designation through a site specific amendment to the Area Zoning By-Law, provided the following policies have been addressed.~~

~~GENERAL  
POLICIES~~

~~Larger scale solar energy systems shall comply with the general policies for larger scale alternative and/or renewable energy systems contained in Section 3.1.5.5.2, in addition to the system specific policies of this Section.~~

~~PROXIMITY TO  
SETTLEMENTS~~

~~Proposals located in proximity to a Serviced Village or Large Urban Centre identified on Schedule C-3 of the Official Plan shall demonstrate that the proposed location of the system will not negatively impact the potential for future settlement expansions which may be required to accommodate projected growth during the planning period.~~

~~NOISE STUDY~~

~~Proposals shall be required to demonstrate compliance with Ministry of the Environment noise requirements for any transformers or other equipment, notwithstanding any exemptions from the Ministry of the Environment Certificate of Approval requirements which may be provided for agricultural or residential uses.~~

~~AGRICULTURAL  
IMPACT  
ASSESSMENT~~

~~An agricultural impact assessment shall be required to demonstrate that:~~

- ~~• the subject lands do not comprise a specialty crop area;~~
- ~~• there are no reasonable alternatives which avoid prime agricultural areas;~~

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- ~~• there are no reasonable alternative locations on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past development;~~
- ~~• the amount of agricultural land required for the system has been minimized to the extent possible; and~~
- ~~• the proposed location, siting, design and construction of the system minimizes potential disruption to agricultural lands and uses, normal farm practices and any other agricultural considerations, to the extent possible.~~

### REFLECTION STUDY

~~Applicants shall submit a reflection study to demonstrate that there will be no adverse effects on sensitive land uses and that public safety will not be compromised.~~

### 3.1.5.5.4 Larger Scale On-Farm Biogas Energy Systems

### DESCRIPTION

~~Larger scale on-farm biogas energy systems refer to on-farm biogas systems utilizing a minimum of 50 percent, by volume, of agriculturally sourced input materials, and exceeding the size or scale requirements for on-farm biogas energy systems permitted in Section 3.1.5.5.1, but with a nameplate generating capacity of less than 5 megawatts.~~

~~Given that such systems are associated with a farm operation and require a location in close proximity to agricultural operations, Area Councils may permit the establishment of such systems within the Agricultural Reserve designation through a site specific amendment to the Area Zoning By-Law, provided the following policies have been addressed.~~

### GENERAL POLICIES

~~Larger scale on-farm biogas energy systems shall comply with the general policies for larger scale alternative and/or renewable energy systems contained in Section 3.1.5.5.2, in addition to the system specific policies of this Section.~~

### MINIMUM DISTANCE SEPERATION FORMULA AND NUTRIENT MANAGEMENT

~~Larger scale on-farm biogas energy systems shall be required to locate in conformity with Minimum Distance Separation Formula II, where manure is used as an input, and comply with all applicable requirements of the Nutrient Management Act, as amended.~~

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ADVERSE EFFECTS

~~Proposals for larger scale on-farm biogas energy systems shall be required to demonstrate that emissions from the proposed system, including, but not limited to noise, dust, odour, water, wastewater, storm drainage and solid waste disposal will not have an adverse effect on the environment or on sensitive land uses, and comply with all applicable Ministry of Environment requirements and guidelines, prior to approval.~~

### **3.1.6 Official Plan Amendments for Non-Agricultural Uses and Settlement Expansions in the Agricultural Reserve**

REVIEW CRITERIA

~~Proposals to amend the Official Plan to permit the establishment of new non-agricultural uses in a prime agricultural area the Agricultural Reserve designation or the expansion of a settlement will only be considered through an Official Plan amendment in accordance withing to the following requirements. Such proposals shall prepare and submit planning and technical studies addressing these requirements. Settlement expansions shall only be considered through a comprehensive review.~~

For new non-agricultural uses, the proposal shall state the specific use and contain a detailed site plan showing the location of buildings and structures, individual on-site water and/or sewage services~~private water and sanitary services~~, areas for parking, storage and landscaping, lot grading and drainage, road access and any other information deemed to be relevant to the proposal.

JUSTIFICATION ANALYSIS

~~Compelling evidence is provided to demonstrate, to the satisfaction of the County and Area Municipality, exists that the proposed non-agricultural use development cannot should be located within outside of a designated settlement or on an existing, properly zoned lot located outside of a settlement, Open Space designation or that the proposed expansionension of the settlement is justified. In determining whether a proposed settlement expansion is justified, this regard the following considerations will be addressed:~~

- there is a demonstrated need within the planning period for additional land to be removed from agricultural production and re-designated, given the nature and capacity of undeveloped land use designations within nearby ~~designated settlements~~ or within other land use designations;

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- the nature of the proposal and whether the use requires special locational requirements or physical features that are only available in *prime agricultural areas*;
- the amount of land proposed for the new *development* ~~is will be the minimum required for consistent with the requirements of the immediate needs of the~~ proposed use;
- the amount of land proposed for ~~a settlement expansion~~ ~~is will be the minimum required for consistent with the requirements of the immediate needs of the~~ ~~proposed use~~ is justified considering population, household and ~~employment labour force~~ ~~projections for the Area Municipality and land use density factors for the planning period of this Plan, including opportunities for intensification and redevelopment.~~

AMENDMENT No. 27

- any land proposed for the ~~settlement expansion~~ ~~is will be the minimum required for consistent with the requirements of the immediate needs of the~~ ~~proposed use~~ is a logical expansion of the *settlement*.

AMENDMENT No. 27

- the long-term suitability and feasibility of the proposed site for ~~municipal centralized waste water and/or water supply facilities~~ or private water and private septic systems is demonstrated to the satisfaction of the County and the Board of Health. Proposed uses on private services that meet the requirements of Section 34 of the Ontario Water Resources Act are required to obtain a Permit to Take Water from the Ministry of the Environment.

AMENDMENT No. 27

### SERVICING IMPLICATIONS

The level of servicing planned or available for the proposed *development* or *settlement* expansion is consistent with the servicing hierarchy established in Section 5.5.3 of this Plan for ~~municipal centralized waste water and/or water supply facilities~~. *Infrastructure and public services* which are planned or available are suitable for the ~~proposed development or settlement~~ expansion over the long term and protect public health and safety.

AMENDMENT No. 27

Uses proposing ~~accommodation for~~ more than two *residential dwelling* units will require connection to a ~~municipal centralized waste water services and municipal water supply services~~ facility in accordance with County criteria. Individual ~~on-site water supply services and/or individual on-site sewage services~~ ~~septic tanks and wells~~ will not be permitted.

AMENDMENT No. 27

### AGRICULTURAL IMPACT

To assess agricultural impact, new non-agricultural uses and *settlement* expansion proposals in *prime agricultural areas* shall demonstrate that:

AMENDMENT No. 27

- the lands do not comprise *specialty crop areas*;

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- there are no reasonable alternatives which avoid *prime agricultural areas*;
- there are no reasonable alternatives on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past *development*;
- MDS I is satisfied;
- Impacts from the new use or *settlement* expansion on nearby agricultural operations and lands are avoided, or mitigated to the extent feasible.

### TRAFFIC

The proposed new use or *settlement* expansion shall not create traffic hazards and the road infrastructure shall be capable of accommodating the new use or expansion, in accordance with the requirements of the authority with jurisdiction over the road(s).

### OTHER APPLICABLE POLICIES ENVIRONMENT

The proposal is consistent with the policies of Section 3.2, Environmental Resource Policies, Section 3.3, and Cultural Heritage Policies of Section 3.3, Section 3.4, Resource Extraction Policies and all other applicable policies of this plan.

### MINERAL AND PETROLEUM RESOURCES

~~The proposal will not conflict with the policies of Section 3.4, Resource Extraction Policies.~~

### GROWTH MANAGEMENT

For proposals for *settlement* expansion, the proposal shall be consistent with the policies of Chapter 4, Growth Management Policies, including the requirement to undertake secondary planning and servicing strategies in accordance with 4.2.2.4.1 and 4.2.2.6.1.

### POLICY IMPLICATIONS

The proposal is acceptable regarding the ability to achieve the Goal for Agricultural Policies as set out in Section 3.1.1, the precedent to be established for other sites within the County and the ability to implement planned land uses in the vicinity.

### 3.1.7 Special Agricultural Policies

The following site specific policies apply in addition to the relevant policies of Section 3.1. These policies provide more specific direction for the development of each site.



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## 3.0

**DRAFT Natural and Cultural Resource Management Policies**

## INTRODUCTION

**3.2 Environmental Resource Policies**

Nearly two centuries of agricultural settlement and urban development have introduced environmental change to Oxford County that has been both significant and swift in ecological terms. During this period, ~~forest-woodland~~ cover has been reduced from 75 percent to just over 132 percent of the County land base, while 75 percent of the original *wetlands* have been drained. Not unlike other areas of southwestern Ontario, ~~These~~ changes have transformed the natural environment of Oxford County into a patchwork of progressively smaller and increasingly isolated natural area remnants. ~~These changes are not particular to Oxford County, but are indicative of landscape change over this period throughout southwestern Ontario.~~ These changes, while providing many economic benefits, have also served to further increase demonstrate the value of the remaining woodlands, and wetlands and other natural features and areas in maintaining a healthy environment and a desirable quality of life.

~~The~~ Environmental policies in this Plan not only recognize the value of the County's remaining remnant natural heritage features and areas and provide for their basic protection but also build on the concept of a support the maintenance, restoration and, where possible, improvement of the broader Natural Heritage System of linked natural areas through a series of corridors. ~~The Natural Heritage System is considered an integral part of the social and economic systems in the County. The policies of this Plan promote development that, wherever possible will enhance, not deteriorate, the ecological and social systems on which people depend.~~

The environmental policies of this plan also strive to achieve broader environmental goals such as protectingmaintaining water quality and quantity, resource and energy conservation, soil preservation, improved air quality, mitigating impacts from climate change, natural areas preservation, and in order to createcreating healthy and sustainable, high-quality living environments. To achieve these goals, the policies of this Section are intended to be applied to all land use decisions in the County of Oxford.

**3.2.1 Strategic Approach**

OVERVIEW

The County's strategic approach to environmental management is based on three major policy initiatives illustrated in Figure 4. The first initiative identifies the components of the County's Natural Heritage System, consisting primarily of the Environmental Protection Area and Open Space designations Other Natural Heritage System Components. The incorporation of Plan sets out appropriate nNatural hHeritage objectives and policies to ensure provide a comprehensive, integrated and long term approach perspective on the conservation to the protection of natural features and areas and maintaining, restoring or, where possible, improving of the diversity and connectivity of natural features in an area and the long-term ecological function and biodiversity of the natural heritage system environment in Oxford County.

The second initiative consists of general environmental resource protection and management policies that create provide for opportunities for environmental protection and enhancement of the broader natural environment and seek to minimize the adverse effects of development. Where possible, Tthese policies seek to protect, improve or restore the quality and quantity of surface and ground water, protect soil resources and support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through appropriate development and land use patterns and conditions of development. In addition, the policies seek to achieve a net improvement to environmental quality as a result of development and land use. These policies pertain to such resources as surface and ground water, soils, energy, wildlife habitat and natural features that may not be within the designated Environmental Protection or Open Space areas.

The third initiative focuses on environmental constraints and establishes policies to alleviate natural hazards to public health and safety. Environmental constraint areas of high risk are identified and appropriate development standards are established for those areas.

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## 3.2.2 Goals for Environmental Resource Policies

### COMPREHENSIVE GOAL

County Council shall adopt a comprehensive, integrated approach to environmental management in order to protect and, where possible, improve the quality of the natural environment through the land use planning process. This approach shall consider the ways in which human and natural systems interact, and result in *development* which enhances the ecological and social systems on which humans depend.

### SPECIFIC GOALS

County Council and the Area Councils will strive to:

#### IDENTIFY AND PROTECT NATURAL HERITAGE SYSTEM AND FEATURES

Identify the *natural heritage system* and component natural features and areas in this Plan and establish policies and other regulatory and non-regulatory measures to protect natural features and areas for the long-term and maintain, restore, or where possible, improve the diversity and connectivity of natural features in an area and the long-term *ecological function* and biodiversity of the *natural heritage system*.

#### DEVELOPMENT AND SITE ALTERATION

Ensure that *development* and *site alteration* will not have a *negative impact* on *significant natural heritage features and areas* and their *ecological functions* and will avoid or, where avoidance is not feasible, minimize *negative impacts* on the broader *natural heritage system*.

#### NET ENVIRONMENTAL GAIN

Achieve *net environmental gain* through the protection and conservation of existing natural features and areas, the maintenance, restoration and, where possible, improvement of existing the *natural heritage system*, component natural features and areas and associated *ecological functions*, and the creation of new environmental features and natural linkages, wherever possible.

#### IDENTIFY AND PROTECT SIGNIFICANT NATURAL AREAS

~~Preserve and protect lands and water identified by the Province, County and Area Municipalities as *significant natural heritage features and areas* by designating such features as Environmental Protection Areas on the Land Use Schedules.~~

#### DEVELOP THE NATURAL HERITAGE SYSTEM

~~Ensure the viability of protected natural areas through the *development* of the *Natural Heritage System* by linking environmentally protected areas and open spaces via a series of natural or open space corridors.~~

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~~ENCOURAGE  
NATURALIZATION  
AND MAINTENANCE  
OF ECOLOGICAL  
FUNCTIONS~~

~~Encourage naturalization or the re-establishment of native indigenous vegetation, self-sustaining ecological processes, and biodiversity throughout the *Natural Heritage System* in order to maintain *ecological functions*.~~

~~IMPROVE  
LINKAGES AND  
INTEGRATION  
WITH OTHER  
SYSTEMS~~

~~Improve the natural linkages between and among the natural features and areas and open space areas comprising the *Natural Heritage System* and integrate the *County's Natural Heritage System* with broader regional systems performing a similar function, such as through such means as development review and approval conditions, watershed planning and use of non-regulatory measures.~~

~~NON-REGULATORY  
NATURAL  
HERITAGE SYSTEM  
PROTECTION  
MEASURES~~

~~Encourage and promote additional non-regulatory measures to assist in protecting, maintaining, restoring and, where possible, improving enhancing the connectivity, biodiversity and ecological function of *Natural Heritage System*, increasing the County's total natural cover and achieving the other environmental goals of Section 3.2.~~

~~ENVIRONMENTAL  
IMPACT  
ASSESSMENT~~

~~Ensure minimization or prevention of *negative impacts* on environmental features by prohibiting incompatible *development* and, where appropriate, requiring an Environmental Impact Study prior to *development*, and implementing necessary mitigation measures as a condition of *development*.~~

~~PRESERVATION  
OF TREES AND  
INCREASE  
NATURAL COVER~~

~~Take a comprehensive approach to tree and *woodland* preservation, restoration and enhancement within the County by employing incorporating a range of regulatory and non-regulatory measures, including the implementation of Woodlands Conservation By-Law(s) and incentive programs, to maintain and, wherever possible, increase the amount and quality of woodlandforest and other natural cover within the County.~~

~~ENVIRONMENTAL  
MONITORING AND  
REPORTING~~

~~Work with the Province, Conservation Authorities and other environmental agencies to establish a baseline measurement and report on the state of the County's environment based on representative indicators of the quality of the air, land, water and biotic components of the County ecosystem and periodically report on changes in environmental quality as measured by such indicators.~~

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WATER QUALITY  
AND  
QUANTITY GROUND  
WATER  
PROTECTION

~~Identify wellhead protection areas for municipal wells and highly vulnerable aquifers and provide for the protection and conservation of groundwater resources to secure a long term potable water supply for County residents and industry. Protect, improve or restore the quality and quantity of water in the County by identifying designated vulnerable areas and important surface water features and ensuring that any development and site alteration will minimize potential negative impacts, protect municipal drinking water supplies and designated vulnerable areas; maintain linkages and related functions among groundwater features, hydrolic functions, natural heritage features and areas and surface water features and protect, improve or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrolic functions.~~

SURFACE WATER  
PROTECTION

~~Identify important surface water features and provide for the protection and conservation of surface water resources to secure long term hydrologic stability and healthy aquatic habitat.~~

SOIL  
PRESERVATION

Conserve the soil resources of the County, in particular the peat and top soil resources, through such means as regulating the removal of soil resources and the nature, timing and extent of site grading, particularly during construction, and ensuring appropriate rehabilitation occurs.

ENERGY  
EFFICIENCY

Promote land use and development patterns that support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation. Reduce the stresses placed on the environment by managing consumption of resources through energy efficient planning and design.

FACILITATE SAFE  
AND HEALTHY  
CONDITIONS

~~Facilitate a safe and healthy environment by identifying various natural and human-made hazards and applying land use restrictions or, where appropriate, requiring effective mitigating measures as a requirement of development.~~

# County of Oxford Official Plan

## **3.2.3 Natural Heritage System**

### DESCRIPTION AND PURPOSE

The *Natural Heritage System* is the unifying concept for the conservation of the natural environment in Oxford County ~~and represents a conceptual image or vision of a county-wide green network.~~ This system approach is based on the understanding that natural area remnants, once part of a continuous natural landscape, should be linked in order to facilitate species movement, the maintain ecological exchanges, and support biodiversity and, which ensure their long-term maintenance, restore and, where possible, improve enhancement the natural environment.

The *Natural Heritage System* concept provides a long-term planning framework for focusing and co-ordinating environmental conservation in Oxford County. Such conservation efforts will provide ecological, aesthetic, educational, economic, recreational and health benefits to County residents.

### OBJECTIVES

#### IDENTIFICATION OF BUILD-TO-DEVELOP THE NATURAL HERITAGE SYSTEM

To identify develop the County's nNatural hHeritage sSystem and component natural features and areas in the Official Plan and continue to identify natural heritage features and areas and other natural heritage system components Oxford County on an on-going continuous basis through updated Provincial feature data, the use of special studies and the conditions on development review process to identify and designate additional significant natural heritage features and areas and open space areas.

#### PROTECT, MAINTAIN, RESTORE OR AND IMPROVE ENHANCE

To protect and enhance the natural features and areas for the long-term and maintain, restore, or where possible, improve the diversity and connectivity of natural features in the County and the long-term ecological function and biodiversity of comprising the nNatural hHeritage sSystem through the development review process and the application of various other regulatory and non-regulatory measures by prohibiting incompatible development, controlling the environmental effects of development, and in relation to fisheries, ensuring that, wherever possible, development or site alteration results in a net environmental gain to the County.

#### SIGNIFICANT WETLANDS, FISH HABITAT AND HABITAT OF ENDANGERED AND THREATENED SPECIES

To ensure development and/or site alteration is not permitted within significant wetlands and is in accordance with federal and provincial requirements for fish habitat and habitat of endangered and threatened species.

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### DEVELOPMENT REVIEW

To ensure that development and site alteration will not have a negative impact on significant natural features and areas, will avoid or, where avoidance is not possible, acceptably mitigate negative impacts on other components of the natural heritage system, and where possible, will result in a net environmental gain.

This objective is to be achieved primarily through the prohibition of incompatible development and Environmental Impact Study requirements for proposed development and/or site alteration for permitted uses within, or on adjacent lands to, such features and areas.

### EXPANDING AND IMPROVING THE NATURAL HERITAGE SYSTEM

Where possible, expand and/or improve the areal extent, ecological function, biodiversity and connectivity of the County's natural heritage system and component natural features and areas and increase and/or improve wildlife habitat and overall natural cover, while recognizing the intensive agricultural landscape and need to ensure efficient and sustainable use of land within settlements.

This objective is to be achieved primarily through the development review process for new and expanded settlements and other non-agricultural uses and through various County supported stewardship initiatives.

### ENCOURAGE NATURALIZATION AND SUPPORT ECOLOGICAL FUNCTIONS

Encourage naturalization or the re-establishment of native indigenous vegetation, self-sustaining ecological processes, and biodiversity throughout the Natural Heritage System in order to maintain, restore and, where possible, improve ecological functions.

### IMPROVE LINKAGES AND INTEGRATION

Improve the natural linkages between and among the natural features and areas comprising the Natural Heritage System and integrate the County's Natural Heritage System with broader regional systems performing a similar function, through such means as development review and approval conditions and watershed planning.

To promote a system of connected natural features and areas by linking features of the Natural Heritage System through natural corridors

**3.2.3.1 Natural Heritage System Components – Identifying and Building the Natural Heritage System**

~~The primary means of identifying and protecting the known components of the County's – Natural Heritage System are identified on Schedule C-1, Natural Heritage System Plan and Sub-Schedule C-1-A, Natural Heritage Features and Areas Plan, with the majority of the natural features and areas that comprise the system also identified as Environmental Protection Area on the Land Use Plan Schedules, through the incorporation of such lands in the following land use designations:~~

~~This Plan establishes policies for the overall Natural Heritage System, as well as more specific policies for each of the Natural Heritage System components. The component specific policies are set out in Sections 3.2.3.3, Environmental Protection Area and 3.2.3.4, Other Natural Heritage System Components.~~

~~Identification of Environmental Protection Area the Natural Heritage System and components does not imply an intention on the part of the County to acquire such lands, nor to make such areas accessible to the public at large.~~

~~The Environmental Protection Area designation contains those lands which perform important *ecological functions* and/or protect biological diversity and life supporting systems that would be lost or degraded if such areas were altered. The priority within this policy area is to preserve and enhance important environmental areas and features while protecting them from land use impacts that would detrimentally alter their size and physical form, impair their ecological, hydrologic or hydrogeologic functions or degrade their quality.~~

~~The location of designated Environmental Protection Areas, for which data are available, is generally shown on the Land Use Schedules and the Environmental Features Schedule C-1. Environmental Protection Areas include the following *significant natural heritage features and areas*:~~



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- ~~Significant wetlands,~~
- ~~Significant habitat of endangered species or threatened species and other significant wildlife habitat,~~
- ~~fish habitat,~~
- ~~significant valleylands,~~
- ~~significant woodlands,~~
- ~~significant life science areas of natural and scientific interest.~~

~~The Environmental Protection designation also applies to locally significant natural heritage features. For the purposes of this Plan, the term significant has the same meaning as in the Provincial Policy Statement, 2005.~~

~~Policies applying to Environmental Protection Areas are outlined in Section 3.2.4.~~

~~Identification of Environmental Protection Areas does not imply an intention on the part of the County to acquire such lands nor to make such areas accessible to the public at large. Environmental Protection Area boundaries are general in nature. The interpretation of their actual delineation will be consistent with Section 1.5.~~

### OPEN SPACE DESIGNATION

~~The Open Space designation recognizes the role of hazard, conservation and public and private recreational lands in maintaining environmental quality within the County. The priorities in this policy area are to:~~

- ~~minimize hazards to human health or safety;~~
- ~~minimize property damage;~~
- ~~provide linkages connecting the Natural Heritage System; and~~
- ~~to provide opportunities for both private and public recreation.~~

~~The location of designated Open Space Areas, for which data are available, is shown on the Land Use Schedules and on the Environmental Features Schedule C-1. Open Space Areas include:~~

- ~~Regulatory Flood Plains and Floodways where Two Zone Flood Plain policies apply,~~
- ~~Conservation Authority lands and other public lands,~~
- ~~Earth Science Areas of Natural and Scientific Interest, and~~
- ~~Parks, pathways and recreation areas.~~

~~Policies applying to Open Space Areas are outlined in Section 3.2.5.~~

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~~Identification of Open Space areas in this Plan does not imply an intention on the part of the County to acquire such lands nor to make such areas accessible to the public at large.~~

### ~~3.2.3.2~~ *~~Building the Natural Heritage System~~*

**BUILDING INTENT  
TO ADD TO THE  
NATURAL  
HERITAGE SYSTEM**

It is the intent of the County ~~of Oxford~~ to continue to identify ~~designate~~ additional lands as Natural Heritage System, Environmental Protection Areas, and Open Space areas and Other Natural Heritage System Components in the Official Plan by means of amendments as new environmental data and information become available through the *development* process or ~~by~~ special studies.

The Natural Heritage System Plan Schedule C-1 and sub-schedule C-1-A and the Land Use Schedules will be amended as these features are identified.

~~In particular, for the purposes of implementing Provincial policy, the County will co-ordinate the completion of a study or studies in cooperation with the Area Municipalities, the Province, and the Conservation Authorities with jurisdiction to:~~

~~Establish appropriate definitions and to identify significant woodlands, significant wildlife habitat and significant valleylands for which data are not yet available; and~~

~~adopt policies and revisions to Schedule C-1 and/or other mapping to be included by amendment to the Official Plan to provide appropriate conservation, protection and enhancement of such areas.~~

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Notwithstanding the policy above, ~~the Schedule C-1, Natural Heritage System Plan, and associated sub-schedules, Schedule C-2 Environmental Features Schedule C-1, the Natural and Man-Made Hazards Development Constraints Plan, Schedule, C-2 and the Land Use Schedules can be modified to identify the following areas additional Open Space lands without amendment to this Plan, where they consist of:~~

- ~~• Regulatory Flood Plain,~~
- ~~• Floodways where Two Zone Flood Plain policies apply,~~
- ~~• Natural Hazards, including regulatory flood plains, floodways, erosion hazard areas, unstable soils and areas regulated under the Conservation Authorities Act;~~
- Lands owned or operated by the Crown, Province, Municipality or Conservation Authority for conservation, hazard protection or other open space purposes; lands and
- other public open space lands, including municipal parks, and pathways and stormwater management facilities.

### REFINEMENTS TO NATURAL HERITAGE SYSTEM BOUNDARIES

Minor refinements to the boundaries of the Natural Heritage System and component natural features and areas, as shown on Schedule C-1, C-1-A and the Land Use Plan Schedules, may be undertaken without an amendment to this Plan where an Environmental Impact Study or other appropriate study (e.g. sub-watershed or secondary planning) approved by the County and/or Area Municipality, has confirmed the presence and boundaries of the features and areas at the site level.

### NOTIFICATION

All Where deemed necessary and/or appropriate, the County, in consultation with the affected Area Municipality, may consider an enhanced public notification process for an Official Plan amendment proposing to identify new landowners affected by additional Environmental Protection Areas will be individually notified as part of any Official Plan amendment process.

### **3.2.3.23 Natural Heritage System Implementation Measures**

### DESCRIPTION

A number of regulatory and non-regulatory implementation measures are identified in this Plan to assist the County in achieving for the preservation and protection of the various Natural Heritage System objectives set out in this Plan. Such measures shall be used as a guide in the expansion of the *Natural Heritage System* and applied as well as during the *development* review process, where applicable.

Some of the key implementation measures are as follows:

## County of Oxford Official Plan

ENVIRONMENTAL  
IMPACT AND NET  
ENVIRONMENTAL  
GAIN

The policies of this plan shall prohibit incompatible development within significant wetlands and other Environmental Protection Areas.

Further, where indicated in this Plan, an Environmental Impact Study shall be required to evaluate the impacts of development or site alteration within, or on adjacent lands to, Environmental Protection Areas and other components of the Natural Heritage System and to identify measures to ensure any potential negative impacts are avoided, or acceptably mitigated, as applicable.

Environmental Impact studies shall also identify measures necessary to maintain, restore and, where possible, improve the diversity and connectivity of natural features in the County and the long-term ecological function and biodiversity the Natural Heritage System and its components and tTo ensure achieve a net environmental gain is achieved, where possible, the County and Area Municipalities will first seek to avoid development or site alteration, including mineral resource extraction, that permanently impairs significant natural heritage features and areas. Such measures may include, but are not limited to, identifying, establishing, expanding, restoring and/or improving natural features and areas, vegetative buffers, wildlife habitat and natural heritage system linkages and providing for their long term protection.

Any permitted development and/or site alteration approval on lands within or adjacent to the Environmental Protection designation shall be conditional upon implementation of any enhancement, and remediation or other measures as determined by an Environmental Impact Study and associated review, undertaken in accordance with the policies of Section 3.2.3.56.

An Environmental Impact Study may be required for development proposed within the Open Space designation.

BEST  
MANAGEMENT  
PRACTICES

All development or site alteration occurring within the County of Oxford within or adjacent to the natural features and areas comprisingforming the Natural Heritage System shall minimize and, where possible, prevent negative effects associated with development by incorporating best management practices for stormwater management, erosion and sedimentation controls, tree-saving plans and other such site design and servicing measures.

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### CREATE COUNTY NATURAL HERITAGE LAND SECUREMENT OPTIONS TRUST

The County shall investigate the potential role of conservation easements, land trusts and other long term natural heritage land securement options in the protecting and preserving the County's natural areas for the long term, including the ~~The County shall investigate the feasibility of establishing a County Conservation Land Trust for the acceptance of monetary and/or land gifts for the purposes of conservation of the natural environment and/or protection of groundwater. Where such a Land Trust is established, it will be administered by County Council or a non-profit corporation established by County Council.~~

### ENHANCE PUBLIC LANDS

Public ownership of natural areas is one of the most effective~~best~~ means of environmental protection. In recognition of this, all publically owned lands acquired established for conservation purposes ~~that are held in public ownership shall be identified designated~~ as either Environmental Protection or Open Space and, where appropriate, included as part of the Natural Heritage System Areas in this Plan, as appropriate. Management policies and plans shall be developed by the County to preserve and enhance the ecological diversity and functionality of County-owned conservation lands.

### OTHER NON- REGULATORY MEASURES

The County will continue to investigate and implement various non-regulatory measures, where deemed appropriate, to assist in maintaining, restoring and, where possible, improving the Natural Heritage System. Such measures may include, but are not necessarily limited to:

- Incentive programs targeted to landowners who establish, restore and/or improve natural features and areas on their lands (e.g. Clean Water Program);
- Natural heritage education, communication and awareness programs;
- Developing and promoting management strategies and best management practices (e.g. interim meadowlands, maintenance of man-made ponds) and other voluntary conservation efforts;
- Natural heritage stewardship recognition programs; and
- Promoting local tourism opportunities related to enjoyment of the natural environment (e.g. hiking, bird watching, paddling and fishing)

## County of Oxford Official Plan

### WOODLANDS CONSERVATION BY-LAW

The County shall maintain and enforce a Woodland Conservation By-Law to regulate the harvesting, destruction or injuring of trees. The County and shall periodically review the County Woodland Conservation By-law to ensure that it reflects the current understanding of responsible and good forestry management practices and environmental stewardship of woodland areas and contains adequate provisions for its enforcement.

Area Municipalities shall be encouraged to consider enacting, or delegating to the County the authority to enact, Woodland Conservation By-laws to regulate the harvesting, destruction or injuring of trees in woodlands less than 1 ha (2.47 acres) in area.

### PUBLIC USES AND UTILITIES

Where public *infrastructure and utilities are is* proposed, County Council and Area Councils and any other public authority will incorporate measures identified in any required environmental assessment process to mitigate impacts of the proposal on environmental features and functions. The County, when making comments to any approval authority pertaining to a utility or communications facility proposal within or *adjacent* to an Environmental Protection Area or the broader Natural Heritage System, will request that enhancement and remediation measures be required.

### ENVIRONMENTAL MONITORING AND REPORTING

The County shall work with the Province and Conservation Authorities to periodically monitor and report on the state of the *Natural Heritage System* to provide an indication of overall environmental quality and suggest improvements to policies and practices.

### 3.2.3.3 Environmental Protection Area Policies

### DESCRIPTION AND IDENTIFICATION

The Environmental Protection Area policies designation— apply to natural heritage features and areas and other core components of the County's Natural Heritage System. contains those lands which perform important ecological functions and/or protect biological diversity and life-supporting systems that would be lost or degraded if such areas were altered.

The priority within this policy area is to preserve and enhance important environmental areas and features while protecting them from use impacts that would detrimentally alter their size and physical form, impair their ecological, hydrologic or hydrogeologic functions or degrade their quality.

# County of Oxford Official Plan

## OBJECTIVES

### 3.2.4 Environmental Protection Area

PROTECT AND  
ENHANCE

To ensure the long-term protection, conservation and enhancement of designated Environmental Protection Areas.

CONTROL  
DEVELOPMENT

To prohibit uses incompatible with the objective above and ensure that development permitted within or adjacent to Environmental Protection Areas adheres to environmental planning principles.

ENHANCE  
DEVELOPMENT  
REVIEW

To require Environmental Impact Studies within or adjacent to Environmental Protection Areas as part of the development review process, where appropriate, to assess the sensitivity of the area and its functions and ensure that possible development or site alteration activities will not detrimentally impact the area.

#### 3.2.4.1 Description and Criteria for Designation of Environmental Protection Areas

## DESCRIPTION

The Environmental Protection Area is a special protection policy category that designation applies to:

- significant Natural Heritage Features and Areas; and
- Ecologically Important Natural Features and Areas.

Where these features and/or areas have been identified by the Province or by the County and/or Area Municipality through study or development review are known, an Environmental Protection Area overlay designation has been applied, except where otherwise noted in 3.2.3.3.1.

The Environmental Protection Area overlay is identified on the Land Use Schedules of this Plan. The Natural Heritage Features and Areas and Ecologically Important Natural Features and Areas that comprise the Environmental Protection Area overlay are identified on Schedule C-1, Natural Heritage System Plan, and Sub-schedule C-1-A, Natural Heritage Features and Areas Plan.

The Environmental Protection Area overlay shall be interpreted as a special protection policy area within which lands may be used and/or developed in accordance with the policies of the underlying land use designation, subject to complying with the applicable policies of Section 3.2.3.

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### 3.2.3.3.1 Environmental Protection Area Components

#### NATURAL HERITAGE FEATURES AND AREAS

The location of existing Environmental Protection Areas is designated on the Land Use Schedules and on the Environmental Features Schedule C-1, with the exception of fish habitat. Natural heritage features and areas are important for their environmental and social legacy of the natural landscape of the area and as core components of the County's Natural Heritage System.

#### DESCRIPTION AND IDENTIFICATION

~~Significant~~ Natural heritage features and areas designated Environmental Protection are comprised of the following include:

- significant wetlands;
- ~~significant areas of natural and scientific interest (ANSIs);~~
- ~~significant habitat of endangered species or threatened species and other~~
- significant wildlife habitat;
- fish habitat;
- significant valleylands;
- significant woodlands; and
- ~~significant life science areas of natural and scientific interest~~ fish habitat; and
- habitat of endangered species or threatened species.

Unless otherwise noted in the feature specific policies below, where these natural heritage features and areas have been identified by the Province, or by the County and/or Area Municipality through study or development review, they are identified on Schedule C-1, Natural Heritage System Plan and Sub-Schedule, C-1-A, Natural Heritage Features and Areas Plan, and are identified as Environmental Protection Area on the Land Use Plan Schedules.

Further identification criteria for these natural heritage features and areas is as follows:

#### SIGNIFICANT WETLANDS AND SIGNIFICANT ANSI

The Ministry of Natural Resources and Forestry is responsible for the identification of significant areas of natural and scientific interest (ANSIs) and significant wetlands and determining the boundaries of significant wetlands and wetland complexes.

Areas of natural and scientific interest (ANSIs) are comprised of life science ANSIs and earth science ANSIs. Earth science ANSIs are identified on Schedule C-1, Natural Heritage System Plan and Sub-Schedule C-1-A, Natural Heritage Features and Areas, but are not identified as Environmental Protection Area on the Land Use Plan Schedules.



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### SIGNIFICANT WOODLANDS AND SIGNIFICANT VALLEYLANDS

Significant woodlands and significant valleylands are identified by the County and/or Area Municipalities through study and/or development review, based on criteria recommended by the Ontario Ministry of Natural Resources and Forestry.

Significant woodlands and significant valleylands in the County have been comprehensively identified at the landscape scale through the Oxford Natural Heritage Systems Study.

### SIGNIFICANT WILDLIFE HABITAT

Significant wildlife habitat areas are not comprehensively identified on the Land Use schedules of this Plan. However, such habitat often coincides with other components of the natural heritage system that are identified in this Plan. These areas are to be identified as part of the review process required for development or site alteration within or adjacent to the other Natural Heritage System components, based on applicable Provincial criteria.

Where significant wildlife habitat areas are identified through the development review process, they shall be subject to the applicable policies of Sections 3.2.3, identified on Schedule, C-1-A, Natural Heritage Features and Areas Plan, and identified as Environmental Protection Area on the Land Use Plan Schedules.

### FISH HABITAT

Fish habitat is not specifically identified on the Natural Heritage System Components Schedules or as Environmental Protection Area on the Land Use Schedules of this Plan. However, for the purposes of development review, all surface water features shall be considered fish habitat, unless confirmed not to be by the Department of Fisheries and Oceans and/or Conservation Authority with jurisdiction, as applicable.

Surface water features have not been comprehensively mapped and, as such, are identified on Schedule C-1-A, Natural Heritage Features and Areas and the Land Use Plan Schedules for reference purposes only. The presence and location of surface water features within or adjacent to a development site shall be confirmed through the development review process.

### HABITAT OF ENDANGERED SPECIES AND THREATENED SPECIES

Habitat of endangered and threatened species is identified by the Ministry of Natural Resources and Forestry in accordance with the Endangered Species Act.

The habitat of endangered and threatened species is not specifically identified in this Plan, however, such habitat often coincides with other components of the natural heritage system that are identified in

## County of Oxford Official Plan

this Plan.

### ECOLOGICALLY IMPORTANT NATURAL FEATURES AND AREAS

#### DESCRIPTION AND IDENTIFICATION

Environmental features of local significance, that are known, have been designated as Environmental Protection Areas. These significant natural heritage features have been judged to demonstrate one or more of the following characteristics: Ecologically Important Natural Features and Areas are natural features and areas that have been identified as having ecological and/or *natural heritage system* value, but are not, or have not yet been demonstrated to be, a *natural heritage feature or area*.

These features and areas can provide many of the same *ecological functions* as *natural heritage features and areas* and contribute to the County's *wetland* and overall natural cover.

Ecologically Important Natural Features and Areas consist of:

- a) Unevaluated and non-*significant wetlands*;
- b) Regionally significant life science areas of natural and scientific interest (ANSIs);
- c) Ecologically important woodlands 1 ha (2.5 ac) or larger in size that have not been identified as *significant*; and
- a)d) Other natural features and areas identified for protection through the *development* review process, in accordance with the applicable policies of Section 3.2.3.

Ecologically Important Natural Features and Areas that have been identified by the Province, or by the County and/or Area Municipality through study or *development* review, are shown on Schedule C-1, Natural Heritage System Plan and as Environmental Protection Area overlay on the Land Use Plan Schedules.

More detailed descriptions and identification criteria for Ecologically Important Natural Features and Areas are as follows:

## County of Oxford Official Plan

### NON- PROVINCIALY SIGNIFICANT WOODLANDS AND WETLANDS

Various non-significant woodlands 1 ha (2.5 ac) or larger in size and non-provincially significant wetlands and unevaluated wetlands in the County have been identified as being ecologically important through the Oxford Natural Heritage Systems Study.

As development and site alteration within and adjacent to non-provincially significant wetlands and unevaluated wetlands is generally subject to Conservation Authority approval in accordance with the Conservation Authorities Act and associated regulations, identifying these features in the Plan serves to both recognize their ecological importance and ensure a coordinated development review process.

### REGIONALLY SIGNIFICANT ANSIs

Regionally significant areas of natural and scientific interest (ANSIs), as identified by the Ministry of Natural Resources and Forestry, are considered to be Ecologically Important Natural Features and Areas. In Oxford County, these areas generally correspond with natural heritage features and areas already identified as Environmental Protection Areas.

### OTHER NATURAL HERITAGE SYSTEM COMPONENTS

Other Natural Heritage System Components, as set out in Section 3.2.3.4, may be identified for protection as Ecologically Important Natural Features and Areas through an Environmental Impact Study, undertaken in accordance with the policies of Section 3.2.3.5, or other appropriate study approved by the County and/or Area Municipality. Where this has occurred, these components shall be shown as Ecologically Important Natural Features and Areas on Schedule C-1 and identified as an Environmental Protection Area on the Land Use Plan Schedules of this Plan.

- ~~• Plant and/or animal associations which are unusual or of high quality on a County wide basis or provincially or nationally;~~
- ~~• Habitats which have limited representation in the County, province or nation, based on faunal or floral species, or are small remnants of once larger areas which have virtually disappeared;~~
- ~~• The area functions as an important habitat for water birds and/or waterfowl for nesting and/or migratory stopover;~~
- ~~• The area contains an unusual diversity of habitat types, or plant and animal species within a single habitat type, due to a variety of geomorphological features, soils, water and microclimatic effects;~~

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- ~~Areas that are large and relatively undisturbed thereby having potential to provide suitable habitat to a greater variety of species and to those species intolerant of human disturbance;~~
- ~~The site provides linkage within a system of larger habitable areas enabling the movement of wildlife among those areas; or~~
- ~~Areas serving vital ecological functions such as significant groundwater discharge and recharge areas, and areas contributing to the maintenance of surface and ground water quality and quantity.~~

### 3.2.3.3.24.1.1 Permitted Uses Within and Adjacent to Environmental Protection Areas

#### PERMITTED USES WITHIN ENVIRONMENTAL PROTECTION AREAS

Subject to the development review policies of Section ~~3.2.3.3.33.2.4.2~~, uses that may be permitted within the features and areas comprising the Environmental Protection Area designation ~~corresponding to significant natural heritage features and areas will be as~~ limited to the following:

#### SIGNIFICANT WETLANDS

Permitted uses within significant wetlands shall be limited to:

- the harvest of trees in accordance with the County Woodlands Conservation By-law; and
- lot creation for agricultural purposes in accordance with the policies of Section 3.1.4.4 and 3.1.5.4., provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within the significant wetland.

#### FISH AND/OR ENDANGERED AND THREATENED SPECIES HABITAT

Permitted uses within fish habitat and/or habitat of endangered and threatened species shall be in accordance with federal and provincial requirements (e.g. Fisheries Act and Endangered Species Act).

#### VALLEYLANDS AND EARTH SCIENCE AREAS

Permitted uses within significant valleylands and earth science areas of natural and scientific interest shall be determined in accordance with the policies of the land use designation in which the use is to be located.

#### OTHER NATURAL HERITAGE FEATURES AND AREAS

Permitted uses within all other natural heritage features and areas comprising the Environmental Protection Area shall be as follows:

- activities that create or maintain *infrastructure* authorized under an environmental assessment process;

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- ~~• minor additions to existing buildings developed and located on existing cleared land in accordance with the Zoning By-Law;~~
- a building or structure that is intended for conservation and flood or erosion control projects, or is normally associated with proper management of the natural environment as approved by the Area Municipality, the County of Oxford, the Conservation Authority with jurisdiction, and the Ministry of Natural Resources and Forestry, as applicable, and only where the projects have been demonstrated to be necessary and all alternatives have been considered;
- passive recreation, such as recreational walking trails and related small scale structures (e.g. boardwalks, footbridges, fences, docks and picnic facilities), approved by the Area Municipality and the County, in consultation with the Conservation Authority with jurisdiction, provided measures are taken to minimize negative impacts;
- mineral aggregate operations and wayside pits and quarries, subject to the applicable policies of Section 3.2 and this Section established agricultural activities on existing cleared areas, including cropping practices, livestock husbandry and existing buildings and structures associated with such farming activities. This includes the land application of nutrients in accordance with the prevailing nutrient management regulations or by-laws.
- lot creation in prime agricultural areas for agricultural uses ~~farming purposes~~ in accordance with the policies of Section 3.1.4.4 and 3.1.5.4 provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within the feature;
- facilities that are essential for the production of maple syrup and honey;
- harvest of timber in accordance with good forestry management practices and in conformity with the County Woodland Conservation By-Law;
- use of the area for an approved wildlife, *wetland* or fishery management project, as approved by the Conservation Authority with jurisdiction and/or the Ministry of Natural Resources and Forestry; or

## County of Oxford Official Plan

- use of the area for passive environmental education and research, provided there are no buildings or structures associated with the use.

### PROHIBITED USES WITHIN ALL ENVIRONMENTAL PROTECTION AREAS

#### 3.2.4.1.2 — Prohibited Uses Within Environmental Protection Areas

The following uses or activities are prohibited on lands designated as Environmental Protection Areas:

- a pit or quarry;
- a wayside pit or quarry;
- buildings or structures associated with oil and gas extraction;
- buildings or structures associated with gypsum mining;
- buildings or structures associated with commercial or industrial uses;
- topsoil or peat extraction;
- a landfill site;
- farm buildings or structures used for the housing of livestock, including manure storage or similar structures;
- abattoirs and dead stock storage, removal or composting operations;
- land application of nutrients, in all Environmental Protection Areas, except for existing cleared areas where agricultural activities are already established; or
- stormwater management facilities in significant *wetlands*.

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### EXISTING USES WITHIN NATURAL HERITAGE FEATURES AND AREAS

~~Notwithstanding the above-noted prohibitions, the following existing uses may also be permitted within natural heritage features and areas identified as Environmental Protection Area, with the exception of significant wetlands, subject to the applicable policies of Section 3.2.3.3.3:~~

- ~~an expansion, or change in use, to an existing uses are permitted within this designation. Such uses may expand or undergo a change in use, that is located on an existing residential, industrial, commercial or institutional zoned lot and complies with subject to the provisions of the existing zoning;~~
- ~~An expansion or change in use to a legally existing use, subject to demonstrating that the use will not expand into natural features and areas identified as Environmental Protection Area, unless there is no other alternative, in which case any expansion shall be limited in scope and kept in close geographic proximity to the existing structure;~~
- ~~Expansions to existing buildings and structures for agricultural uses, agriculture-related uses, on-farm diversified uses and residential dwellings may be considered in natural features and areas identified as Environmental Protection Area, if it is demonstrated that there is no reasonable alternative, and the expansion into the feature or area is minimized and mitigated; and~~
- ~~A new building or structure accessory to an existing residential use, in accordance with the provisions of the existing zoning.~~

### ECOLOGICALLY IMPORANT FEATRUES AND AREAS

~~Permitted uses within Ecologically Important Natural Features and Areas shall be determined in accordance with the policies of the land use designation in which the use is to be located and the development review policies in Section 3.2.3.3.3.~~

### PERMITTED USES ADJACENT TO ENVIRONMENTAL PROTECTION AREAS

~~Subject to the policies of Section 3.2.3.2, development or site alteration on lands~~ Permitted uses on adjacent lands to natural features and areas comprising the Environmental Protection Areas shall be in accordance consistent with the permitted uses of the underlying land use designation in which the use is to be located and the applicable policies of Section 3.2.3.3.3.

### GREATER RESTRICTIONS APPLY

~~Where the Environmental Protection Area overlay corresponds with more than one natural feature or area, the more restrictive permitted use and development review policies shall apply.~~

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### 3.2.3.3.34.2 Development Review Policies for Environmental Protection Areas

DEVELOPMENT AND SITE ALTERATION

The following policies shall apply to development and site alteration within, or on adjacent lands to, Natural Heritage Features and Areas and/or Ecologically Important Features and Areas.

ADJACENT LANDS

For the purposes of the Environmental Protection Area policies, adjacent lands shall be determined in accordance with the following table:

| <u>Significant Natural Heritage Features and Areas</u>   | <u>Distance from Feature where an E.I.S. is Required Adjacent Lands Distance</u>                                      |
|--|---|
| <u>Significant Valleylands</u>   | <u>50 metres (164 feet) from the outer boundary of the valleyland</u>   |
| <u>Habitat of Endangered or Threatened Species</u><br><u>Significant Earth Science Areas of Natural and Scientific Interest (ANSI)</u> | <u>50100 metres (164328 feet) from the outer boundary of the ANSI feature sustaining the species</u>                  |
| <u>Significant Woodlands</u>   | <u>12050 metres (464 394 feet) from the outer boundary of the woodland.</u>   |
| <u>Significant Life Science Areas of Natural and Scientific Interest (ANSI)</u>  | <u>12050 metres (394164 feet) from the outer boundary of the ANSI</u>   |
| <u>Significant Wildlife Habitat</u>  | <u>12050 metres ((394164 feet) from the outer boundary of identified habitat</u>                                      |
| <u>Fish Habitat</u>  | <u>50 metres (164 feet) from the edge of a watercourse, pond, lake, or reservoir the fish habitat.</u>                |
| <u>Provincially Significant Wetlands</u>   | <u>120 metres (394 feet) from the outer boundary of the wetland unit or individual units in the case of complexes</u> |
| <u>Locally Significant Ecologically Important Natural Heritage Features and Areas</u>  | <u>50 metres (164 feet) from the outer boundary of the feature or area</u>  |
| <u>Where more than one natural heritage feature exists, boundaries shall be overlapped and used to generate one outside boundary.</u>  |   |

PERMITTED USES AND STUDY REQUIREMENTS

Development and/or site alteration within, or on adjacent lands to, the features and areas listed in the above table shall comply with the following policies and will only be considered for the permitted uses identified in Section 3.2.3.3.2.

Unless otherwise stated, compliance with the following policies shall be demonstrated through the completion of an Environmental Impact Study, in accordance with the policies of Section 3.2.3.5.



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### SIGNIFICANT NATURAL HERITAGE FEATURES AND AREAS

Where development and/or site alteration is proposed on adjacent lands to a significant wetland or fish habitat, or within, or on adjacent lands to, any other significant natural heritage features or areas, it must be demonstrated that:

- there will be no negative impacts on the natural features or their ecological functions;
- the diversity and connectivity of the natural features and areas and the long term ecological function and biodiversity of the natural heritage system will be maintained, restored or, where possible, improved; and
- that a net environmental gain will be achieved;

### ECOLOGICALLY IMPORTANT NATURAL FEATURES AND AREAS

Where development and/or site alteration is proposed within, or on adjacent lands to, Ecologically Important Natural Features and Areas, as identified on Schedule C-1 of this Plan, it must be demonstrated that:

- any negative impacts on the natural features and areas or their ecological functions will be avoided or, where avoidance is not feasible, acceptably mitigated or minimized;
- the diversity and connectivity of the natural features and areas and the long term ecological function and biodiversity of the natural heritage system will be maintained, restored or, where possible, improved; and
- a net environmental gain will be achieved.

### EARTH SCIENCE ANSIs

Notwithstanding the above study requirements, development and site alteration may be permitted within, or on adjacent lands to, a significant earth science ANSI, provided that:

- The proposal conserves topography, stratigraphic exposures and other geologically defined features for which the area was identified; and
- The proposed site design and planning will preserve the character of geological features on which the Ministry of Natural Resources and Forestry has based its classification.

An Environmental Impact Study, in accordance with Section 3.2.3.5, or other appropriate study, may be required to demonstrate that the above criteria will be satisfied and that the proposed development or site alteration will not otherwise result in negative impacts on the earth science ANSI. The need for, scope and details of such study shall be determined by the County and/or Area Municipality in consultation with the Conservation Authority with jurisdiction and/or the Ministry of Natural Resources and Forestry, as applicable.

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### FISH AND ENDANGERED SPECIES HABITAT

Notwithstanding the above requirements, development and site alteration shall not be permitted within fish habitat or habitat of endangered and threatened species except in accordance with federal and provincial requirements (e.g. Fisheries Act and Endangered Species Act) and the applicable policies of this Plan.

It shall be the responsibility of the development proponent to consult with the Ministry of Natural Resources and Forestry to confirm whether their development proposal may result in the harming or destruction of habitat of endangered and threatened species and to ensure compliance with all provincial and federal requirements, including the Endangered Species Act. The County and/or Area Municipality may require development proponents to provide written confirmation from the Ministry of Natural Resources and Forestry that they have been consulted to determine any requirements under the Endangered Species Act that would apply to the development site.

### OTHER ENVIRONMENTAL POLICIES AND REGULATIONS

In addition to the policies of Section 3.2.3.34.2 and the policies of the underlying land use designation, the policies of Section 3.2.7 and/or 3.2.8, and other Sections of this Plan may also be applicable apply to development within or adjacent to all natural features and areas comprising the Environmental Protection Areas.

Where lands within the designated Environmental Protection Area are affected by two or more of these Sections of the Plan, or where the Environmental Protection Area overlay corresponds with more than one natural feature or area, the most restrictive policies will apply.

### CONSERVATION AUTHORITY REGULATIONS

Development and site alteration within or adjacent to an Environmental Protection Area may also be subject to Conservation Authority regulations, which may be more restrictive than the policies in this Plan.

### WOODLANDS CONSERVATION BY-LAW

Any development and/or site alteration within a woodland, as defined in the Woodland Conservation By-Law(s), must comply with the provisions of said by-law(s) in addition to the applicable policies of this Plan.

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### DEVELOPMENT APPLICATIONS

Where ~~development may be permitted within or adjacent to an Environmental Protection Area and an Environmental Impact Study undertaken in accordance with the policies of Section 3.2.3.5 is required has demonstrated to the satisfaction of the County and/or Area Municipality that a proposed development complies with the applicable policies of Sections 3.2.3., such development shall generally require be subject to a site-specific zoning by-law amendment to implement the recommendations of the Environmental Impact Study, in addition to any other appropriate development applications and implementation measures that may be required.~~

### EXTENDED NOTIFICATION REQUIREMENTS

Public notification requirements under the Planning Act may be extended where ~~development or a change in the use of land is proposed within or adjacent to an Environmental Protection Area in recognition of order to reflect the broader public interest in the maintenance of natural environmental quality.~~

#### 3.2.4.2.1 Significant Wetlands

### DESCRIPTION

~~Wetland classes and boundaries have been identified according to the evaluation methodology adopted by the Province of Ontario.~~

~~The Ministry of Natural Resources is responsible for the evaluation and identification of significant wetlands. The Ministry is also responsible for determining the boundaries of significant wetlands and wetland complexes. Significant wetlands are identified on the Environmental Features Schedule, C-1.~~

### ADJACENT LANDS

~~Adjacent lands shall be defined as those lands within 120 metres (394 feet) of a significant wetland area and, in the case of wetland complexes, within 120 metres (394 feet) of individual wetlands comprising the complex.~~

### PERMITTED USES

- ~~The only permitted uses in a significant wetland include silvicultural practices, including harvest of timber in accordance with good forestry management practices and the Woodland Conservation By-law and limited lot creation in agricultural areas in accordance with Section 3.2.4.1.1. All other development and site alteration within the boundaries of a significant wetland shall be prohibited.~~

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- ~~Development or site alteration may be permitted on lands adjacent to significant wetlands provided an Environmental Impact Study is prepared in accordance with Section 3.2.6 and the policies of this Section. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

### ADDITIONAL E.I.S. CRITERIA

~~In addition to the requirements of Section 3.2.6, the Environmental Impact Study for lands adjacent to a significant wetland will examine the merits of the proposed development to ensure that such development will not result in any of the following:~~

- ~~loss of wetland functions both hydrological and ecological;~~
- ~~subsequent demand for future development which will negatively impact on existing wetland functions;~~
- ~~conflict with existing site-specific wetland management practices;~~  
and
- ~~loss of contiguous wetland area.~~
- 

### 3.2.4.2.2 Significant Wildlife Habitats

### DESCRIPTION

~~Species mapping for the habitat of endangered or threatened species and other significant wildlife habitat areas recognized by the Province is not included in the County Official Plan, except for those habitat areas that are located within other environmentally protected features designated as Environmental Protection Area. Where significant habitat areas are identified through the development review process, the following policies will apply, regardless of the underlying land use designation.~~

~~The Ministry of Natural Resources is responsible for identifying the location of the habitat of endangered or threatened species and the County is responsible for identifying other significant wildlife habitat areas. Significant wildlife habitat areas are identified based on:~~

- ~~the extent of wildlife,~~
- ~~the diversity of habitat,~~
- ~~the existence of linkages between habitat areas; or~~
- ~~where wildlife species may be concentrated for periods of their life cycle such as deer yards, denning and wintering grounds, heronries or migratory staging areas.~~

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### ~~ADJACENT LANDS~~

~~Adjacent lands shall be defined as those lands within 100 metres (328 feet) of the species location for the habitat of *endangered or threatened species*.~~

~~For other significant *wildlife habitat*, adjacent lands shall be defined as those lands within 50 metres (164 feet) of the habitat area.~~

### ~~PERMITTED USES WITHIN HABITAT FOR THREATENED OR ENDANGERED SPECIES~~

~~Within an area where the Ministry of Natural Resources has identified significant *habitat for threatened or endangered species*, *development and site alteration* shall be prohibited with the exception of limited lot creation in agricultural areas as set out in Section 3.2.4.1.1.~~

### ~~E.I.S. REQUIREMENTS FOR LANDS ADJACENT TO HABITAT FOR THREATENED OR ENDANGERED SPECIES~~

~~Development or site alteration may be permitted on lands adjacent to *habitat for threatened or endangered species* where an Environmental Impact Study prepared in accordance with Section 3.2.6 has confirmed the location and geographic extent of the habitat area and demonstrates that the proposal will not result in *negative effects* on the habitat area. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

### ~~E.I.S. REQUIREMENTS WITHIN OR CONTIGUOUS TO OTHER PROVINCIALY SIGNIFICANT WILDLIFE HABITAT AREAS~~

~~Where other significant *wildlife habitat* has been identified, *development and site alteration* within and on lands adjacent to such areas will require the preparation of an Environmental Impact Study in accordance with Section 3.2.6 to confirm the location and geographic extent of such habitat areas and to demonstrate that the proposal will not result in *negative effects* on the habitat area. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

### 3.2.4.2.3 — Fish Habitat

### DESCRIPTION

This plan recognizes the importance of healthy aquatic eco-systems for the long-term recreational, economic, environmental, and social benefits of the residents of Oxford County. Accordingly, it is a policy of this plan to permit *development* where it does not harmfully alter, disrupt, or destroy fish habitat.

### AMENDMENT No. 27

### ~~ADJACENT LANDS~~

~~Adjacent lands shall be defined as those lands within 50 metres (164 feet) of the edge of a *surface water feature*. The identification of fish habitat and *adjacent lands* will be at the discretion of the Conservation Authority with jurisdiction.~~

E.I.S.  
REQUIREMENTS  
AND CRITERIA

~~Proposed development or site alteration which is within or adjacent to identified Fish Habitat areas shall require the preparation of an Environmental Impact Study approved by the approval authority for the administration of the aquatic habitat provisions of the Fisheries Act and of Provincial Policy. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

~~Notwithstanding the above, limited lot creation in agricultural areas as set out in Section 3.2.4.1.1 may be permitted without the need for an Environmental Impact Study, provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within or adjacent to the habitat area.~~

~~In addition to the policies of Section 3.2.6, an Environmental Impact Study for Fish Habitat areas shall include:~~

- ~~• as a first priority, proposed revisions or modifications to the project to avoid negative impacts to fish habitat and especially fish habitat sustaining species at risk or a fishery,~~
- ~~• determination of appropriate mitigation measures, such as setbacks for development, to establish vegetative buffer strips for the protection of fish habitat areas, and~~
- ~~• specification of compensation for loss of fish habitat or net gain through near-site replacement of habitat, off-site replacement of habitat or on-site increase of habitat productive capacity.~~

#### ~~3.2.4.2.4 Significant Valleylands~~

IDENTIFICATION

~~Conceptually, valleylands consist of natural areas occurring in a valley or other landform depression that has water flowing through or standing for some period of time. Until such time as the study identifying significant valleylands contemplated in Section 3.2.3.2 is completed, significant valleylands are represented by the outer limits of the following features:~~

- ~~• the lands associated with a Regulatory Flood Plain, or a Floodway and Flood Fringe in the case of a Two Zone Flood Plain, or~~
- ~~• a Fill Zone established by a Conservation Authority with jurisdiction, except in the case of the Upper Thames River Conservation Authority, where erosion hazard lands are used to represent significant valleylands.~~

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~~These features are shown on Schedule C-1, as significant *valleylands*. At a property scale, these features may not be a reliable indicator of significant *valleylands*. The presence of significant *valleylands* in a particular *development* proposal will be confirmed by the Conservation Authority with jurisdiction during the *development* review process.~~

~~The policies of this Section recognize the complementary natural heritage values of these hazard lands. There is substantial overlap between significant *valleylands*, as defined in this Section, and areas identified as habitat of *threatened and endangered species*.~~

### ~~ADJACENT LANDS~~

~~*Adjacent lands* shall be defined as those lands within 50 metres (164 feet) of lands representing a significant *valleyland*.~~

### ~~E.I.S. REQUIREMENTS AND OTHER APPLICABLE POLICIES~~

~~*Development* and *site alteration* may be permitted on lands within and *adjacent* to significant *valleylands* where an Environmental Impact Study prepared in accordance with Section 3.2.6 demonstrates that the proposal will not cause a *negative impact* on the significant *valleyland*; and where the policies of Sections 3.2.8.1 (Flood Plain Policies) and 3.2.8.2 (Erosion Hazard and Unstable Soils) are satisfied, as appropriate.~~

~~Notwithstanding the above, limited lot creation in agricultural areas as set out in Section 3.2.4.1.1 may be permitted without the need for an Environmental Impact Study, provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within or adjacent to the significant *valleyland*.~~

### ~~3.2.4.2.5 Significant Woodlands~~

### ~~DESCRIPTION~~

~~Until such time as the study identifying significant *woodlands* contemplated in Section 3.2.3.2 is completed or identification of this feature occurs through the *development* approval process, such *woodlands* have not been identified in this Plan.~~

~~In accordance with Provincial Policy, *significant woodlands* are characterized by the Province on the basis of:~~

- ~~• the size of the feature;~~
- ~~• the occurrence of other significant *features*;~~
- ~~• the provision of important *ecological functions* such as biodiversity, *linkages*, buffering, or water quality;~~
- ~~• the composition, age, or site quality results in a feature which is uncommon to the County; and *woodland* economic and social values.~~

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### ~~ADJACENT LANDS~~

~~Adjacent lands shall be defined as those lands within 50 metres (164 feet) of an identified significant woodland.~~

### ~~E.I.S. REQUIREMENTS~~

~~Development and site alteration within and on lands adjacent to a significant woodland will require the preparation of an Environmental Impact Study in accordance with Section 3.2.6 which demonstrates that the proposal will not result in a negative impact on the woodland. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

~~Notwithstanding the above, limited lot creation in agricultural areas as set out in Section 3.2.4.1.1 may be permitted without the need for an Environmental Impact Study, provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within or adjacent to the woodland.~~

### ~~3.2.4.2.6 Significant Life Science Areas of Natural and Scientific Interest~~

### ~~DESCRIPTION~~

~~Life science areas of natural and scientific interest (ANSI) include representative segments of specific types of forests, valleys, prairies and wetlands, their native plants and animals and their supporting environments. They contain relatively undisturbed vegetation and landforms and associated species. Significant life science ANSI's include the most significant and best examples of the natural heritage features in the Province and many correspond with other significant natural heritage features and areas such as wetlands, valleylands and woodlands. The Ministry of Natural Resources is responsible for identifying significant life science ANSI's. Where life science ANSI's are known, they are identified on the Environmental Features Schedule C-1.~~

### ~~ADJACENT LANDS~~

~~Adjacent lands shall be defined as those lands within 50 metres (164 feet) of an identified life science ANSI.~~

### ~~E.I.S. REQUIREMENTS~~

~~Development or site alteration within and on lands adjacent to a life science ANSI will require the preparation of an Environmental Impact Study, in accordance with Section 3.2.6, which demonstrates that the proposal will not result in a negative impact on the ANSI. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~



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~~Notwithstanding the above, limited lot creation in agricultural areas as set out in Section 3.2.4.1.1 may be permitted without the need for an Environmental Impact Study, provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within or adjacent to the ANSI.~~

### 3.2.4.2.7 — Locally Significant Natural Heritage Features

#### DESCRIPTION

~~Environmental features of local significance, that are known, have been designated as Environmental Protection Areas. These significant natural heritage features have been judged to demonstrate one or more of the characteristics listed in Section 3.2.4.1.~~

#### ADJACENT LANDS

~~Adjacent lands shall be defined as those lands within 50 metres (164 feet) of an identified Locally Significant Natural Heritage feature.~~

#### E.I.S. REQUIREMENTS

~~Development or site alteration within or adjacent to locally significant natural heritage features will be permitted only when it has been demonstrated in an Environmental Impact Study prepared in accordance with Section 3.2.6 that the proposed development or site alteration will not result in a negative impact on the protected features. Construction proposals for new or expanding farm buildings or structures shall also require an Environmental Impact Study.~~

~~Notwithstanding the above, limited lot creation in agricultural areas as set out in Section 3.2.4.1.1 may be permitted without the need for an Environmental Impact Study, provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within or adjacent to the heritage feature.~~

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### 3.2.3.4 Other Natural Heritage System Components

#### DESCRIPTION

In addition to the natural features and areas that are subject to the Environmental Protection Area policies of this plan, there are various other natural features, areas and linkages that contribute to and form part of the County's Natural Heritage System.

These natural features, areas and linkages are referred to as Other Natural Heritage System Components in this Plan and include, but are not limited to:

- Ecologically important meadows, thickets and/or connected vegetation features;
- Ecologically important woodlands less than 1 ha (2.5 ac) in size;
- Natural heritage system enhancement areas and natural linkages; and
- Publically owned parks and passive open space lands.

These features, areas and linkages are important to the County's natural heritage system and/or broader natural environment for reasons such as their ecological value as individual features or as part of the natural heritage system (e.g. the provision of wildlife habitat and natural linkages) and their contribution to overall natural vegetation cover.

#### IDENTIFICATION

Unless otherwise noted in the feature specific policies below, where Other Natural Heritage System Components have been identified by the County and/or Area Municipality through study or development review they are shown as Other Natural Heritage System Components on Schedule C-1, Natural Heritage System Plan, but are not identified on the Land Use Schedules in this Plan.

#### MEADOWS THICKETS AND CONNECTED VEGETATION FEATURES

Where ecologically important meadows, thickets and/or connected vegetation features are located within a settlement on lands zoned to allow development for settlement uses without further zoning or subdivision approvals, they are generally not shown as part of the Natural Heritage System on Schedule C-1.

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### NATURAL LINKAGES AND ENHANCEMENT AREAS

Natural linkages and enhancement areas are not comprehensively identified in this Plan. It is intended that such linkages and enhancement areas will be identified through the Environmental Impact Studies required as part of the development review process, or other appropriate studies (e.g. sub-watershed studies or area studies) approved by the County and/or Area Municipality.

Where enhancement areas and/or natural linkages are identified on lands planned or proposed for a new or expanded *settlement* or other non-agricultural use, they shall be shown as Ecologically Important Natural Features and Areas on Schedule C-1 and Environmental Protection Area on the Land Use Plan Schedules and subject to the applicable policies of Section 3.2.3.3.

### 3.2.3.4.1 Permitted Uses and Development Review Policies for Other Natural Heritage System Components

#### PERMITTED USES

Permitted uses within Other Natural Heritage System Components, as identified on Schedule C-1 of this Plan, shall be determined in accordance with the policies for the land use designation in which the use is to be located and the development review policies of this subsection.

#### DEVELOPMENT REVIEW POLICIES

The following development review policies shall apply to proposals for *development* and/or *site alteration* within, or on *adjacent lands* to, Other Natural Heritage System Components, as identified on Schedule C-1 of this Plan:

#### ADJACENT LANDS

For the purposes of these policies, *adjacent lands* shall be defined as those lands within 30 m (98.4 ft) of the Other Natural Heritage System Components.

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NON-  
AGRICULTURAL  
USES

Where development or site alteration is proposed within, or on adjacent lands to, any component of the Natural Heritage System, as identified on Schedule C-1 of this Plan, for the purposes of:

- a new or expanded settlement;
- a new or expanded designation or zoning for a non-agricultural use or agriculture-related use outside of a settlement;
- a secondary plan within a settlement; and/or
- a plan of subdivision or other large scale development proposed within a settlement, unless the County and Area municipality are satisfied that the natural heritage system and component features and linkages have been appropriately identified and protected through previous studies and development approvals.

a comprehensive Environmental Impact Study, in accordance with the applicable policies of Section 3.2.3.5., shall be required.

In addition to demonstrating that the proposal will comply with the policies of Section 3.2 pertaining to the natural heritage system and component features and areas, the comprehensive EIS shall also be required to:

- demonstrate how net environmental gain will be achieved;
- comprehensively review and identify opportunities to restore and improve the natural heritage system and component natural features and areas in the area, including the restoration or creation of natural features and natural linkages and establishment of permanent vegetative buffers; and
- identify the conditions of approval and other measures necessary to ensure the above requirements will be effectively implemented and that the natural features and areas, enhancement areas and natural linkages will be protected as the lands are developed and used for non-agricultural purposes.

AGRICULTURAL  
USES

Where development and/or site alteration within Other Natural Heritage System Components is proposed for any other permitted use, an Environmental Impact Study, in accordance with the applicable policies of Section 3.2.3.5, may be required in order to demonstrate that negative impacts will be avoided, or mitigated to the extent feasible, and/or that a net environmental gain will be achieved

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The need for an EIS will be based primarily on the nature of the features and the location, scale and nature of the proposed development and/or site alteration. To determine whether an EIS will be required in a particular circumstance, the County and/or Area Municipality may refer to County EIS guidelines and/or consult with Provincial ministries, the Conservation Authority with jurisdiction or any other agency or body or qualified individual they deem to be appropriate.

### GREATER RESTRICTIONS APPLY

Where lands identified as Other Natural Heritage System Components correspond with more than one natural feature or area, the more restrictive permitted use and development review policies shall apply.

### DEVELOPMENT APPLICATIONS

Where an Environmental Impact Study, undertaken in accordance with the policies of Section 3.2.3.5. has demonstrated to the satisfaction of the County and/or Area Municipality, as applicable, that a proposed the proposed development and/or site alteration complies with the applicable policies of Sections 3.2.3.4, such development or site alteration shall generally require a site-specific zoning by-law amendment to implement the recommendations of the Environmental Impact Study, in addition to any other development applications and implementation measures that may be required.

### OTHER CONSERVATION MEASURES

In addition to the Environmental Impact Study requirements of Section 3.2.3.5., the County—Council and/or Area Council Municipalities may shall consider implementing the following measures to further assist in the protection—maintenance, restoration and/or improvement of locally important environmental featuresOther Natural Heritage System components and increasing the County's natural cover, where deemed appropriate:

### INNOVATIVE DESIGN APPROACHES

Density bonusing, zoning variances and other measures to create flexibility in site design and planning to promote the conservation, maintenance, restoration and/or improvement of Other Natural Heritage System Componentslocally—important environmental features.

### PARKLAND DEDICATIONS

Other Natural Heritage System Componentsa locally important feature may be accepted as a portion of the parkland dedication requirements of the Planning Act.

### OTHER NON- REGULATORY MEASURES

Other non-regulatory measures may be considered to maintain and enhance these lands as described in Section 3.2.3.2;

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### OTHER TREE AREAS PROTECTION AND PLANTING IN SETTLEMENTS

In addition to the Environmental Impact Study requirements of Section 3.2.3.5. and the conservation measures above, County Council and/or Area Council shall consider imposing the following tree protection and planting measures as conditions of approval to *development within settlements, as appropriate:*

- For proposed *development in settlements*, requiring the preparation of a baseline inventory and tree saving plan that indicates trees to be maintained, planted, removed and relocated as part of the development or site alteration;
- Requiring site plan control to address the layout and siting of buildings and structures on individual lots to maximize tree-saving
- Establishing requirements for the use of native deciduous and coniferous plant species in any required tree plantings;
- Requiring new tree planting on boulevards and on lands to be dedicated as parkland;
- Restrictions to site alterations prior to final plan registration to ensure tree saving measures are compiled with.

### PUBLIC WORKS AND TREE MAINTENANCE

Plans for the construction and/or widening of County roads shall include the planting of trees on abutting properties where such planting will not interfere with road safety or maintenance and where the land owner's permission is given.

Where road reconstruction and maintenance is proposed, the County shall consider alternative road and pavement widths and standards so as to minimize the cutting of trees, where appropriate.

Where tree cutting is necessary, tree replacement shall be a minimum ratio of two trees for each tree lost in connection with the widening or construction of County roads.

### OTHER POLICIES AND REGULATIONS

In addition to the policies of Section 3.2.3.4 and the policies of the underlying land use designation, the policies of Section 3.2.7 and/or 3.2.8 and other Sections of this Plan may also be applicable to *development within, or on adjacent lands to, Other Natural Heritage System Components.*

Where lands within Other Natural Heritage System Components are affected by more than one Section of the Plan, the most restrictive policies will apply.

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CONSERVATION  
AUTHORITY  
REGULATIONS

Development and site alteration, particularly within, or adjacent to, Other Natural Heritage System Components may also be subject to Conservation Authority regulations, which may be more restrictive than the applicable policies in this Plan,

WOODLANDS  
CONSERVATION  
BY-LAW

Any development and/or site alteration within a woodland, as defined in the Woodland Conservation By-Law(s), must comply with the provisions of said by-laws, in addition to the applicable policies of this Plan.

### 3.2.3.56 Environmental Impact Studies

INTRODUCTION

The following objectives and policies shall apply to all Environmental Impact Studies required in accordance with the policies of this Plan.

OBJECTIVES

TO CONFIRM  
DEFINE NATURAL  
THE FEATURES  
AND FUNCTIONS

To define and describe the natural heritage feature as well as the functions and processes associated with allowing the feature to exist in a natural state. To confirm the presence, boundaries and ecological functions of natural heritage features and areas and other natural heritage system components at the site level, including natural features and areas, natural linkages and ecological functions that have not been comprehensively identified or assessed by the County through study.

ASCERTAIN  
IMPACTS

To ascertain the potential magnitude of the impact of proposed development and/or site alteration on the natural heritage system and component natural features and areas environment from development, land use and activity.

AVOID OR ENSURE  
MITIGATING  
NEGATIVE  
IMPACTS  
MEASURES

To anticipate and avoid negative impacts adverse effects and to identify ensure the undertaking of alternatives and measures that ensure proposed development or site alteration will not have a negative impact on significant natural heritage features and areas and fish habitat and will avoid, or acceptably mitigate, the potential negative impacts adverse effects of a development, land use or activity on the environment on other natural features and areas that comprise the natural heritage system.

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RESTORE AND  
IMPROVE THE  
NATURAL  
HERITAGE SYSTEM

To identify appropriate measures to ensure that the proposed development or site alternation will maintain, restore or, where possible, improve the diversity and connectivity of the natural features and areas comprising the natural heritage system and the long term ecological function and biodiversity of the natural heritage system and will achieve a net environmental gain.

### 3.2.3.5.16.2 Circumstances Where an Environmental Impact Study Exemptions May be Waived

CIRCUMSTANCES  
WHERE E.I.S.  
EXEMPTIONS NOT  
REQUIRED

Notwithstanding the requirements for an Environmental Impact Study policies of in Sections 3.2.3.3 and 3.2.3.4.2, an Environmental Impact Study (EIS) one will not generally be required under the following circumstances:

SPECIFIC USE

Where the proposal involves one or more of the following specific uses:

- minor expansions to facilities for the production of maple syrup ~~and~~ honey, with no new permanent buildings or structures;
- harvest of ~~timber trees in conformity with~~ accordance with the County Woodlands Conservation By-Law ~~or an equivalent Area Municipal by-law;~~
- use of the area for an approved wildlife, wetland or fishery management project or for passive environmental education and research, as approved by the Conservation Authority with jurisdiction and/or the Ministry of Natural Resources and Forestry.

FARM  
SEVERANCES/AGRI  
CULTURAL LOT  
CREATION

Where severance proposals which extend into an Environmental Protection Area have been made in accordance with Section 3.1.4.4, for the creation of a new agricultural lot/farm parcels or for farm consolidation, in accordance with the applicable policies of Section 3.1.4.4, an Environmental Impact Study will not be required provided that the zoning by-law or other development controls prohibit the establishment of buildings or structures within, or on and adjacent lands to, the Environmental Protection Area designation.

AGRICULTURAL  
USES

Development for agricultural uses adjacent to Other Natural Heritage System Components or significant valleylands, where such development is permitted by existing Zoning.



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### EXISTING USES/ MINOR ADDITIONS

Where the proposal constitutes an minor addition to existing use buildings, as set out in Section 3.2.3.3.2, developed and located on existing cleared land in accordance with the Zoning By-Law and is located on adjacent lands to the Natural Heritage System and permitted by existing zoning.

### BUILDINGS AND STRUCTURES ACCESSORY TO AN EXISTING RESIDENTIAL USE

Buildings or structures accessory to an existing residential use, in accordance with the provisions of the Area Municipal Zoning By-law, may be permitted without an Environmental Impact Study.

### ENVIRONMENTAL ASSESSMENT ACT

When *infrastructure* has been approved in accordance with an environmental assessment process that included a and has undergone a systematic process of examining effects on the environment natural heritage features and areas and the broader natural heritage system and addressed the applicable policies of Section 3.2.3;

### AGGREGATE RESOURCES ACT

Where an Aggregate Resources Act application and supporting documentation has been submitted and the County and/or Area Municipality, as applicable, are satisfied that the information provided as part of that application adequately addresses the applicable policies Section 3.2.3 and, in particular, the EIS requirements supporting documentation has been reviewed and approved by the relevant Provincial agencies;

### COMPREHENSIVE E.I.S. OR WATERSHED PLAN

Where detailed development criteria have been applied to a site through a Comprehensive EIS, environmental Impact Study or a Watershed or Sub-watershed Study, or similar study approved by the County and/or the Area Municipality.

### AGENCY WAIVER

Where the proposal has been circulated to relevant Provincial agencies and/or the Conservation Authority with jurisdiction, and such agencies and/or organizations have indicated no concern which warrants the preparation of an Environmental Impact Study.

### AGENCY CONSULTATION

For guidance in determining whether an EIS may still be necessary and/or appropriate in the above circumstances, the County and/or Area Municipality may refer to County EIS guidelines and/or consult with Provincial ministries, the Conservation Authority with jurisdiction or any other agency or body or qualified individual they deem to be appropriate.

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### 3.2.3.5.23-2.6-3 Environmental Impact Study Requirements

#### E.I.S. REQUIREMENTS

#### PRE- CONSULTATION, SCOPING AND PEER REVIEW

Prior to undertaking an Environmental Impact Study, the applicant shall consult with ~~the appropriate County guidelines~~, Provincial Ministries ~~or Provincial guidelines~~, the Conservation Authority with jurisdiction ~~under~~ any other agency or body or qualified individual deemed ~~by the County and/or Area Municipality to be~~ appropriate for the purpose of defining and scoping the study requirements to ensure it will address the natural heritage policies of this plan and any other applicable legislation, regulations, policies and/or guidelines. The nature and extent of the proposed development will serve to inform the scope of the EIS and review criteria to be addressed.

This scoping exercise will establish the Terms of Reference for the required Environmental Impact Study.

#### ENVIRONMENTAL IMPACT STUDY CONTENTS REQUIR EMENTS

Environmental Impact Study requirements ~~to be considered in the scoping exercise described above~~, shall generally include, but are not limited to, the following:

#### EXISTING NATURAL ENVIRONMENT

- a description of the proposal and, including:
  - i) identification of the geographic area being evaluated;
  - ii) mapping for the area showing the land use and ownership context and the proposed area of development and/or site alteration;
  - ii) a description of the proposed development, including any alternative forms and timing and phasing;
  - iii) identification of the natural features and areas and adjacent lands that may potentially be impacted by the proposed development of the existing natural environment that will be affected or that might reasonably be affected, either directly or indirectly
- definition of the geographic area to be included in the study
- Assessment of the natural heritage resources and related hydrologic features and functions potentially impacted by the proposed development and/or site alteration, including confirmation of the presence, boundaries, nature and ecological functions of natural heritage features and areas and other natural heritage system components;

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- An assessment of the direct and indirect environmental impacts environmental effects that might reasonably be expected to occur from the proposed development and/or site alteration, including any potential for negative impact to groundwater or surface water degradation;
- Identification and evaluation of proposed impact avoidance and mitigation measures;
- a recommendation as to whether the *development* should be permitted as proposed or whether alternatives to the proposed *development* should be considered;
- identification of measures to achieve a net environmental gain for fisheries resources and recommendations as to how such measures can be incorporated into the proposed development, and including the identification of natural heritage system enhancement areas and natural linkages.
- a monitoring plan to measure the potential effects on the environment.
- any other information, evaluations or recommendations deemed by the County and/or Area Municipality, in consultation with the Ministry of Natural Resources and/or Conservation Authority with jurisdiction, to be necessary or appropriate to address the policies of this plan and any other applicable legislation, regulations, policies and/or guidelines.

The ecological importance of natural heritage features and areas and other natural heritage system components shall be determined in accordance with Provincial criteria and standards and the criteria contained in the Oxford Natural Heritage Systems Study, as applicable.

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### ADDITIONAL CONSIDERATIONS FOR SIGNIFICANT WETLANDS

In addition to the above, where an Environmental Impact Study is required for ~~development or site alteration~~ associated with a significant ~~wetland~~ and/or ~~Fish Habitat~~, the policies of Sections 3.2.4.2.1 and 3.2.4.2.3 apply as appropriate. The Environmental Impact Study for lands adjacent to a ~~significant wetland~~ will examine the merits of the proposed ~~development~~ to ensure that such ~~development~~ will not result in any of the following:

- ~~i) Loss of *wetland* functions both hydrological and ecological;~~
- ~~ii) Subsequent demand for future *development* which will negatively impact on existing *wetland* functions~~
- ~~iii) Conflict with existing site specific *wetland* management practices; and~~
- ~~iv) Loss of contiguous *wetland* area.~~

∴

- ~~i) As a first priority, proposed revisions or modifications to the project to avoid *negative impacts to fish habitat* and especially *fish habitat* sustaining a species at risk fishery;~~
- ~~ii) Determination of appropriate mitigation measures, such as setbacks for development, to establish vegetative buffer strips for protection of *fish habitat* areas; and~~
- ~~iii) Specification of compensation for loss of *fish habitat* or *net gain* through near-site replacement of habitat, off-site replacement of habitat or on-site increase of habitat productive capacity.~~

### 3.2.6.4 Protection Measures

### PROTECTION, RESTORATION AND ENHANCEMENT MEASURES

Where an Environmental Impact Study is required, such study ~~will~~ may recommend a ~~number of~~ protection, restoration and enhancement measures for County ~~Council~~ and/or Area Municipal Council consideration, including but not limited to, the following:

- ~~acquisition of the area for preservation or conservation purposes through conveyance of lands to or purchase by the County of Oxford, Area Municipality and/or other public authorities for preservation or conservation purposes;~~

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- ~~negotiating use of conservation easement agreements or other similar measures to ensure the with the landowner, or an agreement for private long term preservation and sustainable or management of the natural features and areas property, in whole or in part, according to sound environmental principles; and~~

~~requesting the Conservation Authority with jurisdiction to investigate such areas with the intention of determining if the flood, fill, construction and alteration to waterways regulations under the Conservation Authorities Act apply;~~

- imposing conditions on *development* requiring protection, ~~restoration remediation,~~ and, where possible, ~~improvement enhancement~~ measures such as the re-naturalization of stream corridors, creation or expansion of natural features and areas, wildlife habitat, natural linkages and vegetative buffers ~~ecological buffer strips~~ composed of native plant and tree species and the remediation of degraded ecosystems.;

~~use of protection oriented incentives such as density bonusing to reduce land requirements for development on properties containing such areas;~~

~~encouraging protection of such areas through multiple ownership structures such as condominium and co-operative housing;~~

~~accepting such land as a contribution toward parkland dedication requirements as set out under the Planning Act;~~

- ~~invoking any other statutory authority enabling the acquisition and/or protection of such areas;~~

~~requesting the Area Municipality to invoke any statutory authority enabling the protection of such areas.~~

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### EIS AND OTHER GUIDELINES

The County shall work with the Ministry of Natural Resources and Forestry and Conservation Authorities to develop EIS guidelines to provide more specific guidance on study requirements and expectations including, but not limited to:

- pre-consultation;
- scoping and/or waiver criteria;
- submission requirements, including study contents and approach;
- identification of measures to protect, restore and, where possible, improve the natural heritage system and component features and areas, including natural linkages and enhancement areas; and
- review process and criteria.

Where such guidelines have been developed by the County, they shall inform the Terms of Reference established for any required EIS.

Where deemed necessary or appropriate, the County may also develop strategies, guidelines and/or materials to provide more specific direction on other natural heritage implementation measures, such as education and outreach, land securement and promotion of best management practices.

### 3.2.3.5.33-2.6.5 Environmental Impact Study Review and Interpretation

### THIRD PARTY REVIEW

~~Unless otherwise specified in this Plan, an~~ Environmental Impact Study ~~esy~~ will be subject to a third party review ~~at the expense of the applicant~~. Such review will be undertaken by a qualified third party appointed by the County and/or Area Municipality. Unless otherwise specified, the qualified third party will be the Conservation Authority with jurisdiction. The purpose of the third party review is to provide the County and/or Area Municipality with an objective opinion regarding the study itself and particularly the recommendations contained therein.

Such third party review may be undertaken more than once, should the applicant wish to make revisions to the Environmental Impact Study. The applicant ~~shall~~will be responsible for all costs associated with the preparation of the Environmental Impact Study and the third party review process.

# County of Oxford Official Plan

## INTERPRETATION OF THE EIS

Where an Environmental Impact Study, that has been reviewed by a third party, has demonstrated that a proposed *development* or *site alteration* will have a *negative impact* on ~~the identified natural heritage environmental features and areas~~, that cannot be acceptably mitigated, or will not otherwise comply with the policies and objectives of Section 3.2.3, the proposed development or site alteration shall not be permitted County Council and/or the Area Municipal Council will consider such proposal not to be in conformity with this Plan.

Where an Environmental Impact Study, that has been reviewed by a third party, has demonstrated that ~~the negative impact effects~~ associated with the proposed *development* or *site alteration* can be acceptably mitigated and/or the proposal will comply with all applicable policies and objectives of Section 3.2.3 result in a ~~net environmental gain~~, County Council and/or the Area Municipal Council may consider approval of such proposal ~~to be in conformity with this Plan, provided that~~.

~~Where the proposal is considered to be in conformity with this Plan, County Council and/or the Area Municipal Council shall implement the protection, mitigation and enhancement measures recommended by the reviewed Environmental Impact Study are implemented through zoning or conditions of subdivision, land severance or site plan control or other legislated means.~~

### 3.2.3.63 Special Policy Areas

#### SPECIFIC DEVELOPMENT POLICIES

In specific areas, the Natural Heritage System Environmental Protection Area policies may be varied to accommodate the unique characteristics of an area. Environmental Protection Areas where specific policies apply are identified as follows:

### 3.2.4 Open Space

#### DESCRIPTION OPEN SPACE DESIGNATION

The primary purpose of the Open Space designation is to identify ~~recognizes the role of hazard, conservation and public and private recreational lands in maintaining environmental quality within the County. The priorities in this policy area are to:~~

- ~~minimize hazards to human health or safety;~~
- ~~minimize property damage;~~
- ~~provide linkages connecting the Natural Heritage System; and to~~
- ~~provide opportunities for both private and public recreation.~~

## County of Oxford Official Plan

However, the policies in Section 3.2.3. of this Plan recognize that certain Open Space designated lands may also serve as linkages between other components of the *Natural Heritage System* and as potential opportunity areas for restoration and/or enhancement of the *Natural Heritage System*.

The location of designated Open Space Areas, for which data are available, is shown on the Land Use Schedules and, where such lands serve as linkages or otherwise contribute to the County's Natural Heritage System, they also are identified as Other Natural Heritage System Components on the *Natural Heritage System Plan Environmental Features Schedule C-1*. Open Space Areas include:

- ~~Regulatory Flood Plains and Floodways where Two Zone Flood Plain policies apply,~~
- ~~Conservation Authority lands and other public lands,~~
- ~~Earth Science Areas of Natural and Scientific Interest, and~~
- ~~Parks, pathways and recreation areas.~~

~~Policies applying to Open Space Areas are outlined in Section 3.2.5.~~

~~Identification of Open Space areas in this Plan does not imply an intention on the part of the County to acquire such lands nor to make such areas accessible to the public at large.~~

### 3.2.5 Open Space Area

#### OBJECTIVES

MAINTAIN  
ECOLOGICAL  
FUNCTIONS

To maintain and enhance important *ecological functions* such as the linking of the *Natural Heritage System* Environmental Protection Areas, the storage and filtration of ground and surface water, and soil conservation.

IDENTIFY OPEN  
SPACE LANDS

To identify publically and privately owned conservation, hazard protection and other open space lands and establish appropriate policies to ensure the use of such lands is consistent with the applicable policies, goals and objectives of this plan.

CONSERVE  
CONSTRAINT  
AREAS

To recognize the role of those lands having natural constraints to *development* in the conservation of the natural environment; and,

OPPORTUNITIES  
FOR RECREATION

To provide opportunities for both active recreation and the passive enjoyment of the environment in its natural state.



## County of Oxford Official Plan

TO PROVIDE  
LINKAGES

To encourage the use of the Open Space designation to incorporate pedestrian and cycling pathways into proposed and, where feasible, existing *development* in order to link such *development* to other components of the Natural Heritage System or to areas of commerce and employment.

### 3.2.45.1 Description and Criteria for Designation of Open Space Areas

DESCRIPTION

The Open Space designation applies to the following areas:

~~Regulatory Flood Plain Areas, Floodways where Two Zone Flood Plain policies apply, Conservation Authority lands, and other public lands, Earth Science Areas of Natural and Scientific Interest, and parks, pathways, recreation areas and stormwater management facilities.~~

- ~~• Lands owned by the Crown, Province, Municipality, Conservation Authority or other public agency for conservation, hazard protection or other open space purposes, including municipal stormwater management facilities; and~~
- ~~• Parks, pathways and recreation areas.~~

~~Open Space Area~~ designations are shown on all Land Use Schedules.

#### 3.2.45.1.1 Permitted Uses in the Open Space Designation Areas

PERMITTED OPEN  
SPACE USES:  
SETTLEMENT  
AREAS

Uses which may be permitted to establish within the Open Space designation areas in ~~designated settlements~~ shall be limited to:

- ~~a~~Active and passive recreation including hiking/cycling pathways, parks, conservation areas, sportsfields, golf courses, swimming areas, arenas and other leisure areas;
- ~~e~~Enjoyment of the environment in its natural state including the conservation of soils, fisheries and wildlife, and the preservation of natural features which are distinctive and/or valued by the community;
- enhancement of the urban environment through the introduction of greenspace areas, pathways and corridors into the built environment;

## County of Oxford Official Plan

- structures that are accessory or ancillary to the Open Space use, such as accessory residences, a golf "pro" shop, a clubhouse, refreshment stand, bleachers, swimming pool, change-house, or structures that are integral to the recreational use of the land.

### PERMITTED OPEN SPACE USES: RURAL AREAS

Uses which may be permitted to establish within Open Space areas outside of ~~designated settlements~~ shall be limited to:

- enjoyment of the environment in its natural state including the conservation of soils, fisheries and wildlife, and the preservation of natural features which are distinctive and/or valued by the community;
- established agricultural activities on existing cleared areas and existing buildings and structures associated with such farming activities. ~~This includes the land application of nutrients in accordance with the prevailing nutrient management regulations or by-laws;~~
- mineral aggregate extraction and oil and gas extraction in accordance with the policies of Section 3.4 ~~except within Earth Science Areas of Natural and Scientific Interest;~~
- harvest of tree timber in accordance with conformity with the County Woodland Conservation By-Law;
- recreational uses requiring a rural location with unique physical or natural features including hunting or fishing clubs, golf courses, cross-country ski-clubs, walking trails and other passive forms of recreation;
- structures that are accessory or ancillary to the permitted Open Space use on a property, such as an accessory residence, a golf 'pro' shop, a club-house, refreshment stand, bleachers, swimming pool, change-house, or other structures integral to the recreational use of the land. ~~a permitted recreational use and the expansion of structures that are accessory to an existing agricultural use.~~

### EXISTING USES

Notwithstanding the above, existing uses are permitted within this designation. Such uses may expand or undergo a change in use, subject to the provisions of the existing zoning.

## County of Oxford Official Plan

GREATER  
RESTRICTIONS  
APPLY

Notwithstanding any of the uses or structures permitted in the Open Space designation in this Section, where such designation area is associated with a natural hazard:

~~a Regulatory Flood Plain,  
Floodways, where the Two Zone Flood Plain policies apply,  
in areas subject to erosion hazard, or  
in areas of unstable soils,~~

the policies of Section 3.~~32.8.1~~ and ~~3.2.8.2~~ take precedence.

### **3.2.45.2 Development Review Policies for Open Space Areas**

ENVIRONMENTAL  
IMPACT STUDY

Where *site alteration, development* or a change in the use of land is being proposed within an Open Space area, an Environmental Impact Study, in accordance with Section ~~3.2.3.53.2.6~~, may be required to demonstrate that the proposed *development* or use will maintain, restore and, where possible, improve the natural heritage system, not result in a *negative impact* on natural features and areas or their *ecological functions* and achieve a *net environmental gain*.

For guidance in determining whether an Environmental Impact Study is necessary, the County of Oxford and/or Area Municipalities will consult with the Conservation Authority with jurisdiction. Reference should be made to the policies permitting exemption for Environmental Impact Studies in Section 3.2.~~3.5.6.2~~.

OTHER  
ENVIRONMENTAL  
POLICIES

In addition to the policies of this Section, the policies of Section 3.2.~~34.2~~, ~~3.2.57~~ and/or ~~3.32.8~~ may also apply to *development* or *site alteration* within the Open Space designation. Where lands designated Open Space are affected by two or more of these Sections of the Plan, the most restrictive policies will apply.

DEVELOPMENT  
APPLICATIONS

Where *development* or *site alteration* requiring an Environmental Impact Study is proposed within an Open Space designation, such *development* may be subject to a site-specific zoning by-law amendment, in addition to any other appropriate *development* applications that may be required.

## County of Oxford Official Plan

### ZONING

Councils of the Area Municipalities may differentiate between types of Open Space uses in the Zoning By-law by establishing separate zones for active and passive Open Space uses. A passive zone may be established for uses such as pathways, greenspace areas, parks and corridors. A separate Recreational zone may be established for the more active recreational uses, such as a golf course or an arena, that are permitted within this designation. Agricultural and aggregate extraction zones may also apply to lands within the Open Space designation, where such activities are established.

### DEVELOPMENT CRITERIA

~~In addition to the policies of Section 3.2.5.2.1 as appropriate, the following criteria shall be satisfied prior to recommending the approval of *development* or *site alteration* within the Open Space designation:~~

- ~~only proposals stating a specific use will be considered and the land area proposed for the *development* will be considered with the needs of the proposed use;~~

~~satisfactory mitigation measures shall be identified to protect the identified natural hazards associated with the subject property from the proposed *development*;~~

~~satisfactory mitigation, enhancement, and remediation measures shall be identified and may include vegetated buffers or strips, retention of areas with existing native vegetation and creation of naturalized stream corridors to achieve protection and improvement of ecological features and/or functions;~~

~~the area covered by structures shall be minimized and parking areas shall not be paved. Such facilities shall be set back from the edge of streams and located away from sites of natural vegetation;~~

~~proposed grading and drainage plans shall maintain existing surface water flows to areas of natural vegetation;~~

- on-site drainage and stormwater management facilities shall be planned and designed in accordance with the policies of Section 3.2.7.2;
- the proposal will satisfy *Minimum Distance Separation Formula I*;

## County of Oxford Official Plan

- Private water and on-site sewage facilities for an Open Space use will be established in accordance with the requirements of the County ~~and the Board of Health~~ and the applicable policies of contained in Section 3.2 relating to water quality and quantity and Section 5.5., ~~as appropriate.~~

~~Proposed uses that meet the requirements of Section 34 of the Ontario Water Resources Act are required to obtain a Permit to Take Water from the Ministry of Environment.~~

- the location of and access to the proposed *development* shall not create a traffic hazard due to proximity to bridges, railway crossings, curves or grades or other potential traffic hazards, and shall be located on a road capable of accommodating the volume of traffic anticipated to be generated by the proposed use;
- the proposed *development* will be compatible with existing and planned land uses in the vicinity in terms of noise, odour, dust, light and hours of operation.

### SITE PLAN CONTROL

Any lands designated for Open Space uses are a proposed Site Plan Control Area. The Area Councils may pass a site plan control by-law designating such lands as an area of Site Plan Control pursuant to the Planning Act. Recreational proposals shall be subject to site plan control.

### SEVERANCES OR CHANGE IN LAND USE

Where an application is made to create lots through either the severance or subdivision process, in the Open Space designation outside ~~the designated settlements areas~~, the policies of the Agricultural Reserve designation in Section 3.1 will apply, as appropriate.

Where an application is made to create lots through either the severance or subdivision process, in the Open Space designation within ~~designated settlements areas~~, the relevant settlement policies ~~of the settlement area~~ will apply, as appropriate.

### ~~3.2.5.2.1 Earth Science Areas of Natural and Scientific Interest (ANSI)~~

### ~~PROTECTION OF EARTH SCIENCE A.N.S.I.'s~~

~~Development and site alteration within an earth science ANSI identified on the Environmental Features Schedule C-1 shall be permitted provided that the following criteria are satisfied:~~

- that the proposed ~~development or site alteration~~ conserves the topography, stratigraphic exposures and other geologically defining features for which the area was identified; and
- that the proposed site design and planning will preserve the character of the geological features on which the Ministry of Natural Resources has based its classification.

### 3.2.5.3 *Special Policy Areas*

SPECIFIC  
DEVELOPMENT  
POLICIES

In specific areas, the Open Space policies may be varied to accommodate the unique characteristics of an area. Open Space Areas where specific policies apply are identified as follows:



**FROM THE OFFICE OF THE CLERK**

**Brenda J. Tabor**

P. O. Box 1614, 21 Reeve Street, Woodstock, ON N4S 7Y3

519.539.9800, ext. 3002 | 1.800.755.0394

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

Letter Sent Via Email

December 7, 2017

Ms. Julie Forth, Clerk  
Township of South-West Oxford  
Ms. Lana White, Deputy Clerk  
Town of Tillsonburg  
Ms. Ann Wright, Deputy Clerk  
Town of Ingersoll

Dear Colleagues:

Please be advised that Oxford County Council, at its meeting held on October 25, 2017, adopted the following resolution in response to your correspondence:

“That the correspondence from the Township of South-West Oxford, the Town of Tillsonburg, and the Town of Ingersoll regarding resolutions of support for shopping and buying local in response to Ernie Hardeman, MPP's initiative, be received.”

Thank you for advising of the resolutions passed by your Councils.

Yours very truly,

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

Brenda J. Tabor,  
Clerk

Copy to: Peter Crockett, Chief Administrative Officer



# Township of La Vallee

OFFICE OF  
CLERK AND TREASURER

P.O. BOX 99, DEVLIN, ONTARIO P0W 1C0  
TELEPHONE 807-486-3452 FAX 807-486-3863

email: lavalley@nwonet.net

December 14, 2017

Town of Ingersoll  
138 Oxford Street, 2<sup>nd</sup> Floor  
Ingersoll, Ontario  
N5C 2V5

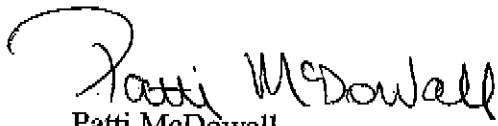
Dear Council:

At the open regular Council Meeting of the Township of La Vallee held on Wednesday, December 13, 2017 the following resolution was passed:

“BE IT RESOLVED that the Township of La Vallee hereby supports the Town of Ingersoll’s resolution to call upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities, prior to June 2018; and in the case of a two-tier municipality, the approval be required at both the upper-tier and affected lower-tier municipalities.”

If you should have any further questions or concerns please feel free to contact me at the above number.

Yours truly,

  
Patti McDowall  
Clerk/Treasurer





# You're Invited to Unifor Local 88

## Community Appreciation Day

Sunday January 14, 2018

11:00 am – 3:00 pm

Unifor Local 88 Hall  
364 Victoria Street  
Ingersoll, Ontario

Unifor Local 88 members and their families invite all the people, community groups/partners, labour organizations and local businesses to attend our Community Appreciation Day, recognizing your support given during the GM negotiations/strike

### Activities

Face Painting, Roaming Magician,  
Superheroes Visit,  
Music and Video/Picture Displays

### Free Food

Food and Pop While Supplies Last

### Lounge

Open from 11am to 3pm  
(Cash Bar)

## Plan to Attend

Town of Ingersoll  
 Monthly Cheque Disbursements  
 December 2017

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>                   | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
| <b>AQUAM</b>                         |                 |                          |                                    |                                |               |                |
|                                      | 85,935          | 50732 01-5100-6060-40270 | NEW EQUIPMENT                      | VPCC RETCHET,CABLE,PROSHOP     | \$599.88      |                |
|                                      | 85,935          | 50732 01-5100-4000-40435 | PRO SHOP SUPPLIES                  | VPCC RETCHET,CABLE,PROSHOP     | \$36.67       |                |
|                                      | 85,935          | 50732 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC RETCHET,CABLE,PROSHOP     | \$77.98       |                |
|                                      | 85,935          | 50732 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC RETCHET,CABLE,PROSHOP     | \$4.77        |                |
|                                      | 85,935          | 50732 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC RETCHET,CABLE,PROSHOP     | \$0.00        | \$719.30       |
| <b>AUDIO CINE FILM INC.</b>          |                 |                          |                                    |                                |               |                |
|                                      | 85,974          | 50733 01-5100-6090-40600 | MEMBERSHIP FEES                    | MOVIE LIC FEB'17-JAN'18        | \$334.58      |                |
|                                      | 85,974          | 50733 01-5200-6170-40260 | SUBSCRIP AND PUBLICATIONS          | MOVIE LIC FEB'17-JAN'18        | \$334.58      |                |
|                                      | 85,974          | 50733 01-0000-0400-00280 | PREPAID EXPENSES                   | MOVIE LIC FEB'17-JAN'18        | \$60.84       |                |
|                                      | 85,974          | 50733 01-0000-0200-00325 | HST RECEIVABLE100%                 | MOVIE LIC FEB'17-JAN'18        | \$43.50       |                |
|                                      | 85,974          | 50733 01-0000-0200-00325 | HST RECEIVABLE100%                 | MOVIE LIC FEB'17-JAN'18        | \$43.50       |                |
|                                      | 85,974          | 50733 01-0000-0200-00325 | HST RECEIVABLE100%                 | MOVIE LIC FEB'17-JAN'18        | \$7.90        |                |
|                                      | 85,974          | 50733 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MOVIE LIC FEB'17-JAN'18        | \$0.00        | \$824.90       |
| <b>BENEDICT RAITHBY</b>              |                 |                          |                                    |                                |               |                |
|                                      | 85,926          | 50734 01-4000-4000-40810 | STUDIES & SURVEYS                  | 139 CULLODEN RD SURVEY         | \$1,389.79    |                |
|                                      | 85,926          | 50734 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | 139 CULLODEN RD SURVEY         | \$153.51      |                |
|                                      | 85,926          | 50734 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 139 CULLODEN RD SURVEY         | \$0.00        | \$1,543.30     |
| <b>BINNENDYK ORCHARDS</b>            |                 |                          |                                    |                                |               |                |
|                                      | 85,968          | 50735 01-5000-6051-40420 | PROGRAM SUPPLIES                   | GARDEN FRESH VEGGIES           | \$75.00       |                |
|                                      | 85,968          | 50735 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARDEN FRESH VEGGIES           | \$0.00        | \$75.00        |
| <b>BROOKS &amp; MUIR SURVEYING</b>   |                 |                          |                                    |                                |               |                |
|                                      | 85,895          | 50736 10-0000-3255-80000 | MATERIALS                          | BAR REPLACEMENT TUNIS ST       | \$814.08      |                |
|                                      | 85,895          | 50736 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | BAR REPLACEMENT TUNIS ST       | \$89.92       |                |
|                                      | 85,895          | 50736 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BAR REPLACEMENT TUNIS ST       | \$0.00        | \$904.00       |
|                                      | 85,896          | 50736 10-0000-3260-80000 | MATERIALS                          | PRINCESS PARK BAR REPLACE      | \$814.08      |                |
|                                      | 85,896          | 50736 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PRINCESS PARK BAR REPLACE      | \$89.92       |                |
|                                      | 85,896          | 50736 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PRINCESS PARK BAR REPLACE      | \$0.00        | \$904.00       |
|                                      | 85,897          | 50736 10-0000-3256-80000 | MATERIALS                          | DUNNS RD+TN LN E BAR REPLACE   | \$814.08      |                |
|                                      | 85,897          | 50736 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | DUNNS RD+TN LN E BAR REPLACE   | \$89.92       |                |
|                                      | 85,897          | 50736 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DUNNS RD+TN LN E BAR REPLACE   | \$0.00        | \$904.00       |
| <b>R.J.BURNSIDE &amp; ASSOCIATES</b> |                 |                          |                                    |                                |               |                |
|                                      | 85,911          | 50737 10-0000-3272-80000 | MATERIALS                          | VICTORIA CULVERT INSP          | \$3,349.64    |                |
|                                      | 85,911          | 50737 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VICTORIA CULVERT INSP          | \$369.98      |                |
|                                      | 85,911          | 50737 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VICTORIA CULVERT INSP          | \$0.00        | \$3,719.62     |

**Town of Ingersoll  
Monthly Cheque Disbursements  
December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>                    | <u>CHEQUE #</u> | <u>ACCOUNT</u>     | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|---------------------------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
| <b>BYRNES COMMUNICATIONS</b>          |                 |                    |                                    |                                |               |                |
| 85,928                                | 50738           | 01-1000-4000-41000 | ADVERTISING                        | RADIO AD DUMP RALLY            | \$381.60      |                |
| 85,928                                | 50738           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | RADIO AD DUMP RALLY            | \$42.15       |                |
| 85,928                                | 50738           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RADIO AD DUMP RALLY            | \$0.00        | \$423.75       |
| <b>CAMPBELL STRATEGIES</b>            |                 |                    |                                    |                                |               |                |
| 85,924                                | 50739           | 01-0900-4000-40710 | LEGAL FEES                         | DEMAND THE RIGHT CAMPAIGN      | \$3,383.52    |                |
| 85,924                                | 50739           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | DEMAND THE RIGHT CAMPAIGN      | \$373.73      |                |
| 85,924                                | 50739           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DEMAND THE RIGHT CAMPAIGN      | \$0.00        | \$3,757.25     |
| <b>CANSEL - TORONTO*****</b>          |                 |                    |                                    |                                |               |                |
| 85,927                                | 50740           | 01-4000-4000-40220 | TELEPHONE                          | GPS SERVICES                   | \$264.58      |                |
| 85,927                                | 50740           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | GPS SERVICES                   | \$29.22       |                |
| 85,927                                | 50740           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GPS SERVICES                   | \$0.00        | \$293.80       |
| <b>CAREY'S PRODUCE</b>                |                 |                    |                                    |                                |               |                |
| 85,969                                | 50741           | 01-5000-6051-40420 | PROGRAM SUPPLIES                   | GARDEN FRESH VEGGIES           | \$562.00      |                |
| 85,969                                | 50741           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARDEN FRESH VEGGIES           | \$0.00        | \$562.00       |
| <b>CHRIS PRODUCE</b>                  |                 |                    |                                    |                                |               |                |
| 85,970                                | 50742           | 01-5000-6051-40420 | PROGRAM SUPPLIES                   | GARDEN FRESH VEGGIES           | \$187.50      |                |
| 85,970                                | 50742           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARDEN FRESH VEGGIES           | \$0.00        | \$187.50       |
| <b>COCA-COLA BOTTLING COMPANY</b>     |                 |                    |                                    |                                |               |                |
| 85,950                                | 50743           | 01-5000-6020-40430 | CANTEEN SUPPLIES                   | ARENA VENDING MACHINE SUPPLIES | \$161.45      |                |
| 85,950                                | 50743           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA VENDING MACHINE SUPPLIES | \$11.50       |                |
| 85,950                                | 50743           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA VENDING MACHINE SUPPLIES | \$0.00        | \$172.95       |
| 85,951                                | 50743           | 01-5000-6020-40430 | CANTEEN SUPPLIES                   | ARENA VENDING MECHINE SUPPLIES | \$76.00       |                |
| 85,951                                | 50743           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA VENDING MECHINE SUPPLIES | \$0.00        | \$76.00        |
| <b>COMMISSIONAIRES</b>                |                 |                    |                                    |                                |               |                |
| 85,891                                | 50744           | 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT       | PARKING ENFORCE 10/22-11/04    | \$940.77      |                |
| 85,891                                | 50744           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PARKING ENFORCE 10/22-11/04    | \$103.91      |                |
| 85,891                                | 50744           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKING ENFORCE 10/22-11/04    | \$0.00        | \$1,044.68     |
| 85,892                                | 50744           | 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT       | PARKING ENFORCE 10/15-10/21ADJ | \$178.59      |                |
| 85,892                                | 50744           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PARKING ENFORCE 10/15-10/21ADJ | \$19.73       |                |
| 85,892                                | 50744           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKING ENFORCE 10/15-10/21ADJ | \$0.00        | \$198.32       |
| <b>CON. SCOLAIRE VIAMONDE</b>         |                 |                    |                                    |                                |               |                |
| 85,992                                | 50745           | 01-1400-9962-75010 | PUBLIC SCHOOL BD FR - RES & COMM   | 4TH TAX INSTALLMENT            | \$5,531.06    |                |
| 85,992                                | 50745           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 4TH TAX INSTALLMENT            | \$0.00        | \$5,531.06     |
| <b>CONSEIL SCOLAIRE CATHOLIQUE PR</b> |                 |                    |                                    |                                |               |                |
| 85,991                                | 50746           | 01-1400-9963-75010 | SEPARATE SCHOOL BD FR - RES & COMM | 4TH TAX INSTALLMENT            | \$12,740.72   |                |

Town of Ingersoll  
 Monthly Cheque Disbursements  
 December 2017

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>             | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                                | 85,991          | 50746 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 4TH TAX INSTALLMENT            | \$0.00        | \$12,740.72    |
| COURTNEY'S                     |                 |                          |                                    |                                |               |                |
|                                | 85,973          | 50747 01-5000-6100-40420 | PROGRAM SUPPLIES                   | PROGRAM+SANTA VILLAGE CANDY    | \$115.60      |                |
|                                | 85,973          | 50747 01-5100-6090-40420 | PROGRAM SUPPLIES                   | PROGRAM+SANTA VILLAGE CANDY    | \$309.85      |                |
|                                | 85,973          | 50747 01-0000-0200-00325 | HST RECEIVABLE100%                 | PROGRAM+SANTA VILLAGE CANDY    | \$15.03       |                |
|                                | 85,973          | 50747 01-0000-0200-00325 | HST RECEIVABLE100%                 | PROGRAM+SANTA VILLAGE CANDY    | \$40.28       |                |
|                                | 85,973          | 50747 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PROGRAM+SANTA VILLAGE CANDY    | \$0.00        | \$480.76       |
| FRANK COWAN COMPANY LTD        |                 |                          |                                    |                                |               |                |
|                                | 85,982          | 50748 01-1300-4000-40283 | INS DEDUCTIBLE-ADJUSTOR FEES       | P1711203-INS. DEDUCTIBLE       | \$312.50      |                |
|                                | 85,982          | 50748 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | P1711203-INS. DEDUCTIBLE       | \$0.00        | \$312.50       |
| DIRECTOR OF FAMILY RESPONSIBIL |                 |                          |                                    |                                |               |                |
|                                | 85,902          | 50749 01-0000-2100-00718 | FAMILY SERVICES                    | NOV FAMILY SUPPORT CASE1005697 | \$2,061.00    |                |
|                                | 85,902          | 50749 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV FAMILY SUPPORT CASE1005697 | \$0.00        | \$2,061.00     |
| DOTSY'S ENTERTAINMENT COMPANY  |                 |                          |                                    |                                |               |                |
|                                | 85,939          | 50750 01-5000-6100-40500 | SPECIAL EVENTS                     | SANTA VILLAGE ENTERTAIN.       | \$2,480.00    |                |
|                                | 85,939          | 50750 01-0000-0200-00325 | HST RECEIVABLE100%                 | SANTA VILLAGE ENTERTAIN.       | \$322.40      |                |
|                                | 85,939          | 50750 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SANTA VILLAGE ENTERTAIN.       | \$0.00        | \$2,802.40     |
| EASY WAY CLEANING PRODUCTS LIM |                 |                          |                                    |                                |               |                |
|                                | 85,945          | 50751 01-5000-6020-40210 | JANITORIAL SUPPLIES                | ARENA JANITORIAL SUPPLIES      | \$61.04       |                |
|                                | 85,945          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA JANITORIAL SUPPLIES      | \$7.94        |                |
|                                | 85,945          | 50751 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA JANITORIAL SUPPLIES      | \$0.00        | \$68.98        |
|                                | 85,946          | 50751 01-2000-4025-40210 | JANITORIAL SUPPLIES                | TOWN HALL JANITORIAL SUPPLIES  | \$289.41      |                |
|                                | 85,946          | 50751 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL JANITORIAL SUPPLIES  | \$31.20       |                |
|                                | 85,946          | 50751 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL JANITORIAL SUPPLIES  | \$0.00        | \$320.61       |
|                                | 85,947          | 50751 01-5200-4100-40210 | JANITORIAL SUPPLIES                | FUSION JANITORIAL SUPPLIES     | \$59.82       |                |
|                                | 85,947          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION JANITORIAL SUPPLIES     | \$7.78        |                |
|                                | 85,947          | 50751 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION JANITORIAL SUPPLIES     | \$0.00        | \$67.60        |
|                                | 85,948          | 50751 01-5000-6020-41750 | LOT SNOW REMOVAL & SANDING         | ICE MELTER                     | \$216.67      |                |
|                                | 85,948          | 50751 01-5100-4100-41750 | LOT SNOW REMOVAL & SANDING         | ICE MELTER                     | \$216.67      |                |
|                                | 85,948          | 50751 01-5200-4100-41750 | LOT SNOW REMOVAL & SANDING         | ICE MELTER                     | \$216.66      |                |
|                                | 85,948          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | ICE MELTER                     | \$28.16       |                |
|                                | 85,948          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | ICE MELTER                     | \$28.17       |                |
|                                | 85,948          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | ICE MELTER                     | \$28.17       |                |
|                                | 85,948          | 50751 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ICE MELTER                     | \$0.00        | \$734.50       |
|                                | 85,949          | 50751 01-5100-4100-40210 | JANITORIAL SUPPLIES                | VPCC JANITORIAL SUPPLIES       | \$347.80      |                |
|                                | 85,949          | 50751 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC JANITORIAL SUPPLIES       | \$45.21       |                |

**Town of Ingersoll  
Monthly Cheque Disbursements  
December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>      | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                         | 85,949          | 50751 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC JANITORIAL SUPPLIES       | \$0.00        | \$393.01       |
| FASTENAL CANADA ***     |                 |                          |                                    |                                |               |                |
|                         | 85,959          | 50752 01-5000-6110-40420 | PROGRAM SUPPLIES                   | CABLE TIES                     | \$165.00      |                |
|                         | 85,959          | 50752 01-0000-0200-00325 | HST RECEIVABLE100%                 | CABLE TIES                     | \$21.45       |                |
|                         | 85,959          | 50752 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CABLE TIES                     | \$0.00        | \$186.45       |
|                         | 85,960          | 50752 01-5000-6110-40420 | PROGRAM SUPPLIES                   | CABLE TIES                     | \$157.50      |                |
|                         | 85,960          | 50752 01-0000-0200-00325 | HST RECEIVABLE100%                 | CABLE TIES                     | \$20.48       |                |
|                         | 85,960          | 50752 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CABLE TIES                     | \$0.00        | \$177.98       |
| TOWN RESIDENT           |                 |                          |                                    |                                |               |                |
|                         | 85,986          | 50753 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT         | DAMDP REFUND 2017-40           | \$1,000.00    |                |
|                         | 85,986          | 50753 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DAMDP REFUND 2017-40           | \$0.00        | \$1,000.00     |
| GORDON PATERSON WELDING |                 |                          |                                    |                                |               |                |
|                         | 85,953          | 50754 01-5200-4100-41700 | BLDG REPAIRS AND MAINT             | FUSION STAIR HANDRAIL REPAIR   | \$552.50      |                |
|                         | 85,953          | 50754 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION STAIR HANDRAIL REPAIR   | \$71.83       |                |
|                         | 85,953          | 50754 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION STAIR HANDRAIL REPAIR   | \$0.00        | \$624.33       |
| GRA - HAM ENERGY        |                 |                          |                                    |                                |               |                |
|                         | 85,956          | 50755 01-3000-4000-41470 | VEHICLE FUEL                       | FIRE DEPT VEHICLE FUEL         | \$25.94       |                |
|                         | 85,956          | 50755 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT VEHICLE FUEL         | \$2.86        |                |
|                         | 85,956          | 50755 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT VEHICLE FUEL         | \$0.00        | \$28.80        |
|                         | 85,957          | 50755 01-5000-6050-41470 | VEHICLE FUEL                       | PARKS FUEL                     | \$268.84      |                |
|                         | 85,957          | 50755 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS FUEL                     | \$34.95       |                |
|                         | 85,957          | 50755 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS FUEL                     | \$0.00        | \$303.79       |
|                         | 85,958          | 50755 01-5000-6050-41470 | VEHICLE FUEL                       | PARKS FUEL                     | \$188.88      |                |
|                         | 85,958          | 50755 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS FUEL                     | \$24.55       |                |
|                         | 85,958          | 50755 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS FUEL                     | \$0.00        | \$213.43       |
| GREEN LEA               |                 |                          |                                    |                                |               |                |
|                         | 85,916          | 50756 01-4500-4230-46386 | 938603 T6-00 VOLVO D TRUCK         | TRUCK#6 REPAIR                 | \$320.65      |                |
|                         | 85,916          | 50756 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#6 REPAIR                 | \$35.41       |                |
|                         | 85,916          | 50756 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#6 REPAIR                 | \$0.00        | \$356.06       |
| GROWNWRIGHT INC.        |                 |                          |                                    |                                |               |                |
|                         | 85,971          | 50757 01-5000-6051-40420 | PROGRAM SUPPLIES                   | GARDEN FRESH VEGGIES           | \$112.50      |                |
|                         | 85,971          | 50757 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | GARDEN FRESH VEGGIES           | \$0.00        | \$112.50       |
| EMPLOYEE REIMBURSEMENT  |                 |                          |                                    |                                |               |                |
|                         | 85,889          | 50758 01-3400-4000-40620 | MILEAGE                            | MILEAGE-BLDG INSPECT           | \$480.94      |                |
|                         | 85,889          | 50758 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-BLDG INSPECT           | \$53.12       |                |
|                         | 85,889          | 50758 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-BLDG INSPECT           | \$0.00        | \$534.06       |

**Town of Ingersoll  
Monthly Cheque Disbursements  
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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> |
|------------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                              | 85,890          | 50758 01-3400-4000-40620 | MILEAGE                                     | MILEAGE-BLDG INSPECT           | \$124.00      |                |
|                              | 85,890          | 50758 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | MILEAGE-BLDG INSPECT           | \$13.70       |                |
|                              | 85,890          | 50758 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MILEAGE-BLDG INSPECT           | \$0.00        | \$137.70       |
| INGERSOLL GLASS & MIRROR *** |                 |                          |   |                                |               |                |
|                              | 85,917          | 50759 01-2000-4030-41700 | BLDG REPAIRS & MAINTENANCE                  | REPAIR WINDOW PANEL GLASS      | \$228.96      |                |
|                              | 85,917          | 50759 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | REPAIR WINDOW PANEL GLASS      | \$25.29       |                |
|                              | 85,917          | 50759 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REPAIR WINDOW PANEL GLASS      | \$0.00        | \$254.25       |
| INGERSOLL LANES              |                 |                          |   |                                |               |                |
|                              | 85,972          | 50760 01-5100-6090-40500 | SPECIAL EVENTS                              | VPCC PA DAY BOWLING            | \$106.20      |                |
|                              | 85,972          | 50760 01-0000-0200-00325 | HST RECEIVABLE100%                          | VPCC PA DAY BOWLING            | \$13.80       |                |
|                              | 85,972          | 50760 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VPCC PA DAY BOWLING            | \$0.00        | \$120.00       |
| INGERSOLL RENT-ALL ***       |                 |                          |   |                                |               |                |
|                              | 85,894          | 50761 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN | CONCRETE SAW RENTAL            | \$83.95       |                |
|                              | 85,894          | 50761 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CONCRETE SAW RENTAL            | \$9.27        |                |
|                              | 85,894          | 50761 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CONCRETE SAW RENTAL            | \$0.00        | \$93.22        |
| TOWN RESIDENT                |                 |                          |   |                                |               |                |
|                              | 85,987          | 50762 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT                  | DAMDP REFUND 2012-50           | \$1,000.00    |                |
|                              | 85,987          | 50762 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | DAMDP REFUND 2012-50           | \$0.00        | \$1,000.00     |
| D.H. JUTZI LIMITED           |                 |                          |   |                                |               |                |
|                              | 85,952          | 50763 01-5000-6020-41550 | MAINTENANCE CONTRACTS                       | NOV WATER TREATMENT            | \$375.00      |                |
|                              | 85,952          | 50763 01-0000-0200-00325 | HST RECEIVABLE100%                          | NOV WATER TREATMENT            | \$48.75       |                |
|                              | 85,952          | 50763 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | NOV WATER TREATMENT            | \$0.00        | \$423.75       |
| EMPLOYEE REIMBURSEMENT       |                 |                          |   |                                |               |                |
|                              | 85,941          | 50764 01-3000-4000-40290 | UNIFORMS & CLOTHING                         | FIRE DEPT BOOTS                | \$263.85      |                |
|                              | 85,941          | 50764 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | FIRE DEPT BOOTS                | \$29.15       |                |
|                              | 85,941          | 50764 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FIRE DEPT BOOTS                | \$0.00        | \$293.00       |
| EMPLOYEE REIMBURSEMENT       |                 |                          |   |                                |               |                |
|                              | 85,908          | 50765 01-4000-4000-40630 | STAFF TRAINING                              | OGRA MEALS                     | \$119.58      |                |
|                              | 85,908          | 50765 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | OGRA MEALS                     | \$9.55        |                |
|                              | 85,908          | 50765 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | OGRA MEALS                     | \$0.00        | \$129.13       |
|                              | 85,909          | 50765 01-4000-4000-40620 | MILEAGE                                     | MILEAGE-ENG                    | \$34.04       |                |
|                              | 85,909          | 50765 01-4000-4000-40630 | STAFF TRAINING                              | MILEAGE-ENG                    | \$145.88      |                |
|                              | 85,909          | 50765 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | MILEAGE-ENG                    | \$3.76        |                |
|                              | 85,909          | 50765 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | MILEAGE-ENG                    | \$16.12       |                |
|                              | 85,909          | 50765 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MILEAGE-ENG                    | \$0.00        | \$199.80       |
|                              | 85,910          | 50765 01-4000-4000-40200 | OFFICE SUPPLIES                             | PHONE CASES-ENG                | \$76.08       |                |

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|-------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                               | 85,910          | 50765 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PHONE CASES-ENG                | \$8.40        |                |
|                               | 85,910          | 50765 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PHONE CASES-ENG                | \$0.00        | \$84.48        |
| EMPLOYEE REIMBURSEMENT        |                 |                          |                                    |                                |               |                |
|                               | 85,981          | 50766 01-4000-4000-40620 | MILEAGE                            | MILEAGE-ENG                    | \$445.43      |                |
|                               | 85,981          | 50766 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-ENG                    | \$49.21       |                |
|                               | 85,981          | 50766 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-ENG                    | \$0.00        | \$494.64       |
| LECLAIR & ASSOCIATES          |                 |                          |                                    |                                |               |                |
|                               | 85,931          | 50767 01-0900-4000-40710 | LEGAL FEES                         | LEGAL FEES                     | \$10,468.57   |                |
|                               | 85,931          | 50767 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LEGAL FEES                     | \$1,156.31    |                |
|                               | 85,931          | 50767 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LEGAL FEES                     | \$0.00        | \$11,624.88    |
| LIFESAVING SOCIETY            |                 |                          |                                    |                                |               |                |
|                               | 85,936          | 50768 01-5100-6060-41450 | LEADERSHIP                         | NLS CERT                       | \$343.75      |                |
|                               | 85,936          | 50768 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NLS CERT                       | \$0.00        | \$343.75       |
|                               | 85,937          | 50768 01-5100-6060-41450 | LEADERSHIP                         | FIRST AID CERT                 | \$131.60      |                |
|                               | 85,937          | 50768 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRST AID CERT                 | \$0.00        | \$131.60       |
| LONDON CIVIC EMPLOY,LOCAL 107 |                 |                          |                                    |                                |               |                |
|                               | 85,901          | 50769 01-0000-2100-00707 | CUPE 107 UNION DUES (12100)        | NOV UNION DUES                 | \$1,283.04    |                |
|                               | 85,901          | 50769 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV UNION DUES                 | \$0.00        | \$1,283.04     |
| LONDON DIST. CATH. SCHOOL BD. |                 |                          |                                    |                                |               |                |
|                               | 85,993          | 50770 01-1400-9961-75010 | SEP SCHOOL BD - ENG. - RES & COMM  | 4TH TAX INSTALLMENT            | \$173,000.25  |                |
|                               | 85,993          | 50770 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 4TH TAX INSTALLMENT            | \$0.00        | \$173,000.25   |
| LONG & McQUADE                |                 |                          |                                    |                                |               |                |
|                               | 85,944          | 50771 01-5200-6170-40270 | NEW EQUIPMENT                      | FUSION NEW MUSIC INSTRUMENTS   | \$1,349.98    |                |
|                               | 85,944          | 50771 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION NEW MUSIC INSTRUMENTS   | \$175.50      |                |
|                               | 85,944          | 50771 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION NEW MUSIC INSTRUMENTS   | \$0.00        | \$1,525.48     |
| TIM LOVETT INSTALLATIONS INC. |                 |                          |                                    |                                |               |                |
|                               | 85,955          | 50772 01-5000-6040-41700 | BLDG REPAIRS & MAINT               | SENIOR CENTRE BALLASTS REPLACE | \$150.96      |                |
|                               | 85,955          | 50772 01-0000-0200-00325 | HST RECEIVABLE100%                 | SENIOR CENTRE BALLASTS REPLACE | \$19.62       |                |
|                               | 85,955          | 50772 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SENIOR CENTRE BALLASTS REPLACE | \$0.00        | \$170.58       |
| MAITLAND CONSTRUCTION         |                 |                          |                                    |                                |               |                |
|                               | 85,988          | 50773 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT         | DAMDP REFUND 2017-167          | \$1,000.00    |                |
|                               | 85,988          | 50773 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DAMDP REFUND 2017-167          | \$0.00        | \$1,000.00     |
| EMPLOYEE REIMBURSEMENT        |                 |                          |                                    |                                |               |                |
|                               | 85,975          | 50774 01-1002-4000-40620 | MILEAGE                            | MILEAGE-IT STAFF               | \$51.74       |                |
|                               | 85,975          | 50774 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-IT STAFF               | \$5.72        |                |
|                               | 85,975          | 50774 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-IT STAFF               | \$0.00        | \$57.46        |

**Town of Ingersoll  
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|--------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
| EMPLOYEE REIMBURSEMENT         |                 |                          |                                    |                                |               |                |
|                                | 85,966          | 50775 01-5100-6060-40620 | MILEAGE                            | MILEAGE-VPCC                   | \$64.51       |                |
|                                | 85,966          | 50775 01-0000-0200-00325 | HST RECEIVABLE100%                 | MILEAGE-VPCC                   | \$8.39        |                |
|                                | 85,966          | 50775 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-VPCC                   | \$0.00        | \$72.90        |
| AL McCULLOCH'S LOCK SERVICE    |                 |                          |                                    |                                |               |                |
|                                | 85,954          | 50776 01-5200-4100-41530 | EQUIP REPAIRS & MAINT              | FUSION DOOR REPAIR             | \$114.50      |                |
|                                | 85,954          | 50776 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION DOOR REPAIR             | \$14.88       |                |
|                                | 85,954          | 50776 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION DOOR REPAIR             | \$0.00        | \$129.38       |
| TOWN RESIDENT                  |                 |                          |                                    |                                |               |                |
|                                | 85,989          | 50777 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT         | DAMDP REFUND 2017-137          | \$1,000.00    |                |
|                                | 85,989          | 50777 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DAMDP REFUND 2017-137          | \$0.00        | \$1,000.00     |
| MILLARDS CHARTERED ACCOUNTANTS |                 |                          |                                    |                                |               |                |
|                                | 85,932          | 50778 01-1300-4000-40700 | AUDIT FEES                         | 2016 AUDIT FEES                | \$22,616.18   |                |
|                                | 85,932          | 50778 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | 2016 AUDIT FEES                | \$2,498.07    |                |
|                                | 85,932          | 50778 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2016 AUDIT FEES                | \$0.00        | \$25,114.25    |
|                                | 85,933          | 50778 40-8000-4000-40700 | AUDIT FEES                         | 2016 BIA AUDIT FEES            | \$2,136.96    |                |
|                                | 85,933          | 50778 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | 2016 BIA AUDIT FEES            | \$236.04      |                |
|                                | 85,933          | 50778 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2016 BIA AUDIT FEES            | \$0.00        | \$2,373.00     |
| MINISTER OF FINANCE - EHT ***  |                 |                          |                                    |                                |               |                |
|                                | 85,990          | 50779 01-0000-2100-00720 | EMPLOYER HEALTH TAX (13135)        | NOV PREMIUM                    | \$10,691.87   |                |
|                                | 85,990          | 50779 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV PREMIUM                    | \$0.00        | \$10,691.87    |
| MINISTRY OF FINANCE (OPP)***   |                 |                          |                                    |                                |               |                |
|                                | 85,888          | 50780 01-3200-4000-40450 | OPP CONTRACTED SERVICES            | NOV OPP SERVICES               | \$199,468.00  |                |
|                                | 85,888          | 50780 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV OPP SERVICES               | \$0.00        | \$199,468.00   |
| MISTER SAFETY SHOES (FORMERLY  |                 |                          |                                    |                                |               |                |
|                                | 85,898          | 50781 01-3000-4000-40290 | UNIFORMS & CLOTHING                | FIRE DEPT SAFETY BOOTS         | \$183.12      |                |
|                                | 85,898          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT SAFETY BOOTS         | \$20.22       |                |
|                                | 85,898          | 50781 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT SAFETY BOOTS         | \$0.00        | \$203.34       |
|                                | 85,899          | 50781 01-3000-4000-40290 | UNIFORMS & CLOTHING                | FIRE DEPT SAFETY BOOTS         | \$183.12      |                |
|                                | 85,899          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT SAFETY BOOTS         | \$20.22       |                |
|                                | 85,899          | 50781 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT SAFETY BOOTS         | \$0.00        | \$203.34       |
|                                | 85,900          | 50781 01-3220-4000-40290 | UNIFORMS AND CLOTHING              | CROSSING GUARDS VEST+JACKETS   | \$96.04       |                |
|                                | 85,900          | 50781 01-3220-4000-40630 | STAFF TRAINING                     | CROSSING GUARDS VEST+JACKETS   | \$180.10      |                |
|                                | 85,900          | 50781 01-3220-4000-41000 | ADVERTISING                        | CROSSING GUARDS VEST+JACKETS   | \$180.11      |                |
|                                | 85,900          | 50781 01-3220-4000-42900 | MISCELLANEOUS EXPENSE              | CROSSING GUARDS VEST+JACKETS   | \$4.50        |                |
|                                | 85,900          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CROSSING GUARDS VEST+JACKETS   | \$10.61       |                |



**Town of Ingersoll  
Monthly Cheque Disbursements  
December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>             | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>            | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------|-----------------|--------------------------|---------------------------------------|--------------------------------|---------------|----------------|
|                                | 85,900          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CROSSING GUARDS VEST+JACKETS   | \$19.90       |                |
|                                | 85,900          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CROSSING GUARDS VEST+JACKETS   | \$19.89       |                |
|                                | 85,900          | 50781 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CROSSING GUARDS VEST+JACKETS   | \$0.50        |                |
|                                | 85,900          | 50781 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CROSSING GUARDS VEST+JACKETS   | \$0.00        | \$511.65       |
| MOHAWK COLLEGE ENTERPRISE      |                 |                          |                                       |                                |               |                |
|                                | 85,929          | 50782 01-1300-4000-40630 | STAFF TRAINING                        | LEADERSHIP TRAINING DAY 3      | \$432.48      |                |
|                                | 85,929          | 50782 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | LEADERSHIP TRAINING DAY 3      | \$47.77       |                |
|                                | 85,929          | 50782 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | LEADERSHIP TRAINING DAY 3      | \$0.00        | \$480.25       |
| OAK COUNTRY HOMES LTD.         |                 |                          |                                       |                                |               |                |
|                                | 85,984          | 50783 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT            | DAMDP REFUND 2013-5            | \$1,000.00    |                |
|                                | 85,984          | 50783 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | DAMDP REFUND 2013-5            | \$0.00        | \$1,000.00     |
| OLDE BAKERY CAFE               |                 |                          |                                       |                                |               |                |
|                                | 85,965          | 50784 01-5100-6060-40420 | PROGRAM SUPPLIES                      | VPCC BIRTHDAY PARTY CAKE       | \$16.00       |                |
|                                | 85,965          | 50784 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | VPCC BIRTHDAY PARTY CAKE       | \$0.00        | \$16.00        |
| O.M.E.R.S. ***                 |                 |                          |                                       |                                |               |                |
|                                | 85,904          | 50785 01-0000-2100-00704 | OMERS (15000)                         | NOVEMBER PREMIUM               | \$85,407.51   |                |
|                                | 85,904          | 50785 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | NOVEMBER PREMIUM               | \$0.00        | \$85,407.51    |
| ONTARIO SOUTHLAND RAILWAY INC. |                 |                          |                                       |                                |               |                |
|                                | 85,914          | 50786 01-4500-4161-80000 | MATERIALS-SAFETY DEVICES, RR CROSSING | NOV FLASHING LIT MAINT         | \$2,970.90    |                |
|                                | 85,914          | 50786 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | NOV FLASHING LIT MAINT         | \$0.00        | \$2,970.90     |
| ORCO SIGNS                     |                 |                          |                                       |                                |               |                |
|                                | 85,961          | 50787 01-5000-6110-40420 | PROGRAM SUPPLIES                      | SIGNS FOR DISPLAYS             | \$67.20       |                |
|                                | 85,961          | 50787 01-0000-0200-00325 | HST RECEIVABLE100%                    | SIGNS FOR DISPLAYS             | \$8.74        |                |
|                                | 85,961          | 50787 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | SIGNS FOR DISPLAYS             | \$0.00        | \$75.94        |
| OTIS CANADA INC.               |                 |                          |                                       |                                |               |                |
|                                | 85,934          | 50788 01-5100-4100-41550 | MAINTENANCE CONTRACTS                 | VPCC ELEVATOR DEC'17-NOV'18    | \$485.27      |                |
|                                | 85,934          | 50788 01-0000-0400-00280 | PREPAID EXPENSES                      | VPCC ELEVATOR DEC'17-NOV'18    | \$5,337.96    |                |
|                                | 85,934          | 50788 01-0000-0200-00325 | HST RECEIVABLE100%                    | VPCC ELEVATOR DEC'17-NOV'18    | \$63.08       |                |
|                                | 85,934          | 50788 01-0000-0200-00325 | HST RECEIVABLE100%                    | VPCC ELEVATOR DEC'17-NOV'18    | \$693.94      |                |
|                                | 85,934          | 50788 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | VPCC ELEVATOR DEC'17-NOV'18    | \$0.00        | \$6,580.25     |
| OWS RAILROAD CONSTRUCTION      |                 |                          |                                       |                                |               |                |
|                                | 85,886          | 50789 10-0000-3282-80100 | PRIME CONTRACT                        | THAMES S RAILWY CROSS IMPROVE  | \$134,632.82  |                |
|                                | 85,886          | 50789 01-0000-2020-00650 | ACCOUNTS PAYABLE-HOLDBACKS            | THAMES S RAILWY CROSS IMPROVE  | \$0.00        | \$13,463.28    |
|                                | 85,886          | 50789 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | THAMES S RAILWY CROSS IMPROVE  | \$13,383.63   |                |
|                                | 85,886          | 50789 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | THAMES S RAILWY CROSS IMPROVE  | \$0.00        | \$134,553.17   |
| OXFORD COUNTY ***              |                 |                          |                                       |                                |               |                |

Town of Ingersoll  
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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>     | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>            | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u>  | <u>CREDITS</u> |
|------------------------|-----------------|--------------------------|---------------------------------------|--------------------------------|----------------|----------------|
|                        | 85,920          | 50790 01-3000-4000-40630 | STAFF TRAINING                        | FIRE DEPT DEFIB TRAINING       | \$50.00        |                |
|                        | 85,920          | 50790 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FIRE DEPT DEFIB TRAINING       | \$0.00         | \$50.00        |
|                        | 85,995          | 50790 01-1400-9950-75010 | COUNTY OF OXFORD - GENERAL            | 4TH TAX INSTALLMENT            | \$1,680,952.35 |                |
|                        | 85,995          | 50790 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | 4TH TAX INSTALLMENT            | \$0.00         | \$1,680,952.35 |
| EMPLOYEE REIMBURSEMENT |                 |                          |                                       |                                |                |                |
|                        | 85,976          | 50791 01-1002-4000-40620 | MILEAGE                               | MILEAGE-IT STAFF               | \$22.75        |                |
|                        | 85,976          | 50791 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | MILEAGE-IT STAFF               | \$2.52         |                |
|                        | 85,976          | 50791 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | MILEAGE-IT STAFF               | \$0.00         | \$25.27        |
|                        | 85,977          | 50791 01-1002-4000-40620 | MILEAGE                               | MILEAGE-IT STAFF               | \$169.23       |                |
|                        | 85,977          | 50791 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | MILEAGE-IT STAFF               | \$18.69        |                |
|                        | 85,977          | 50791 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | MILEAGE-IT STAFF               | \$0.00         | \$187.92       |
|                        | 85,978          | 50791 01-1002-4000-40610 | MEETINGS & CONFERENCES                | CONF PARKING                   | \$166.58       |                |
|                        | 85,978          | 50791 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CONF PARKING                   | \$18.42        |                |
|                        | 85,978          | 50791 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CONF PARKING                   | \$0.00         | \$185.00       |
| PERMANENT PAVING       |                 |                          |                                       |                                |                |                |
|                        | 85,885          | 50792 01-0000-2020-00650 | ACCOUNTS PAYABLE-HOLDBACKS            | TOPCOAT&RESURFACING            | \$53,633.65    |                |
|                        | 85,885          | 50792 01-0000-0200-00325 | HST RECEIVABLE100%                    | TOPCOAT&RESURFACING            | \$1,013.58     |                |
|                        | 85,885          | 50792 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | TOPCOAT&RESURFACING            | \$5,062.86     |                |
|                        | 85,885          | 50792 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | TOPCOAT&RESURFACING            | \$0.00         | \$59,710.09    |
| P M HYDRAULICS ***     |                 |                          |                                       |                                |                |                |
|                        | 85,915          | 50793 01-4500-4230-46385 | 938500 T5-07 INTERNATIONAL D TRUCK    | TRUCK#5 & #6 PARTS             | \$420.69       |                |
|                        | 85,915          | 50793 01-4500-4230-46386 | 938603 T6-00 VOLVO D TRUCK            | TRUCK#5 & #6 PARTS             | \$678.22       |                |
|                        | 85,915          | 50793 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | TRUCK#5 & #6 PARTS             | \$46.46        |                |
|                        | 85,915          | 50793 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | TRUCK#5 & #6 PARTS             | \$74.92        |                |
|                        | 85,915          | 50793 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | TRUCK#5 & #6 PARTS             | \$0.00         | \$1,220.29     |
| PRODUCE EXPRESS        |                 |                          |                                       |                                |                |                |
|                        | 85,967          | 50794 01-5000-6051-40420 | PROGRAM SUPPLIES                      | GARDEN FRESH VEGGIES           | \$418.00       |                |
|                        | 85,967          | 50794 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | GARDEN FRESH VEGGIES           | \$0.00         | \$418.00       |
| ROCK SOLID DESIGNS     |                 |                          |                                       |                                |                |                |
|                        | 85,893          | 50795 01-4500-4200-41750 | SNOW REMOVAL                          | NOV SAND/SALT PARKING LOT      | \$691.97       |                |
|                        | 85,893          | 50795 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | NOV SAND/SALT PARKING LOT      | \$76.43        |                |
|                        | 85,893          | 50795 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | NOV SAND/SALT PARKING LOT      | \$0.00         | \$768.40       |
| ROSCO ELECTRIC         |                 |                          |                                       |                                |                |                |
|                        | 85,912          | 50796 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS | RETENTION POND PUMP REPAIR     | \$101.76       |                |
|                        | 85,912          | 50796 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | RETENTION POND PUMP REPAIR     | \$11.24        |                |
|                        | 85,912          | 50796 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | RETENTION POND PUMP REPAIR     | \$0.00         | \$113.00       |

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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> |
|------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
| EMPLOYEE REIMBURSEMENT |                 |                          |                                    |                                |               |                |
|                        | 85,962          | 50797 01-5000-6020-40620 | MILEAGE                            | MILEAGE-ARENA                  | \$121.86      |                |
|                        | 85,962          | 50797 01-0000-0200-00325 | HST RECEIVABLE100%                 | MILEAGE-ARENA                  | \$15.84       |                |
|                        | 85,962          | 50797 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-ARENA                  | \$0.00        | \$137.70       |
|                        | 85,963          | 50797 01-5000-6020-40620 | MILEAGE                            | MILEAGE-ARENA                  | \$85.06       |                |
|                        | 85,963          | 50797 01-0000-0200-00325 | HST RECEIVABLE100%                 | MILEAGE-ARENA                  | \$11.06       |                |
|                        | 85,963          | 50797 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-ARENA                  | \$0.00        | \$96.12        |
|                        | 85,964          | 50797 01-5000-6020-40620 | MILEAGE                            | MILEAGE-ARENA                  | \$84.11       |                |
|                        | 85,964          | 50797 01-0000-0200-00325 | HST RECEIVABLE100%                 | MILEAGE-ARENA                  | \$10.93       |                |
|                        | 85,964          | 50797 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-ARENA                  | \$0.00        | \$95.04        |
| SAFEDESIGN APPAREL LTD |                 |                          |                                    |                                |               |                |
|                        | 85,930          | 50799 01-3000-4000-41610 | FIRE FIGHTING EQUIPMENT            | FIRE DEPT GEAR REPLACEMENT     | \$2,081.71    |                |
|                        | 85,930          | 50799 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT GEAR REPLACEMENT     | \$229.93      |                |
|                        | 85,930          | 50799 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT GEAR REPLACEMENT     | \$0.00        | \$2,311.64     |
| EMPLOYEE REIMBURSEMENT |                 |                          |                                    |                                |               |                |
|                        | 85,905          | 50800 01-4000-4000-40200 | OFFICE SUPPLIES                    | PHONE CASE                     | \$33.99       |                |
|                        | 85,905          | 50800 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PHONE CASE                     | \$0.00        | \$33.99        |
|                        | 85,906          | 50800 01-4000-4000-40630 | STAFF TRAINING                     | OGRA COURSE MEALS+HOTEL        | \$636.00      |                |
|                        | 85,906          | 50800 01-4000-4000-40630 | STAFF TRAINING                     | OGRA COURSE MEALS+HOTEL        | \$113.80      |                |
|                        | 85,906          | 50800 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | OGRA COURSE MEALS+HOTEL        | \$70.25       |                |
|                        | 85,906          | 50800 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | OGRA COURSE MEALS+HOTEL        | \$10.99       |                |
|                        | 85,906          | 50800 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OGRA COURSE MEALS+HOTEL        | \$0.00        | \$831.04       |
|                        | 85,907          | 50800 01-4000-4000-40630 | STAFF TRAINING                     | MILEAGE-ENG                    | \$129.36      |                |
|                        | 85,907          | 50800 01-4000-4000-40620 | MILEAGE                            | MILEAGE-ENG                    | \$29.17       |                |
|                        | 85,907          | 50800 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-ENG                    | \$14.28       |                |
|                        | 85,907          | 50800 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-ENG                    | \$3.23        |                |
|                        | 85,907          | 50800 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-ENG                    | \$0.00        | \$176.04       |
| STAPLES ADVANTAGE      |                 |                          |                                    |                                |               |                |
|                        | 85,918          | 50801 01-3000-4000-40200 | OFFICE SUPPLIES                    | FIRE DEPT FILE FOLDERS         | \$34.89       |                |
|                        | 85,918          | 50801 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT FILE FOLDERS         | \$3.85        |                |
|                        | 85,918          | 50801 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT FILE FOLDERS         | \$0.00        | \$38.74        |
|                        | 85,919          | 50801 01-3000-4000-40200 | OFFICE SUPPLIES                    | FIRE DEPT OFFICE SUPPLIES      | \$22.14       |                |
|                        | 85,919          | 50801 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT OFFICE SUPPLIES      | \$2.45        |                |
|                        | 85,919          | 50801 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT OFFICE SUPPLIES      | \$0.00        | \$24.59        |
| PETTY CASH - VPCC      |                 |                          |                                    |                                |               |                |
|                        | 85,942          | 50802 01-5100-6090-40420 | PROGRAM SUPPLIES                   | VPCC PETTY CASH                | \$218.99      |                |

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|--------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                                | 85,942          | 50802 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC PETTY CASH                | \$21.42       |                |
|                                | 85,942          | 50802 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC PETTY CASH                | \$0.00        | \$240.41       |
| STEVE'S ELECTRIC ***           |                 |                          |                                    |                                |               |                |
|                                | 85,887          | 50803 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA NEW LITS OVER ICE        | \$153.00      |                |
|                                | 85,887          | 50803 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA NEW LITS OVER ICE        | \$19.89       |                |
|                                | 85,887          | 50803 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA NEW LITS OVER ICE        | \$0.00        | \$172.89       |
| ST.MARYS CEMENT INC.           |                 |                          |                                    |                                |               |                |
|                                | 85,913          | 50804 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS         | CONCRETE                       | \$611.78      |                |
|                                | 85,913          | 50804 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CONCRETE                       | \$67.58       |                |
|                                | 85,913          | 50804 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CONCRETE                       | \$0.00        | \$679.36       |
| STONETOWN SUPPLY SERVICES(ING) |                 |                          |                                    |                                |               |                |
|                                | 85,921          | 50805 01-3000-4100-40210 | JANITORIAL SUPPLIES                | FIRE DEPT JANITORIAL SUPPLIES  | \$72.10       |                |
|                                | 85,921          | 50805 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT JANITORIAL SUPPLIES  | \$7.96        |                |
|                                | 85,921          | 50805 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT JANITORIAL SUPPLIES  | \$0.00        | \$80.06        |
|                                | 85,922          | 50805 01-3000-4100-40210 | JANITORIAL SUPPLIES                | FIRE DEPT JANITORIAL SUPPLIES  | \$97.84       |                |
|                                | 85,922          | 50805 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT JANITORIAL SUPPLIES  | \$10.81       |                |
|                                | 85,922          | 50805 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT JANITORIAL SUPPLIES  | \$0.00        | \$108.65       |
| SUN LIFE OF CANADA             |                 |                          |                                    |                                |               |                |
|                                | 85,996          | 50806 01-0000-2100-00716 | HEALTH CARE PAYABLE                | DEC PREMIUM                    | \$50,156.59   |                |
|                                | 85,996          | 50806 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DEC PREMIUM                    | \$0.00        | \$50,156.59    |
| DOUG TARRY LTD                 |                 |                          |                                    |                                |               |                |
|                                | 85,985          | 50807 01-0000-2000-00755 | BUILDING PERMITS - DEPOSIT         | DAMDP REFUND 2016-147          | \$1,000.00    |                |
|                                | 85,985          | 50807 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DAMDP REFUND 2016-147          | \$0.00        | \$1,000.00     |
| TETRA TECH CANADA INC.         |                 |                          |                                    |                                |               |                |
|                                | 85,925          | 50808 01-0900-4000-40710 | LEGAL FEES                         | LANDFILL REVIEW                | \$2,035.59    |                |
|                                | 85,925          | 50808 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LANDFILL REVIEW                | \$224.85      |                |
|                                | 85,925          | 50808 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LANDFILL REVIEW                | \$0.00        | \$2,260.44     |
| THAMES VALLEY DIST. SCHOOL BD. |                 |                          |                                    |                                |               |                |
|                                | 85,994          | 50809 01-1400-9960-75010 | PUBLIC SCHOOL BD ENG - RES & COMM  | 4TH TAX INSTALLMENT            | \$948,805.72  |                |
|                                | 85,994          | 50809 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 4TH TAX INSTALLMENT            | \$0.00        | \$948,805.72   |
| CLOWN                          |                 |                          |                                    |                                |               |                |
|                                | 85,940          | 50810 01-5000-6100-41500 | CONTRACTED SERVICES                | SANTA VILLAGE SANTA            | \$855.00      |                |
|                                | 85,940          | 50810 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SANTA VILLAGE SANTA            | \$0.00        | \$855.00       |
| EMPLOYEE REIMBURSEMENT         |                 |                          |                                    |                                |               |                |
|                                | 85,979          | 50811 01-3400-4000-40620 | MILEAGE                            | MILEAGE-BLDG INSPECT           | \$35.98       |                |
|                                | 85,979          | 50811 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-BLDG INSPECT           | \$3.98        |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>            | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                               | 85,979          | 50811 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-BLDG INSPECT           | \$0.00        | \$39.96        |
|                               | 85,980          | 50811 01-3400-4000-40620 | MILEAGE                            | MILEAGE-BLDG INSPECT           | \$138.11      |                |
|                               | 85,980          | 50811 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE-BLDG INSPECT           | \$15.25       |                |
|                               | 85,980          | 50811 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE-BLDG INSPECT           | \$0.00        | \$153.36       |
| EMPLOYEE REIMBURSEMENT        |                 |                          |                                    |                                |               |                |
|                               | 85,938          | 50812 01-5000-4000-40220 | TELEPHONE                          | NOV CELLPHONE+MILEAGE          | \$30.97       |                |
|                               | 85,938          | 50812 01-5000-4000-40620 | MILEAGE                            | NOV CELLPHONE+MILEAGE          | \$28.19       |                |
|                               | 85,938          | 50812 01-0000-0200-00325 | HST RECEIVABLE100%                 | NOV CELLPHONE+MILEAGE          | \$4.03        |                |
|                               | 85,938          | 50812 01-0000-0200-00325 | HST RECEIVABLE100%                 | NOV CELLPHONE+MILEAGE          | \$3.67        |                |
|                               | 85,938          | 50812 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV CELLPHONE+MILEAGE          | \$0.00        | \$66.86        |
| PETTY CASH - FUSION           |                 |                          |                                    |                                |               |                |
|                               | 85,943          | 50813 01-5200-6090-40420 | PROGRAM SUPPLIES                   | FUSION PETTY CASH              | \$92.16       |                |
|                               | 85,943          | 50813 01-5200-6090-40500 | SPECIAL EVENTS                     | FUSION PETTY CASH              | \$107.27      |                |
|                               | 85,943          | 50813 01-5200-6090-40550 | FUND RAISING                       | FUSION PETTY CASH              | \$22.47       |                |
|                               | 85,943          | 50813 01-5200-6170-40420 | PROGRAM SUPPLIES                   | FUSION PETTY CASH              | \$46.00       |                |
|                               | 85,943          | 50813 01-5200-6185-40420 | PROGRAM SUPPLIES                   | FUSION PETTY CASH              | \$10.00       |                |
|                               | 85,943          | 50813 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION PETTY CASH              | \$6.69        |                |
|                               | 85,943          | 50813 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION PETTY CASH              | \$13.93       |                |
|                               | 85,943          | 50813 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION PETTY CASH              | \$2.93        |                |
|                               | 85,943          | 50813 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION PETTY CASH              | \$1.30        |                |
|                               | 85,943          | 50813 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION PETTY CASH              | \$0.00        | \$302.75       |
| WORKPLACE SAFETY & INS. BOARD |                 |                          |                                    |                                |               |                |
|                               | 85,903          | 50814 01-0000-2100-00708 | WSIB PAYABLE                       | NOV PREMIUM                    | \$15,163.37   |                |
|                               | 85,903          | 50814 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV PREMIUM                    | \$0.00        | \$15,163.37    |
| EMPLOYEE REIMBURSEMENT        |                 |                          |                                    |                                |               |                |
|                               | 85,923          | 50815 01-3000-4000-40290 | UNIFORMS & CLOTHING                | FIRE DEPT WINTER CLOTHING      | \$223.85      |                |
|                               | 85,923          | 50815 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT WINTER CLOTHING      | \$24.73       |                |
|                               | 85,923          | 50815 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT WINTER CLOTHING      | \$0.00        | \$248.58       |
| ABC RECREATION LTD ***        |                 |                          |                                    |                                |               |                |
|                               | 86,089          | 50816 01-5000-6050-41740 | LAND MAINTENANCE & IMPROVEMENTS    | KENSINGTON PARK INSTALL        | \$4,790.90    |                |
|                               | 86,089          | 50816 01-0000-0200-00325 | HST RECEIVABLE100%                 | KENSINGTON PARK INSTALL        | \$622.82      |                |
|                               | 86,089          | 50816 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | KENSINGTON PARK INSTALL        | \$0.00        | \$5,413.72     |
| ACAPULCO ***                  |                 |                          |                                    |                                |               |                |
|                               | 86,111          | 50817 01-5100-4100-41710 | CHEMICALS                          | VPCC POOL CHEMICALS            | \$459.93      |                |
|                               | 86,111          | 50817 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC POOL CHEMICALS            | \$59.79       |                |
|                               | 86,111          | 50817 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC POOL CHEMICALS            | \$0.00        | \$519.72       |

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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> |
|----------------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
| <b>AIRZONE ONE LTD.</b>    |                 |                    |                                    |                                |               |                |
| 86,023                     | 50818           | 01-0900-4000-40710 | LEGAL FEES                         | LANDFILL EA REVIEW             | \$3,561.60    |                |
| 86,023                     | 50818           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LANDFILL EA REVIEW             | \$393.40      |                |
| 86,023                     | 50818           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LANDFILL EA REVIEW             | \$0.00        | \$3,955.00     |
| <b>AKIRA STUDIO LTD</b>    |                 |                    |                                    |                                |               |                |
| 86,102                     | 50819           | 01-5200-6090-41000 | ADVERTISING                        | FUSION WEBSITE SUPPORT         | \$95.00       |                |
| 86,102                     | 50819           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION WEBSITE SUPPORT         | \$12.35       |                |
| 86,102                     | 50819           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION WEBSITE SUPPORT         | \$0.00        | \$107.35       |
| <b>ARCADIS CANADA INC.</b> |                 |                    |                                    |                                |               |                |
| 86,022                     | 50820           | 01-0900-4000-40710 | LEGAL FEES                         | LANDFILL EA REVIEW             | \$13,545.39   |                |
| 86,022                     | 50820           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LANDFILL EA REVIEW             | \$1,496.16    |                |
| 86,022                     | 50820           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LANDFILL EA REVIEW             | \$0.00        | \$15,041.55    |
| <b>BELL CANADA ***</b>     |                 |                    |                                    |                                |               |                |
| 86,201                     | 50821           | 01-1000-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$716.44      |                |
| 86,201                     | 50821           | 01-2000-4025-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$141.54      |                |
| 86,201                     | 50821           | 01-1001-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$74.91       |                |
| 86,201                     | 50821           | 01-1002-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$212.20      |                |
| 86,201                     | 50821           | 01-3000-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$240.79      |                |
| 86,201                     | 50821           | 01-4500-4100-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$232.83      |                |
| 86,201                     | 50821           | 01-5000-6020-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$196.50      |                |
| 86,201                     | 50821           | 01-5000-6050-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$70.13       |                |
| 86,201                     | 50821           | 01-5100-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$748.49      |                |
| 86,201                     | 50821           | 01-5100-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$217.10      |                |
| 86,201                     | 50821           | 01-5200-6090-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$477.03      |                |
| 86,201                     | 50821           | 01-6200-4000-40220 | TELEPHONE                          | DEC PHONE CHRGS                | \$72.97       |                |
| 86,201                     | 50821           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | DEC PHONE CHRGS                | \$178.83      |                |
| 86,201                     | 50821           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC PHONE CHRGS                | \$231.73      |                |
| 86,201                     | 50821           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DEC PHONE CHRGS                | \$0.00        | \$3,811.49     |
| <b>BENEDICT RAITHBY</b>    |                 |                    |                                    |                                |               |                |
| 86,160                     | 50822           | 01-0000-0250-61473 | GC17-163-NTOWNLN W-INTERSECTION    | NOV BOUNDARY SURVEY            | \$2,289.60    |                |
| 86,160                     | 50822           | 01-0000-0250-00016 | GC17-16-NTL-THAMES                 | NOV BOUNDARY SURVEY            | \$2,289.60    |                |
| 86,160                     | 50822           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV BOUNDARY SURVEY            | \$252.90      |                |
| 86,160                     | 50822           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV BOUNDARY SURVEY            | \$252.90      |                |
| 86,160                     | 50822           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV BOUNDARY SURVEY            | \$0.00        | \$5,085.00     |
| <b>BERES' CATERING</b>     |                 |                    |                                    |                                |               |                |
| 86,088                     | 50823           | 01-3230-4000-41105 | PUBLIC RELATIONS                   | PSB AUXILLARY BBQ              | \$250.00      |                |

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|-------------------------------|-----------------|--------------------------|---------------------------------------|--------------------------------|---------------|----------------|
|                               | 86,088          | 50823 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PSB AUXILLARY BBQ              | \$0.00        | \$250.00       |
| BMA MANAGEMENT CONSULTING INC |                 |                          |                                       |                                |               |                |
|                               | 86,025          | 50824 01-1300-4000-41500 | CONTRACTED SERVICES                   | 2017 BMA STUDY                 | \$1,068.48    |                |
|                               | 86,025          | 50824 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | 2017 BMA STUDY                 | \$118.02      |                |
|                               | 86,025          | 50824 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | 2017 BMA STUDY                 | \$0.00        | \$1,186.50     |
| B N H TRUCK & TRAILER SERVICE |                 |                          |                                       |                                |               |                |
|                               | 86,143          | 50825 01-4500-4230-46395 | 939500 ELGIN SWEEPER                  | SWEEPER CHK ENGINE LIT ON      | \$84.97       |                |
|                               | 86,143          | 50825 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | SWEEPER CHK ENGINE LIT ON      | \$9.39        |                |
|                               | 86,143          | 50825 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | SWEEPER CHK ENGINE LIT ON      | \$0.00        | \$94.36        |
| CONTRACTED CLEANER            |                 |                          |                                       |                                |               |                |
|                               | 86,154          | 50826 01-2000-4015-41550 | MAINTENANCE CONTRACTS                 | DEC CARRS WLKWKY CLEANING      | \$610.56      |                |
|                               | 86,154          | 50826 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | DEC CARRS WLKWKY CLEANING      | \$67.44       |                |
|                               | 86,154          | 50826 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | DEC CARRS WLKWKY CLEANING      | \$0.00        | \$678.00       |
| CANADIAN NATIONAL RAILWAYS    |                 |                          |                                       |                                |               |                |
|                               | 86,184          | 50827 01-4500-4161-80000 | MATERIALS-SAFETY DEVICES, RR CROSSING | NOV SIGNAL W. GATES MAINT.     | \$697.50      |                |
|                               | 86,184          | 50827 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | NOV SIGNAL W. GATES MAINT.     | \$0.00        | \$697.50       |
| CANADIAN NATIONAL RAILWAYS    |                 |                          |                                       |                                |               |                |
|                               | 86,084          | 50828 01-0000-0090-99910 | TAXES - CLEARING                      | REFUND CR ON ACCOUNT           | \$546.52      |                |
|                               | 86,084          | 50828 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | REFUND CR ON ACCOUNT           | \$0.00        | \$546.52       |
| CANADIAN TIRE ASSOCIATE STORE |                 |                          |                                       |                                |               |                |
|                               | 86,053          | 50829 01-5000-6020-40210 | JANITORIAL SUPPLIES                   | ARENA JANITORIAL SUPPLIES      | \$20.27       |                |
|                               | 86,053          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                    | ARENA JANITORIAL SUPPLIES      | \$2.64        |                |
|                               | 86,053          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | ARENA JANITORIAL SUPPLIES      | \$0.00        | \$22.91        |
|                               | 86,054          | 50829 01-5000-6020-41700 | BLDG REPAIRS & MAINT                  | RAIDMAX                        | \$11.99       |                |
|                               | 86,054          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                    | RAIDMAX                        | \$1.56        |                |
|                               | 86,054          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | RAIDMAX                        | \$0.00        | \$13.55        |
|                               | 86,055          | 50829 01-5000-6020-41700 | BLDG REPAIRS & MAINT                  | PLUMBING TAPE                  | \$11.99       |                |
|                               | 86,055          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                    | PLUMBING TAPE                  | \$1.56        |                |
|                               | 86,055          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PLUMBING TAPE                  | \$0.00        | \$13.55        |
|                               | 86,056          | 50829 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                | PARKS ELECTRICAL TAPE          | \$13.56       |                |
|                               | 86,056          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                    | PARKS ELECTRICAL TAPE          | \$1.76        |                |
|                               | 86,056          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PARKS ELECTRICAL TAPE          | \$0.00        | \$15.32        |
|                               | 86,057          | 50829 01-5000-6110-40420 | PROGRAM SUPPLIES                      | EXT CORDS                      | \$222.53      |                |
|                               | 86,057          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                    | EXT CORDS                      | \$28.93       |                |
|                               | 86,057          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | EXT CORDS                      | \$0.00        | \$251.46       |
|                               | 86,058          | 50829 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                | ELECTRICAL TAPE                | \$9.98        |                |

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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> |
|--------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
| 86,058             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ELECTRICAL TAPE                | \$1.30        |                |
| 86,058             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ELECTRICAL TAPE                | \$0.00        | \$11.28        |
| 86,059             | 50829           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA CLEANING VINEGAR         | \$7.58        |                |
| 86,059             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA CLEANING VINEGAR         | \$0.00        | \$7.58         |
| 86,060             | 50829           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA BLDG SUPPLIES            | \$10.18       |                |
| 86,060             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLDG SUPPLIES            | \$0.34        |                |
| 86,060             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLDG SUPPLIES            | \$0.00        | \$10.52        |
| 86,061             | 50829           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | DRILL BITS, LEVEL              | \$49.98       |                |
| 86,061             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | DRILL BITS, LEVEL              | \$6.50        |                |
| 86,061             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DRILL BITS, LEVEL              | \$0.00        | \$56.48        |
| 86,062             | 50829           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | DE-ICER                        | \$1.59        |                |
| 86,062             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | DE-ICER                        | \$0.21        |                |
| 86,062             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DE-ICER                        | \$0.00        | \$1.80         |
| 86,063             | 50829           | 01-5000-6110-40420 | PROGRAM SUPPLIES                   | EXT CORDS                      | \$224.55      |                |
| 86,063             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | EXT CORDS                      | \$29.19       |                |
| 86,063             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | EXT CORDS                      | \$0.00        | \$253.74       |
| 86,064             | 50829           | 01-5000-6110-40420 | PROGRAM SUPPLIES                   | CORDS, TIMER                   | \$74.89       |                |
| 86,064             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | CORDS, TIMER                   | \$9.74        |                |
| 86,064             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CORDS, TIMER                   | \$0.00        | \$84.63        |
| 86,065             | 50829           | 01-5100-4100-41700 | BLDG REPAIRS AND MAINT             | RAIDMAX                        | \$11.99       |                |
| 86,065             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | RAIDMAX                        | \$1.56        |                |
| 86,065             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RAIDMAX                        | \$0.00        | \$13.55        |
| 86,066             | 50829           | 01-5100-4100-40270 | NEW EQUIPMENT                      | 25PC SHORT HEX                 | \$23.99       |                |
| 86,066             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | 25PC SHORT HEX                 | \$3.12        |                |
| 86,066             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 25PC SHORT HEX                 | \$0.00        | \$27.11        |
| 86,067             | 50829           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA BLDG SUPPLIES            | \$6.99        |                |
| 86,067             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLDG SUPPLIES            | \$0.91        |                |
| 86,067             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLDG SUPPLIES            | \$0.00        | \$7.90         |
| 86,068             | 50829           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | TAPE                           | \$4.99        |                |
| 86,068             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | TAPE                           | \$0.65        |                |
| 86,068             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TAPE                           | \$0.00        | \$5.64         |
| 86,069             | 50829           | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT            | TRUCK BATTERIES                | \$289.98      |                |
| 86,069             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | TRUCK BATTERIES                | \$37.70       |                |
| 86,069             | 50829           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK BATTERIES                | \$0.00        | \$327.68       |
| 86,070             | 50829           | 01-5100-4100-40270 | NEW EQUIPMENT                      | VACUUM                         | \$109.99      |                |
| 86,070             | 50829           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | VACUUM                         | \$14.30       |                |



**Town of Ingersoll**  
**Monthly Cheque Disbursements**  
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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>      | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                  | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                         | 86,070          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VACUUM                         | \$0.00        | \$124.29       |
|                         | 86,071          | 50829 01-5000-6020-41530 | EQUIPMENT REPAIRS & MAINTENANCE             | ICE RESURFACER                 | \$5.94        |                |
|                         | 86,071          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                          | ICE RESURFACER                 | \$0.77        |                |
|                         | 86,071          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ICE RESURFACER                 | \$0.00        | \$6.71         |
|                         | 86,072          | 50829 01-5000-6050-41700 | BLDG REPAIRS AND MAINT                      | HOSE PROTECTOR                 | \$7.99        |                |
|                         | 86,072          | 50829 01-0000-0200-00325 | HST RECEIVABLE100%                          | HOSE PROTECTOR                 | \$1.04        |                |
|                         | 86,072          | 50829 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HOSE PROTECTOR                 | \$0.00        | \$9.03         |
| CANADIAN RAMP COMPANY   |                 |                          |   |                                |               |                |
|                         | 86,107          | 50830 10-0000-3559-80100 | PRIME CONTRACT                              | FUSION SKATEPARK FINAL PMT     | \$35,000.00   |                |
|                         | 86,107          | 50830 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION SKATEPARK FINAL PMT     | \$4,550.00    |                |
|                         | 86,107          | 50830 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION SKATEPARK FINAL PMT     | \$0.00        | \$39,550.00    |
| CANADA'S FINEST COFFEE  |                 |                          |   |                                |               |                |
|                         | 86,029          | 50831 01-0100-4000-41020 | PROMOTION & MEALS                           | TOWN HALL COFFEE SUPPLIES      | \$64.00       |                |
|                         | 86,029          | 50831 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TOWN HALL COFFEE SUPPLIES      | \$0.00        | \$64.00        |
| CAN-TARIO BRICK & STONE |                 |                          |   |                                |               |                |
|                         | 86,178          | 50832 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS                  | WALLSTONE                      | \$594.69      |                |
|                         | 86,178          | 50832 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WALLSTONE                      | \$65.68       |                |
|                         | 86,178          | 50832 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WALLSTONE                      | \$0.00        | \$660.37       |
| CEDAR SIGNS             |                 |                          |   |                                |               |                |
|                         | 86,196          | 50833 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | STREET SIGNS                   | \$173.19      |                |
|                         | 86,196          | 50833 01-0000-0250-61481 | GC17-171-STREETSIGNS                        | STREET SIGNS                   | \$63.69       |                |
|                         | 86,196          | 50833 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | STREET SIGNS                   | \$19.13       |                |
|                         | 86,196          | 50833 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | STREET SIGNS                   | \$7.03        |                |
|                         | 86,196          | 50833 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | STREET SIGNS                   | \$0.00        | \$263.04       |
| CHUBB SECURITY SYSTEMS  |                 |                          |   |                                |               |                |
|                         | 86,158          | 50834 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE             | CEILING POWER SUPPLY NO POWER  | \$162.82      |                |
|                         | 86,158          | 50834 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CEILING POWER SUPPLY NO POWER  | \$17.98       |                |
|                         | 86,158          | 50834 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CEILING POWER SUPPLY NO POWER  | \$0.00        | \$180.80       |
| COUNCIL REIMBURSEMENT   |                 |                          |   |                                |               |                |
|                         | 86,200          | 50835 01-0100-4000-41020 | PROMOTION & MEALS & TRAVEL                  | TRIPS-JAPAN + CHINA            | \$9,832.30    |                |
|                         | 86,200          | 50835 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRIPS-JAPAN + CHINA            | \$0.00        | \$9,832.30     |
| COMMISSIONAIRES         |                 |                          |   |                                |               |                |
|                         | 86,030          | 50836 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT                | PARKING ENFORCE 11/05-11/18    | \$829.84      |                |
|                         | 86,030          | 50836 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PARKING ENFORCE 11/05-11/18    | \$91.66       |                |
|                         | 86,030          | 50836 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PARKING ENFORCE 11/05-11/18    | \$0.00        | \$921.50       |
| CORNER FARM MARKET      |                 |                          |   |                                |               |                |

**Town of Ingersoll**  
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**December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>             | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                  | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                                | 86,142          | 50837 01-4500-4152-80000 | MATERIALS-WINTER, SNOW FENCE, CULVERT THAWI | SNOW FENCES                    | \$406.63      |                |
|                                | 86,142          | 50837 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SNOW FENCES                    | \$44.92       |                |
|                                | 86,142          | 50837 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SNOW FENCES                    | \$0.00        | \$451.55       |
| CULLIGAN                       |                 |                          |   |                                |               |                |
|                                | 86,028          | 50838 01-0100-4000-41020 | PROMOTION & MEALS                           | WATER ON COOLER                | \$73.30       |                |
|                                | 86,028          | 50838 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | WATER ON COOLER                | \$0.29        |                |
|                                | 86,028          | 50838 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | WATER ON COOLER                | \$0.00        | \$73.59        |
| CW AND COMPANY                 |                 |                          |   |                                |               |                |
|                                | 86,010          | 50839 01-3000-4000-40290 | UNIFORMS & CLOTHING                         | SHOULDER CRESTS                | \$1,663.78    |                |
|                                | 86,010          | 50839 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SHOULDER CRESTS                | \$183.77      |                |
|                                | 86,010          | 50839 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SHOULDER CRESTS                | \$0.00        | \$1,847.55     |
| DUFFERIN CONSTRUCTION COMPANY  |                 |                          |   |                                |               |                |
|                                | 86,179          | 50840 01-0000-0250-61107 | GC15-959-200 ALBERT-DRIVEWAY                | ASPHALT                        | \$203.83      |                |
|                                | 86,179          | 50840 01-0000-0250-61471 | C17-161-71 MOULTON-VALVE                    | ASPHALT                        | \$139.15      |                |
|                                | 86,179          | 50840 01-0000-0250-61446 | C17-136-158 BELL-WTR SERVICE                | ASPHALT                        | \$228.87      |                |
|                                | 86,179          | 50840 01-0000-0250-61435 | UG17-125-MCKEAND-GAS MAIN                   | ASPHALT                        | \$272.84      |                |
|                                | 86,179          | 50840 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$22.51       |                |
|                                | 86,179          | 50840 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$15.37       |                |
|                                | 86,179          | 50840 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$25.28       |                |
|                                | 86,179          | 50840 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$30.15       |                |
|                                | 86,179          | 50840 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ASPHALT                        | \$0.00        | \$938.00       |
| EASY WAY CLEANING PRODUCTS LIM |                 |                          |   |                                |               |                |
|                                | 86,129          | 50841 01-5100-4100-40210 | JANITORIAL SUPPLIES                         | VPCC JANITORIAL SUPPLIES       | \$556.70      |                |
|                                | 86,129          | 50841 01-0000-0200-00325 | HST RECEIVABLE100%                          | VPCC JANITORIAL SUPPLIES       | \$72.37       |                |
|                                | 86,129          | 50841 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VPCC JANITORIAL SUPPLIES       | \$0.00        | \$629.07       |
|                                | 86,155          | 50841 01-2000-4025-40210 | JANITORIAL SUPPLIES                         | TOWN HALL JANITORIAL SUPPLIES  | \$132.56      |                |
|                                | 86,155          | 50841 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TOWN HALL JANITORIAL SUPPLIES  | \$14.65       |                |
|                                | 86,155          | 50841 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TOWN HALL JANITORIAL SUPPLIES  | \$0.00        | \$147.21       |
| EDPRO ENERGY GROUP INC ***     |                 |                          |   |                                |               |                |
|                                | 86,132          | 50842 01-5000-6020-41590 | EQUIPMENT FUEL                              | ARENA EQUIP FUEL-6 CYLINDERS   | \$147.48      |                |
|                                | 86,132          | 50842 01-0000-0200-00325 | HST RECEIVABLE100%                          | ARENA EQUIP FUEL-6 CYLINDERS   | \$19.17       |                |
|                                | 86,132          | 50842 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ARENA EQUIP FUEL-6 CYLINDERS   | \$0.00        | \$166.65       |
| ELM HURST                      |                 |                          |   |                                |               |                |
|                                | 86,031          | 50843 01-0900-4000-41030 | STAFF CHRISTMAS PARTY                       | STAFF XMAS PARTY               | \$4,720.67    |                |
|                                | 86,031          | 50843 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | STAFF XMAS PARTY               | \$609.79      |                |
|                                | 86,031          | 50843 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | STAFF XMAS PARTY               | \$0.00        | \$5,330.46     |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>      | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                  | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
| PSB REIMBURSEMENT       |                 |                          |   |                                |               |                |
|                         | 86,087          | 50844 01-3230-4000-40610 | MEETINGS & CONFERENCES                      | HALL RENTAL+MTG PER DIEM       | \$100.00      |                |
|                         | 86,087          | 50844 01-3230-4000-40630 | STAFF TRAINING                              | HALL RENTAL+MTG PER DIEM       | \$234.14      |                |
|                         | 86,087          | 50844 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | HALL RENTAL+MTG PER DIEM       | \$25.86       |                |
|                         | 86,087          | 50844 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | HALL RENTAL+MTG PER DIEM       | \$0.00        | \$360.00       |
| FASTENAL CANADA ***     |                 |                          |   |                                |               |                |
|                         | 86,134          | 50845 01-5100-4100-41700 | BLDG REPAIRS AND MAINT                      | VPCC BLDG SUPPLIES             | \$31.66       |                |
|                         | 86,134          | 50845 01-0000-0200-00325 | HST RECEIVABLE100%                          | VPCC BLDG SUPPLIES             | \$4.12        |                |
|                         | 86,134          | 50845 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VPCC BLDG SUPPLIES             | \$0.00        | \$35.78        |
|                         | 86,135          | 50845 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING, | PW SUPPLIES                    | \$30.21       |                |
|                         | 86,135          | 50845 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | PW SUPPLIES                    | \$3.34        |                |
|                         | 86,135          | 50845 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | PW SUPPLIES                    | \$0.00        | \$33.55        |
|                         | 86,136          | 50845 01-5200-4100-41700 | BLDG REPAIRS AND MAINT                      | FUSION BLDG SUPPLIES           | \$16.36       |                |
|                         | 86,136          | 50845 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION BLDG SUPPLIES           | \$2.13        |                |
|                         | 86,136          | 50845 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION BLDG SUPPLIES           | \$0.00        | \$18.49        |
| FLORAL OCCASIONS ***    |                 |                          |   |                                |               |                |
|                         | 86,097          | 50846 01-5000-6100-41500 | CONTRACTED SERVICES                         | GARLAND-SANTA VILLAGE+GAZEBO   | \$200.00      |                |
|                         | 86,097          | 50846 40-8000-6950-41430 | STREET DECORATIONS                          | GARLAND-SANTA VILLAGE+GAZEBO   | \$101.76      |                |
|                         | 86,097          | 50846 01-0000-0200-00325 | HST RECEIVABLE100%                          | GARLAND-SANTA VILLAGE+GAZEBO   | \$26.00       |                |
|                         | 86,097          | 50846 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | GARLAND-SANTA VILLAGE+GAZEBO   | \$11.24       |                |
|                         | 86,097          | 50846 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | GARLAND-SANTA VILLAGE+GAZEBO   | \$0.00        | \$339.00       |
| FORM & BUILD SUPPLY *** |                 |                          |   |                                |               |                |
|                         | 86,168          | 50847 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN | CONCRETE SUPPLIES              | \$549.16      |                |
|                         | 86,168          | 50847 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CONCRETE SUPPLIES              | \$60.66       |                |
|                         | 86,168          | 50847 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CONCRETE SUPPLIES              | \$0.00        | \$609.82       |
| GLASSFORD MOTORS LTD    |                 |                          |   |                                |               |                |
|                         | 86,188          | 50848 01-4500-4230-46381 | 938100 T1-14 DODGE RAM                      | TRUCK#1 LUG NUT                | \$15.26       |                |
|                         | 86,188          | 50848 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRUCK#1 LUG NUT                | \$1.69        |                |
|                         | 86,188          | 50848 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRUCK#1 LUG NUT                | \$0.00        | \$16.95        |
|                         | 86,189          | 50848 01-4500-4230-46387 | 938700 T7-08 DODGE 3500                     | TRUCK#7 SAFETY CHK             | \$311.45      |                |
|                         | 86,189          | 50848 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRUCK#7 SAFETY CHK             | \$34.40       |                |
|                         | 86,189          | 50848 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRUCK#7 SAFETY CHK             | \$0.00        | \$345.85       |
|                         | 86,190          | 50848 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA                    | TRUCK #9 TAIL LIGHTS           | \$129.44      |                |
|                         | 86,190          | 50848 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRUCK #9 TAIL LIGHTS           | \$14.30       |                |
|                         | 86,190          | 50848 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRUCK #9 TAIL LIGHTS           | \$0.00        | \$143.74       |
|                         | 86,192          | 50848 01-4500-4230-46390 | 939000 T10-09 DODGE 2500                    | TRUCK#10 KEY CUTTING           | \$98.18       |                |

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|--------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                    | 86,192          | 50848 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#10 KEY CUTTING           | \$10.84       |                |
|                    | 86,192          | 50848 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#10 KEY CUTTING           | \$0.00        | \$109.02       |
|                    | 86,193          | 50848 01-4500-4230-46382 | 938200 T2-07 DODGE 3500            | TRUCK#2 SAFETY CHECK           | \$153.66      |                |
|                    | 86,193          | 50848 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#2 SAFETY CHECK           | \$16.97       |                |
|                    | 86,193          | 50848 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#2 SAFETY CHECK           | \$0.00        | \$170.63       |
| GLOBAL KNOWLEDGE   |                 |                          |                                    |                                |               |                |
|                    | 86,115          | 50849 01-1002-4000-40630 | STAFF TRAINING                     | SQL SERVER TRAINING            | \$2,742.94    |                |
|                    | 86,115          | 50849 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | SQL SERVER TRAINING            | \$302.98      |                |
|                    | 86,115          | 50849 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | SQL SERVER TRAINING            | \$0.00        | \$3,045.92     |
| TOWN RESIDENT      |                 |                          |                                    |                                |               |                |
|                    | 86,085          | 50850 01-0000-0090-99910 | TAXES - CLEARING                   | PROPERTY TAX REFUND            | \$693.88      |                |
|                    | 86,085          | 50850 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PROPERTY TAX REFUND            | \$0.00        | \$693.88       |
| GRA - HAM ENERGY   |                 |                          |                                    |                                |               |                |
|                    | 86,018          | 50851 01-3000-4000-41470 | VEHICLE FUEL                       | FIRE DEPT FUEL                 | \$57.33       |                |
|                    | 86,018          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT FUEL                 | \$6.33        |                |
|                    | 86,018          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT FUEL                 | \$0.00        | \$63.66        |
|                    | 86,019          | 50851 01-3000-4000-41470 | VEHICLE FUEL                       | FIRE DEPT FUEL                 | \$84.58       |                |
|                    | 86,019          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT FUEL                 | \$9.35        |                |
|                    | 86,019          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT FUEL                 | \$0.00        | \$93.93        |
|                    | 86,096          | 50851 01-5000-6050-41470 | VEHICLE FUEL                       | PARKS FUEL                     | \$83.09       |                |
|                    | 86,096          | 50851 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS FUEL                     | \$10.80       |                |
|                    | 86,096          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS FUEL                     | \$0.00        | \$93.89        |
|                    | 86,123          | 50851 01-5000-6050-41470 | VEHICLE FUEL                       | PARKS FUEL                     | \$86.61       |                |
|                    | 86,123          | 50851 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS FUEL                     | \$11.26       |                |
|                    | 86,123          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS FUEL                     | \$0.00        | \$97.87        |
|                    | 86,124          | 50851 01-4500-4230-41460 | DIESEL FUEL CLRED - UNLIC VEH      | COLORED DIESEL                 | \$894.69      |                |
|                    | 86,124          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | COLORED DIESEL                 | \$98.83       |                |
|                    | 86,124          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | COLORED DIESEL                 | \$0.00        | \$993.52       |
|                    | 86,125          | 50851 01-4500-4230-41440 | DIESEL FUEL CLR - LIC VEH          | CLEAR DIESEL                   | \$1,270.57    |                |
|                    | 86,125          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CLEAR DIESEL                   | \$140.34      |                |
|                    | 86,125          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CLEAR DIESEL                   | \$0.00        | \$1,410.91     |
|                    | 86,126          | 50851 01-4500-4230-41420 | FUEL- GASOLINE                     | REGULAR GAS                    | \$551.13      |                |
|                    | 86,126          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | REGULAR GAS                    | \$60.88       |                |
|                    | 86,126          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | REGULAR GAS                    | \$0.00        | \$612.01       |
|                    | 86,127          | 50851 01-4500-4230-41440 | DIESEL FUEL CLR - LIC VEH          | CLEAR DIESEL                   | \$2,292.25    |                |
|                    | 86,127          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CLEAR DIESEL                   | \$253.19      |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>                    | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                  | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|---------------------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                                       | 86,127          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CLEAR DIESEL                   | \$0.00        | \$2,545.44     |
|                                       | 86,128          | 50851 01-4500-4230-41460 | DIESEL FUEL CLRED - UNLIC VEH               | COLORED DIESEL                 | \$1,326.74    |                |
|                                       | 86,128          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | COLORED DIESEL                 | \$146.54      |                |
|                                       | 86,128          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | COLORED DIESEL                 | \$0.00        | \$1,473.28     |
|                                       | 86,144          | 50851 01-4500-4230-41420 | FUEL- GASOLINE                              | REGULAR GAS                    | \$405.15      |                |
|                                       | 86,144          | 50851 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | REGULAR GAS                    | \$44.75       |                |
|                                       | 86,144          | 50851 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | REGULAR GAS                    | \$0.00        | \$449.90       |
| <b>EMPLOYEE REIMBURSEMENT</b>         |                 |                          |   |                                |               |                |
|                                       | 86,027          | 50852 01-1000-4000-40620 | MILEAGE                                     | SEP-DEC MILEAGE                | \$189.65      |                |
|                                       | 86,027          | 50852 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SEP-DEC MILEAGE                | \$20.95       |                |
|                                       | 86,027          | 50852 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SEP-DEC MILEAGE                | \$0.00        | \$210.60       |
| <b>GREAT FLOORS INGERSOLL</b>         |                 |                          |   |                                |               |                |
|                                       | 86,150          | 50853 01-2000-4030-41700 | BLDG REPAIRS & MAINTENANCE                  | TOWN HALL KITCHEN FLOOR        | \$94.08       |                |
|                                       | 86,150          | 50853 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TOWN HALL KITCHEN FLOOR        | \$54.57       |                |
|                                       | 86,150          | 50853 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TOWN HALL KITCHEN FLOOR        | \$0.00        | \$148.65       |
| <b>GUNN'S HILL ARTISAN CHEESE LTD</b> |                 |                          |   |                                |               |                |
|                                       | 86,008          | 50854 01-6200-4000-40440 | GIFT SHOP SUPPLIES                          | MUSEUM GIFT SHOP SUPPLIES      | \$145.65      |                |
|                                       | 86,008          | 50854 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MUSEUM GIFT SHOP SUPPLIES      | \$0.00        | \$145.65       |
| <b>HILLSIDE KENNELS</b>               |                 |                          |   |                                |               |                |
|                                       | 86,033          | 50855 01-3600-4000-41560 | CONTRACTS                                   | NOV ANIMAL CONTROL             | \$712.32      |                |
|                                       | 86,033          | 50855 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | NOV ANIMAL CONTROL             | \$78.68       |                |
|                                       | 86,033          | 50855 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | NOV ANIMAL CONTROL             | \$0.00        | \$791.00       |
| <b>HM PIPE PRODUCTS INC</b>           |                 |                          |   |                                |               |                |
|                                       | 86,180          | 50856 01-0000-0250-61434 | C17-124-OAKWOOD HYDRANT 205                 | CULVERT PIPE                   | \$197.53      |                |
|                                       | 86,180          | 50856 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS       | CULVERT PIPE                   | \$395.02      |                |
|                                       | 86,180          | 50856 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CULVERT PIPE                   | \$21.81       |                |
|                                       | 86,180          | 50856 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CULVERT PIPE                   | \$43.64       |                |
|                                       | 86,180          | 50856 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CULVERT PIPE                   | \$0.00        | \$658.00       |
|                                       | 86,181          | 50856 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN | FRAME & COVER, FLAT CAP        | \$846.90      |                |
|                                       | 86,181          | 50856 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | FRAME & COVER, FLAT CAP        | \$93.54       |                |
|                                       | 86,181          | 50856 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FRAME & COVER, FLAT CAP        | \$0.00        | \$940.44       |
| <b>HOT,COLD &amp; FREEZING</b>        |                 |                          |   |                                |               |                |
|                                       | 86,117          | 50857 01-5200-4100-41530 | EQUIP REPAIRS & MAINT                       | FUSION BOILER REPAIR           | \$3,210.00    |                |
|                                       | 86,117          | 50857 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION BOILER REPAIR           | \$417.30      |                |
|                                       | 86,117          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION BOILER REPAIR           | \$0.00        | \$3,627.30     |
|                                       | 86,119          | 50857 01-5200-4100-41530 | EQUIP REPAIRS & MAINT                       | FUSION CAPACITOR INSTALL       | \$160.00      |                |

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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> |
|---------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                           | 86,119          | 50857 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION CAPACITOR INSTALL       | \$20.80       |                |
|                           | 86,119          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION CAPACITOR INSTALL       | \$0.00        | \$180.80       |
|                           | 86,120          | 50857 01-5200-4100-41530 | EQUIP REPAIRS & MAINT              | FUSION CONTACTOR REPAIR        | \$240.00      |                |
|                           | 86,120          | 50857 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION CONTACTOR REPAIR        | \$31.20       |                |
|                           | 86,120          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION CONTACTOR REPAIR        | \$0.00        | \$271.20       |
|                           | 86,151          | 50857 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | TOWN HALL HEAT REPAIR          | \$122.11      |                |
|                           | 86,151          | 50857 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL HEAT REPAIR          | \$13.49       |                |
|                           | 86,151          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL HEAT REPAIR          | \$0.00        | \$135.60       |
|                           | 86,152          | 50857 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | TOWN HALL CAPACITOR REPAIR     | \$944.28      |                |
|                           | 86,152          | 50857 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL CAPACITOR REPAIR     | \$104.30      |                |
|                           | 86,152          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL CAPACITOR REPAIR     | \$0.00        | \$1,048.58     |
|                           | 86,153          | 50857 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | TOWN HALL HEAT REPAIR          | \$325.63      |                |
|                           | 86,153          | 50857 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL HEAT REPAIR          | \$35.97       |                |
|                           | 86,153          | 50857 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL HEAT REPAIR          | \$0.00        | \$361.60       |
| TOWN VISITOR              |                 |                          |                                    |                                |               |                |
|                           | 86,094          | 50858 01-1300-4000-40283 | INS DEDUCTIBLE-ADJUSTOR FEES       | CLAIMSPRO FILE#36010-0229700   | \$1,100.00    |                |
|                           | 86,094          | 50858 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CLAIMSPRO FILE#36010-0229700   | \$0.00        | \$1,100.00     |
| INGERSOLL HOME CENTRE LTD |                 |                          |                                    |                                |               |                |
|                           | 86,035          | 50859 01-5200-4100-41700 | BLDG REPAIRS AND MAINT             | FUSION DRY WALL                | \$8.80        |                |
|                           | 86,035          | 50859 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION DRY WALL                | \$1.14        |                |
|                           | 86,035          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION DRY WALL                | \$0.00        | \$9.94         |
|                           | 86,036          | 50859 01-5200-4100-41700 | BLDG REPAIRS AND MAINT             | FUSION STAFF WASHROOM REPAIR   | \$22.98       |                |
|                           | 86,036          | 50859 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION STAFF WASHROOM REPAIR   | \$2.99        |                |
|                           | 86,036          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION STAFF WASHROOM REPAIR   | \$0.00        | \$25.97        |
|                           | 86,037          | 50859 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE         | OPP STATION LIGHTS             | \$15.94       |                |
|                           | 86,037          | 50859 01-0000-0200-00325 | HST RECEIVABLE100%                 | OPP STATION LIGHTS             | \$2.07        |                |
|                           | 86,037          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OPP STATION LIGHTS             | \$0.00        | \$18.01        |
|                           | 86,038          | 50859 01-3200-4100-41700 | BLDG REPAIRS & MAINTENANCE         | OPP STATION LIGHTS             | \$10.28       |                |
|                           | 86,038          | 50859 01-0000-0200-00325 | HST RECEIVABLE100%                 | OPP STATION LIGHTS             | \$1.34        |                |
|                           | 86,038          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OPP STATION LIGHTS             | \$0.00        | \$11.62        |
|                           | 86,039          | 50859 01-3000-4100-41700 | BLDG REPAIRS & MAINTENANCE         | FIRE DEPT BUILDING REPAIR      | \$9.14        |                |
|                           | 86,039          | 50859 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT BUILDING REPAIR      | \$1.01        |                |
|                           | 86,039          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT BUILDING REPAIR      | \$0.00        | \$10.15        |
|                           | 86,040          | 50859 01-3000-4100-40210 | JANITORIAL SUPPLIES                | FIRE DEPT JANITORIAL SUPPLIES  | \$21.03       |                |
|                           | 86,040          | 50859 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT JANITORIAL SUPPLIES  | \$2.33        |                |
|                           | 86,040          | 50859 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT JANITORIAL SUPPLIES  | \$0.00        | \$23.36        |

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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> |
|--------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
| 86,041             | 50859           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA CEDAR SHIMS              | \$3.99        |                |
| 86,041             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA CEDAR SHIMS              | \$0.52        |                |
| 86,041             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA CEDAR SHIMS              | \$0.00        | \$4.51         |
| 86,042             | 50859           | 01-5000-6050-40320 | FIRST AID SAFETY SUPPLIES          | PARKS GLOVES                   | \$12.99       |                |
| 86,042             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS GLOVES                   | \$1.69        |                |
| 86,042             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS GLOVES                   | \$0.00        | \$14.68        |
| 86,043             | 50859           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA BLDG SUPPLIES            | \$12.76       |                |
| 86,043             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLDG SUPPLIES            | \$1.66        |                |
| 86,043             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLDG SUPPLIES            | \$0.00        | \$14.42        |
| 86,044             | 50859           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | PARKS SHOP BLDG SUPPLIES       | \$73.51       |                |
| 86,044             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS SHOP BLDG SUPPLIES       | \$9.56        |                |
| 86,044             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS SHOP BLDG SUPPLIES       | \$0.00        | \$83.07        |
| 86,045             | 50859           | 01-5000-6050-41510 | VEHICLE REPAIRS & MAINT            | PARKS ANTIFREEZE,TAPES         | \$55.87       |                |
| 86,045             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS ANTIFREEZE,TAPES         | \$7.26        |                |
| 86,045             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS ANTIFREEZE,TAPES         | \$0.00        | \$63.13        |
| 86,046             | 50859           | 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA BLDG SUPPLIES            | \$18.61       |                |
| 86,046             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLDG SUPPLIES            | \$2.42        |                |
| 86,046             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLDG SUPPLIES            | \$0.00        | \$21.03        |
| 86,047             | 50859           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | BIA POST SUPPLIES              | \$42.15       |                |
| 86,047             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | BIA POST SUPPLIES              | \$5.48        |                |
| 86,047             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BIA POST SUPPLIES              | \$0.00        | \$47.63        |
| 86,048             | 50859           | 01-5100-4100-40210 | JANITORIAL SUPPLIES                | VPCC JANITORIAL SUPPLIES       | \$34.99       |                |
| 86,048             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC JANITORIAL SUPPLIES       | \$4.55        |                |
| 86,048             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC JANITORIAL SUPPLIES       | \$0.00        | \$39.54        |
| 86,049             | 50859           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | PARKS SHOP BLDG SUPPLIES       | \$57.79       |                |
| 86,049             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS SHOP BLDG SUPPLIES       | \$7.51        |                |
| 86,049             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS SHOP BLDG SUPPLIES       | \$0.00        | \$65.30        |
| 86,050             | 50859           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | PARKS SHOP BLDG SUPPLIES       | \$6.49        |                |
| 86,050             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS SHOP BLDG SUPPLIES       | \$0.84        |                |
| 86,050             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS SHOP BLDG SUPPLIES       | \$0.00        | \$7.33         |
| 86,051             | 50859           | 01-5000-6050-41700 | BLDG REPAIRS AND MAINT             | PARKS SHOP BLDG SUPPLIES       | \$11.49       |                |
| 86,051             | 50859           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | PARKS SHOP BLDG SUPPLIES       | \$1.49        |                |
| 86,051             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PARKS SHOP BLDG SUPPLIES       | \$0.00        | \$12.98        |
| 86,141             | 50859           | 01-4500-4100-41700 | BLDG REPAIRS & MAINTENANCE         | LAMPS                          | \$14.95       |                |
| 86,141             | 50859           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LAMPS                          | \$1.65        |                |
| 86,141             | 50859           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LAMPS                          | \$0.00        | \$16.60        |

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|--------------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
| INGERSOLL RENT-ALL ***         |                 |                          |   |                                |               |                |
|                                | 86,194          | 50860 01-4500-4230-46410 | 941000 CONCRETE SAW                         | CORE CUT WHEEL + THROTTLE CABL | \$183.87      |                |
|                                | 86,194          | 50860 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CORE CUT WHEEL + THROTTLE CABL | \$20.31       |                |
|                                | 86,194          | 50860 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CORE CUT WHEEL + THROTTLE CABL | \$0.00        | \$204.18       |
|                                | 86,195          | 50860 01-4500-4152-80000 | MATERIALS-WINTER, SNOW FENCE, CULVERT THAWI | POST DRIVER RENTAL             | \$184.69      |                |
|                                | 86,195          | 50860 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | POST DRIVER RENTAL             | \$20.41       |                |
|                                | 86,195          | 50860 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | POST DRIVER RENTAL             | \$0.00        | \$205.10       |
| INTERNATIONAL ROAD DYNAMICS IN |                 |                          |   |                                |               |                |
|                                | 86,163          | 50861 01-4000-4000-40270 | NEW EQUIPMENT                               | TRAFFIC COUNTER BATTERIES      | \$141.45      |                |
|                                | 86,163          | 50861 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRAFFIC COUNTER BATTERIES      | \$15.62       |                |
|                                | 86,163          | 50861 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRAFFIC COUNTER BATTERIES      | \$0.00        | \$157.07       |
| J/E BEARING & MACHINE LTD.     |                 |                          |   |                                |               |                |
|                                | 86,166          | 50862 01-4500-4230-46386 | 938603 T6-00 VOLVO D TRUCK                  | TRUCK#6 BEARING                | \$38.92       |                |
|                                | 86,166          | 50862 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TRUCK#6 BEARING                | \$4.30        |                |
|                                | 86,166          | 50862 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TRUCK#6 BEARING                | \$0.00        | \$43.22        |
| EMPLOYEE REIMBURSEMENT         |                 |                          |   |                                |               |                |
|                                | 86,015          | 50863 40-8000-6900-40570 | MIDNIGHT MADNESS                            | MOONLIT MADNESS SUPPLIES       | \$109.65      |                |
|                                | 86,015          | 50863 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | MOONLIT MADNESS SUPPLIES       | \$12.11       |                |
|                                | 86,015          | 50863 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MOONLIT MADNESS SUPPLIES       | \$0.00        | \$121.76       |
| KNOWLEDGESURGE LEARNING SOLUTI |                 |                          |   |                                |               |                |
|                                | 86,191          | 50864 01-4500-4000-40630 | STAFF TRAINING                              | SNOWPLOWER DRIVING PROG        | \$2,544.00    |                |
|                                | 86,191          | 50864 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | SNOWPLOWER DRIVING PROG        | \$281.00      |                |
|                                | 86,191          | 50864 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SNOWPLOWER DRIVING PROG        | \$0.00        | \$2,825.00     |
| EMPLOYEE REIMBURSEMENT         |                 |                          |   |                                |               |                |
|                                | 86,145          | 50865 01-1300-4000-40620 | MILEAGE                                     | NOV MILEAGE                    | \$101.15      |                |
|                                | 86,145          | 50865 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | NOV MILEAGE                    | \$11.17       |                |
|                                | 86,145          | 50865 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | NOV MILEAGE                    | \$0.00        | \$112.32       |
| KROWN RUST CONTROL CENTRE      |                 |                          |   |                                |               |                |
|                                | 86,106          | 50866 01-5000-6050-41530 | EQUIP REPAIRS & MAINT                       | POWER KLEEN                    | \$68.00       |                |
|                                | 86,106          | 50866 01-0000-0200-00325 | HST RECEIVABLE100%                          | POWER KLEEN                    | \$8.84        |                |
|                                | 86,106          | 50866 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | POWER KLEEN                    | \$0.00        | \$76.84        |
| LECLAIR & ASSOCIATES           |                 |                          |   |                                |               |                |
|                                | 86,021          | 50867 01-0900-4000-40710 | LEGAL FEES                                  | LEGAL FEES                     | \$9,724.45    |                |
|                                | 86,021          | 50867 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | LEGAL FEES                     | \$1,074.11    |                |
|                                | 86,021          | 50867 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | LEGAL FEES                     | \$0.00        | \$10,798.56    |
| LIFESAVING SOCIETY             |                 |                          |   |                                |               |                |



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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> |
|-------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                               | 86,082          | 50868 01-5100-6060-41450 | LEADERSHIP                         | BRONZE LEADERSHIP MANUALS      | \$939.84      |                |
|                               | 86,082          | 50868 01-0000-0200-00325 | HST RECEIVABLE100%                 | BRONZE LEADERSHIP MANUALS      | \$50.10       |                |
|                               | 86,082          | 50868 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BRONZE LEADERSHIP MANUALS      | \$0.00        | \$989.94       |
| PETTY CASH - TREASURY         |                 |                          |                                    |                                |               |                |
|                               | 86,073          | 50869 40-8000-6900-42900 | MISCELLANEOUS EXPENSE              | TREASURY PETTY CASH            | \$120.00      |                |
|                               | 86,073          | 50869 01-0100-4000-01499 | MISCELLANEOUS REVENUES             | TREASURY PETTY CASH            | \$20.00       |                |
|                               | 86,073          | 50869 01-4500-4230-46388 | 938800 T8-09 PETERBILT D TRUCK     | TREASURY PETTY CASH            | \$32.00       |                |
|                               | 86,073          | 50869 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TREASURY PETTY CASH            | \$0.00        | \$172.00       |
| LONDON FIRE EQUIPMENT LTD *** |                 |                          |                                    |                                |               |                |
|                               | 86,103          | 50870 01-5200-6090-40550 | FUND RAISING                       | FUSION HAUNTED HOUSE SRV CALL  | \$120.00      |                |
|                               | 86,103          | 50870 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION HAUNTED HOUSE SRV CALL  | \$15.60       |                |
|                               | 86,103          | 50870 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION HAUNTED HOUSE SRV CALL  | \$0.00        | \$135.60       |
| TIM LOVETT INSTALLATIONS INC. |                 |                          |                                    |                                |               |                |
|                               | 86,118          | 50871 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA T8 BALLASTS REPLACE      | \$264.00      |                |
|                               | 86,118          | 50871 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA T8 BALLASTS REPLACE      | \$34.32       |                |
|                               | 86,118          | 50871 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA T8 BALLASTS REPLACE      | \$0.00        | \$298.32       |
| LPL PLUMBING                  |                 |                          |                                    |                                |               |                |
|                               | 86,147          | 50872 01-2000-4025-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | BACKFLOW PREVENTER             | \$5,037.12    |                |
|                               | 86,147          | 50872 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | BACKFLOW PREVENTER             | \$556.38      |                |
|                               | 86,147          | 50872 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | BACKFLOW PREVENTER             | \$0.00        | \$5,593.50     |
| LWR AUTOMOTIVE                |                 |                          |                                    |                                |               |                |
|                               | 86,169          | 50873 01-4500-4230-46385 | 938500 T5-07 INTERNATIONAL D TRUCK | CABLE TIES                     | \$21.56       |                |
|                               | 86,169          | 50873 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CABLE TIES                     | \$2.38        |                |
|                               | 86,169          | 50873 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CABLE TIES                     | \$0.00        | \$23.94        |
|                               | 86,170          | 50873 01-4500-4230-46402 | 940200 LEAF MACHINE                | LEAF MACHINE PARTS             | \$3.28        |                |
|                               | 86,170          | 50873 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LEAF MACHINE PARTS             | \$0.36        |                |
|                               | 86,170          | 50873 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LEAF MACHINE PARTS             | \$0.00        | \$3.64         |
|                               | 86,171          | 50873 01-4500-4230-46384 | 938400 T4-02 STERLING D TRUCK      | TRUCK#4 HEADLIGHT              | \$28.47       |                |
|                               | 86,171          | 50873 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#4 HEADLIGHT              | \$3.15        |                |
|                               | 86,171          | 50873 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#4 HEADLIGHT              | \$0.00        | \$31.62        |
|                               | 86,172          | 50873 01-4500-4230-46382 | 938200 T2-07 DODGE 3500            | TRUCK#2 MINIATURE LAMP         | \$3.50        |                |
|                               | 86,172          | 50873 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#2 MINIATURE LAMP         | \$0.39        |                |
|                               | 86,172          | 50873 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#2 MINIATURE LAMP         | \$0.00        | \$3.89         |
|                               | 86,173          | 50873 01-4500-4230-46382 | 938200 T2-07 DODGE 3500            | TRUCK#2 PARTS                  | \$46.69       |                |
|                               | 86,173          | 50873 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TRUCK#2 PARTS                  | \$5.15        |                |
|                               | 86,173          | 50873 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TRUCK#2 PARTS                  | \$0.00        | \$51.84        |

**Town of Ingersoll  
Monthly Cheque Disbursements  
December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>                  | <u>CHEQUE #</u> | <u>ACCOUNT</u>     | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
| <b>EMPLOYEE REIMBURSEMENT</b>       |                 |                    |                                    |                                |               |                |
| 86,017                              | 50874           | 01-1300-4000-40610 | MEETINGS & CONFERENCES             | CONF MILEAGE                   | \$120.21      |                |
| 86,017                              | 50874           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CONF MILEAGE                   | \$13.28       |                |
| 86,017                              | 50874           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CONF MILEAGE                   | \$0.00        | \$133.49       |
| <b>MCKIM HARDWARE</b>               |                 |                    |                                    |                                |               |                |
| 86,137                              | 50875           | 01-4500-5013-80000 | MATERIALS - LEAF COLLECTION        | PW RAKES                       | \$44.09       |                |
| 86,137                              | 50875           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PW RAKES                       | \$4.87        |                |
| 86,137                              | 50875           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PW RAKES                       | \$0.00        | \$48.96        |
| 86,138                              | 50875           | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP         | PW TAPE                        | \$6.65        |                |
| 86,138                              | 50875           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PW TAPE                        | \$0.74        |                |
| 86,138                              | 50875           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PW TAPE                        | \$0.00        | \$7.39         |
| 86,139                              | 50875           | 01-4500-4000-41650 | SMALL TOOLS & SAFETY EQUIP         | PW SHOVEL HANDLES              | \$40.63       |                |
| 86,139                              | 50875           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PW SHOVEL HANDLES              | \$4.49        |                |
| 86,139                              | 50875           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PW SHOVEL HANDLES              | \$0.00        | \$45.12        |
| 86,140                              | 50875           | 01-5200-6090-40420 | PROGRAM SUPPLIES                   | FUSION STEM PROG SUPPLIES      | \$35.29       |                |
| 86,140                              | 50875           | 01-0000-0200-00325 | HST RECEIVABLE100%                 | FUSION STEM PROG SUPPLIES      | \$4.59        |                |
| 86,140                              | 50875           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FUSION STEM PROG SUPPLIES      | \$0.00        | \$39.88        |
| 86,146                              | 50875           | 01-2000-4025-40210 | JANITORIAL SUPPLIES                | TOWN HALL JANITORIAL SUPPLIES  | \$7.52        |                |
| 86,146                              | 50875           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL JANITORIAL SUPPLIES  | \$0.83        |                |
| 86,146                              | 50875           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL JANITORIAL SUPPLIES  | \$0.00        | \$8.35         |
| <b>MILLCREEK PRINTING INC</b>       |                 |                    |                                    |                                |               |                |
| 86,013                              | 50876           | 40-8000-6950-41430 | STREET DECORATIONS                 | NORTH POLE ARROWS              | \$142.46      |                |
| 86,013                              | 50876           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NORTH POLE ARROWS              | \$15.74       |                |
| 86,013                              | 50876           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NORTH POLE ARROWS              | \$0.00        | \$158.20       |
| 86,014                              | 50876           | 40-8000-6900-40570 | MIDNIGHT MADNESS                   | FESTIVE CALENDAR               | \$2,606.90    |                |
| 86,014                              | 50876           | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FESTIVE CALENDAR               | \$287.95      |                |
| 86,014                              | 50876           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FESTIVE CALENDAR               | \$0.00        | \$2,894.85     |
| <b>MINISTRY OF FINANCE (OPP)***</b> |                 |                    |                                    |                                |               |                |
| 86,001                              | 50877           | 01-3000-4000-40630 | STAFF TRAINING                     | FIRE DEPT TRAINING COURSE REG  | \$195.00      |                |
| 86,001                              | 50877           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT TRAINING COURSE REG  | \$0.00        | \$195.00       |
| 86,002                              | 50877           | 01-3200-4000-41070 | R.I.D.E. EXPENSES                  | RIDE NOV 11                    | \$555.76      |                |
| 86,002                              | 50877           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RIDE NOV 11                    | \$0.00        | \$555.76       |
| 86,003                              | 50877           | 01-3200-4000-41070 | R.I.D.E. EXPENSES                  | RIDE NOV 24                    | \$1,042.05    |                |
| 86,003                              | 50877           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RIDE NOV 24                    | \$0.00        | \$1,042.05     |
| 86,004                              | 50877           | 01-3200-4000-41070 | R.I.D.E. EXPENSES                  | RIDE NOV 26                    | \$833.64      |                |
| 86,004                              | 50877           | 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RIDE NOV 26                    | \$0.00        | \$833.64       |

**Town of Ingersoll  
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December 2017**

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>            | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
| MISTER SAFETY SHOES (FORMERLY |                 |                          |                                    |                                |               |                |
|                               | 86,121          | 50878 01-5000-6020-40290 | UNIFORMS & CLOTHING                | WORKBOOTS                      | \$221.24      |                |
|                               | 86,121          | 50878 01-0000-0200-00325 | HST RECEIVABLE100%                 | WORKBOOTS                      | \$28.76       |                |
|                               | 86,121          | 50878 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | WORKBOOTS                      | \$0.00        | \$250.00       |
| MOHAWK COLLEGE ENTERPRISE     |                 |                          |                                    |                                |               |                |
|                               | 86,093          | 50879 01-1300-4000-40630 | STAFF TRAINING                     | LEADERSHIP PROG DAY 4          | \$432.48      |                |
|                               | 86,093          | 50879 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | LEADERSHIP PROG DAY 4          | \$47.77       |                |
|                               | 86,093          | 50879 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | LEADERSHIP PROG DAY 4          | \$0.00        | \$480.25       |
| MUNICIPAL FINANCE OFFICERS    |                 |                          |                                    |                                |               |                |
|                               | 86,024          | 50880 01-0000-0400-00280 | PREPAID EXPENSES                   | 2018 MFOA MEMBERSHIP           | \$320.54      |                |
|                               | 86,024          | 50880 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | 2018 MFOA MEMBERSHIP           | \$35.41       |                |
|                               | 86,024          | 50880 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2018 MFOA MEMBERSHIP           | \$0.00        | \$355.95       |
| NELLA CUTLERY (HAMILTON) INC  |                 |                          |                                    |                                |               |                |
|                               | 86,108          | 50881 01-5000-6020-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | ARENA BLADE SHARPENING         | \$180.00      |                |
|                               | 86,108          | 50881 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLADE SHARPENING         | \$23.40       |                |
|                               | 86,108          | 50881 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLADE SHARPENING         | \$0.00        | \$203.40       |
| OLDE BAKERY CAFE              |                 |                          |                                    |                                |               |                |
|                               | 86,090          | 50882 01-5100-6060-40420 | PROGRAM SUPPLIES                   | VPCC BIRTHDAY CAKE             | \$48.00       |                |
|                               | 86,090          | 50882 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC BIRTHDAY CAKE             | \$0.00        | \$48.00        |
| OLDE TYME TAXI                |                 |                          |                                    |                                |               |                |
|                               | 86,032          | 50883 01-1001-4000-41560 | CONTRACTS                          | NOV PARA TAXI                  | \$4,093.13    |                |
|                               | 86,032          | 50883 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV PARA TAXI                  | \$452.11      |                |
|                               | 86,032          | 50883 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV PARA TAXI                  | \$0.00        | \$4,545.24     |
| ONTARIO PARKS ASSOCIATION     |                 |                          |                                    |                                |               |                |
|                               | 86,122          | 50884 01-0000-0400-00280 | PREPAID EXPENSES                   | 2018 OPA MEMBERSHIP            | \$130.00      |                |
|                               | 86,122          | 50884 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | 2018 OPA MEMBERSHIP            | \$0.00        | \$130.00       |
| ONTARIO ONE CALL LTD.         |                 |                          |                                    |                                |               |                |
|                               | 86,161          | 50885 01-4000-5020-41500 | CONTRACTED SERVICES                | NOV LOCATES                    | \$126.49      |                |
|                               | 86,161          | 50885 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV LOCATES                    | \$13.97       |                |
|                               | 86,161          | 50885 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV LOCATES                    | \$0.00        | \$140.46       |
| ORCO SIGNS                    |                 |                          |                                    |                                |               |                |
|                               | 86,133          | 50886 01-5000-6100-40420 | PROGRAM SUPPLIES                   | REPLACE XMAS SPONSOR SIGNS     | \$11.20       |                |
|                               | 86,133          | 50886 01-0000-0200-00325 | HST RECEIVABLE100%                 | REPLACE XMAS SPONSOR SIGNS     | \$1.46        |                |
|                               | 86,133          | 50886 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | REPLACE XMAS SPONSOR SIGNS     | \$0.00        | \$12.66        |
| ORKIN CANADA CORP.            |                 |                          |                                    |                                |               |                |
|                               | 86,006          | 50887 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE         | MUSEUM PEST CONTROL            | \$147.50      |                |

Town of Ingersoll  
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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>    | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>               | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-----------------------|-----------------|--------------------------|--|--------------------------------|---------------|----------------|
|                       | 86,006          | 50887 01-0000-0200-00325 | HST RECEIVABLE100%                       | MUSEUM PEST CONTROL            | \$19.18       |                |
|                       | 86,006          | 50887 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | MUSEUM PEST CONTROL            | \$0.00        | \$166.68       |
| OXFORD COUNTY ***     |                 |                          |  |                                |               |                |
|                       | 85,998          | 50888 01-0000-2550-00945 | DEBENTRUE PAYABLE - ROYLAND ETC/HOLCROFT | DB PMT 5637-2014               | \$42,650.00   |                |
|                       | 85,998          | 50888 01-1600-4090-42400 | PRINCIPLE - DEBT REPAYMENT               | DB PMT 5637-2014               | \$42,650.00   |                |
|                       | 85,998          | 50888 01-1600-4090-42500 | INTEREST - DEBT REPAYMENT                | DB PMT 5637-2014               | \$23,425.54   |                |
|                       | 85,998          | 50888 01-0000-0200-00275 | AMOUNTS TO BE RECOVERED IN FUTURE YRS    | DB PMT 5637-2014               | \$0.00        | \$42,650.00    |
|                       | 85,998          | 50888 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | DB PMT 5637-2014               | \$0.00        | \$66,075.54    |
|                       | 85,999          | 50888 01-0000-2550-00942 | DEBT PAYABLE - LED STREETLIGHTS          | DB PMT 5516-2013               | \$100,750.00  |                |
|                       | 85,999          | 50888 01-1600-4090-42400 | PRINCIPLE - DEBT REPAYMENT               | DB PMT 5516-2013               | \$100,750.00  |                |
|                       | 85,999          | 50888 01-1600-4090-42500 | INTEREST - DEBT REPAYMENT                | DB PMT 5516-2013               | \$19,962.74   |                |
|                       | 85,999          | 50888 01-0000-0200-00275 | AMOUNTS TO BE RECOVERED IN FUTURE YRS    | DB PMT 5516-2013               | \$0.00        | \$100,750.00   |
|                       | 85,999          | 50888 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | DB PMT 5516-2013               | \$0.00        | \$120,712.74   |
|                       | 86,000          | 50888 01-0000-2550-00915 | DEBENTURE PAYABLE-PARKS SHOP             | DB PMT 5012-2008               | \$23,250.00   |                |
|                       | 86,000          | 50888 01-0000-2550-00920 | DEBENTURE PAYABLE-ENGINEERING 2008       | DB PMT 5012-2008               | \$25,462.45   |                |
|                       | 86,000          | 50888 01-1600-4090-42400 | PRINCIPLE - DEBT REPAYMENT               | DB PMT 5012-2008               | \$25,462.45   |                |
|                       | 86,000          | 50888 01-1600-4090-42500 | INTEREST - DEBT REPAYMENT                | DB PMT 5012-2008               | \$1,819.17    |                |
|                       | 86,000          | 50888 01-1600-6050-42400 | PRINCIPLE - DEBT REPAYMENT               | DB PMT 5012-2008               | \$23,250.00   |                |
|                       | 86,000          | 50888 01-1600-6050-42500 | INTEREST - DEBT REPAYMENT                | DB PMT 5012-2008               | \$1,661.10    |                |
|                       | 86,000          | 50888 01-0000-0200-00275 | AMOUNTS TO BE RECOVERED IN FUTURE YRS    | DB PMT 5012-2008               | \$0.00        | \$48,712.45    |
|                       | 86,000          | 50888 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | DB PMT 5012-2008               | \$0.00        | \$52,192.72    |
|                       | 86,162          | 50888 01-4500-5000-41010 | GRAPHICS & PRINTING                      | GARBAGE TAGS x2,000            | \$3,880.00    |                |
|                       | 86,162          | 50888 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | GARBAGE TAGS x2,000            | \$0.00        | \$3,880.00     |
| OXFORD COUNTY ***     |                 |                          |  |                                |               |                |
|                       | 86,052          | 50889 01-0900-4000-40710 | LEGAL FEES                               | PARKS SHOP INCIDENT 2017       | \$34,380.00   |                |
|                       | 86,052          | 50889 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | PARKS SHOP INCIDENT 2017       | \$0.00        | \$34,380.00    |
| PARKSMART INC.        |                 |                          |  |                                |               |                |
|                       | 86,091          | 50890 01-1000-4240-41505 | PARKING ENFORCEMENT CONTRACT             | NOV PARKING SYS FEES           | \$744.12      |                |
|                       | 86,091          | 50890 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)       | NOV PARKING SYS FEES           | \$82.20       |                |
|                       | 86,091          | 50890 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | NOV PARKING SYS FEES           | \$0.00        | \$826.32       |
| P M HYDRAULICS ***    |                 |                          |  |                                |               |                |
|                       | 86,165          | 50891 01-4500-4230-46395 | 939500 ELGIN SWEEPER                     | TUBING                         | \$63.47       |                |
|                       | 86,165          | 50891 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)       | TUBING                         | \$7.01        |                |
|                       | 86,165          | 50891 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL       | TUBING                         | \$0.00        | \$70.48        |
| PUROLATOR COURIER LTD |                 |                          |  |                                |               |                |
|                       | 86,034          | 50892 01-3000-4000-40240 | COURIER CHARGES                          | FIRE DEPT COURIER CHRGS        | \$24.59       |                |

**Town of Ingersoll  
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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>             | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                                | 86,034          | 50892 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT COURIER CHRGS        | \$3.13        |                |
|                                | 86,034          | 50892 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT COURIER CHRGS        | \$0.00        | \$27.72        |
| QUINTON'S CATERING             |                 |                          |                                    |                                |               |                |
|                                | 86,095          | 50893 01-0900-4000-41030 | STAFF CHRISTMAS PARTY              | STAFF XMAS POTLUCK HAM+POTS    | \$200.00      |                |
|                                | 86,095          | 50893 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | STAFF XMAS POTLUCK HAM+POTS    | \$0.00        | \$200.00       |
| REGIS AUTO PARTS               |                 |                          |                                    |                                |               |                |
|                                | 86,009          | 50894 01-3000-4000-41530 | EQUIP REPAIRS & MAINTENANCE        | FIRE DEPT WINDSHIELD WASH FLUI | \$6.70        |                |
|                                | 86,009          | 50894 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT WINDSHIELD WASH FLUI | \$0.74        |                |
|                                | 86,009          | 50894 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT WINDSHIELD WASH FLUI | \$0.00        | \$7.44         |
|                                | 86,174          | 50894 01-4500-4230-46389 | 938900 T9-13 CHEV SIERRA           | OIL FILTER                     | \$7.68        |                |
|                                | 86,174          | 50894 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | OIL FILTER                     | \$0.85        |                |
|                                | 86,174          | 50894 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OIL FILTER                     | \$0.00        | \$8.53         |
|                                | 86,175          | 50894 01-4500-4230-46395 | 939500 ELGIN SWEEPER               | RADIAL SEAL                    | \$53.65       |                |
|                                | 86,175          | 50894 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | RADIAL SEAL                    | \$5.92        |                |
|                                | 86,175          | 50894 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | RADIAL SEAL                    | \$0.00        | \$59.57        |
| OLDE BAKERY CAFE               |                 |                          |                                    |                                |               |                |
|                                | 86,005          | 50895 40-8000-6900-42900 | MISCELLANEOUS EXPENSE              | THANK U GIFT                   | \$333.35      |                |
|                                | 86,005          | 50895 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | THANK U GIFT                   | \$0.00        | \$333.35       |
| RELiance HOME COMFORT          |                 |                          |                                    |                                |               |                |
|                                | 86,112          | 50896 01-5100-4100-41550 | MAINTENANCE CONTRACTS              | VPCC WATER TANK RENT           | \$384.93      |                |
|                                | 86,112          | 50896 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC WATER TANK RENT           | \$50.05       |                |
|                                | 86,112          | 50896 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC WATER TANK RENT           | \$0.00        | \$434.98       |
| RESURFICE CORP ***             |                 |                          |                                    |                                |               |                |
|                                | 86,109          | 50897 01-5000-6020-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | ARENA BLADE SHARPENING         | \$794.15      |                |
|                                | 86,109          | 50897 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA BLADE SHARPENING         | \$103.24      |                |
|                                | 86,109          | 50897 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA BLADE SHARPENING         | \$0.00        | \$897.39       |
| RIETTA'S DECOR & DESIGN CENTRE |                 |                          |                                    |                                |               |                |
|                                | 86,114          | 50898 01-5000-6020-41700 | BLDG REPAIRS & MAINT               | ARENA AUDITORIUM PAINT         | \$26.19       |                |
|                                | 86,114          | 50898 01-0000-0200-00325 | HST RECEIVABLE100%                 | ARENA AUDITORIUM PAINT         | \$3.40        |                |
|                                | 86,114          | 50898 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ARENA AUDITORIUM PAINT         | \$0.00        | \$29.59        |
| ROCK SOLID DESIGNS             |                 |                          |                                    |                                |               |                |
|                                | 86,113          | 50899 01-5000-6020-41750 | LOT SNOW REMOVAL & SANDING         | NOV SAND/SALT                  | \$130.00      |                |
|                                | 86,113          | 50899 01-5100-4100-41750 | LOT SNOW REMOVAL & SANDING         | NOV SAND/SALT                  | \$130.00      |                |
|                                | 86,113          | 50899 01-5000-6040-41750 | LOT SNOW REMOVAL & SANDING         | NOV SAND/SALT                  | \$130.00      |                |
|                                | 86,113          | 50899 01-5200-4100-41750 | LOT SNOW REMOVAL & SANDING         | NOV SAND/SALT                  | \$120.00      |                |
|                                | 86,113          | 50899 01-0000-0200-00325 | HST RECEIVABLE100%                 | NOV SAND/SALT                  | \$16.90       |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>        | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>                  | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|---------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                           | 86,113          | 50899 01-0000-0200-00325 | HST RECEIVABLE100%                          | NOV SAND/SALT                  | \$16.90       |                |
|                           | 86,113          | 50899 01-0000-0200-00325 | HST RECEIVABLE100%                          | NOV SAND/SALT                  | \$16.90       |                |
|                           | 86,113          | 50899 01-0000-0200-00325 | HST RECEIVABLE100%                          | NOV SAND/SALT                  | \$15.60       |                |
|                           | 86,113          | 50899 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | NOV SAND/SALT                  | \$0.00        | \$576.30       |
|                           | 86,176          | 50899 01-4500-4160-80000 | MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL | KENDALL LANE WALL CAP          | \$2,701.48    |                |
|                           | 86,176          | 50899 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | KENDALL LANE WALL CAP          | \$298.39      |                |
|                           | 86,176          | 50899 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | KENDALL LANE WALL CAP          | \$0.00        | \$2,999.87     |
| ROOFING SYSTEMS           |                 |                          |   |                                |               |                |
|                           | 86,101          | 50900 10-0000-3506-80000 | MATERIALS                                   | VPCC ROOF FINAL BILLING        | \$5,559.00    |                |
|                           | 86,101          | 50900 01-0000-0200-00325 | HST RECEIVABLE100%                          | VPCC ROOF FINAL BILLING        | \$722.67      |                |
|                           | 86,101          | 50900 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VPCC ROOF FINAL BILLING        | \$0.00        | \$6,281.67     |
| S & B SERVICES LTD.       |                 |                          |   |                                |               |                |
|                           | 86,183          | 50901 01-4500-4150-80000 | MATERIALS-WINTER CONTROL, PLOWING, SANDING, | CALIBRATE 5 UNITS SERVICES     | \$529.15      |                |
|                           | 86,183          | 50901 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | CALIBRATE 5 UNITS SERVICES     | \$58.45       |                |
|                           | 86,183          | 50901 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CALIBRATE 5 UNITS SERVICES     | \$0.00        | \$587.60       |
| SIROSKI DOOR AND HARDWARE |                 |                          |   |                                |               |                |
|                           | 86,116          | 50902 01-5200-4100-41530 | EQUIP REPAIRS & MAINT                       | FUSION HUNTER DOOR REPAIR      | \$165.00      |                |
|                           | 86,116          | 50902 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION HUNTER DOOR REPAIR      | \$21.45       |                |
|                           | 86,116          | 50902 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION HUNTER DOOR REPAIR      | \$0.00        | \$186.45       |
| EAVES REPAIR              |                 |                          |   |                                |               |                |
|                           | 86,007          | 50903 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | MUSEUM EAVES REPAIR            | \$194.69      |                |
|                           | 86,007          | 50903 01-0000-0200-00325 | HST RECEIVABLE100%                          | MUSEUM EAVES REPAIR            | \$25.31       |                |
|                           | 86,007          | 50903 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MUSEUM EAVES REPAIR            | \$0.00        | \$220.00       |
| SOAK IT UP INC            |                 |                          |   |                                |               |                |
|                           | 86,011          | 50904 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | MUSEUM MAT RENTAL              | \$18.00       |                |
|                           | 86,011          | 50904 01-0000-0200-00325 | HST RECEIVABLE100%                          | MUSEUM MAT RENTAL              | \$2.34        |                |
|                           | 86,011          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MUSEUM MAT RENTAL              | \$0.00        | \$20.34        |
|                           | 86,012          | 50904 01-6200-4100-41700 | BLDG REPAIRS & MAINTENANCE                  | MUSEUM MAT RENTAL              | \$18.00       |                |
|                           | 86,012          | 50904 01-0000-0200-00325 | HST RECEIVABLE100%                          | MUSEUM MAT RENTAL              | \$2.34        |                |
|                           | 86,012          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | MUSEUM MAT RENTAL              | \$0.00        | \$20.34        |
|                           | 86,148          | 50904 01-2000-4025-41540 | RENTAL                                      | TOWN HALL MAT RENTAL           | \$29.00       |                |
|                           | 86,148          | 50904 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | TOWN HALL MAT RENTAL           | \$3.21        |                |
|                           | 86,148          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | TOWN HALL MAT RENTAL           | \$0.00        | \$32.21        |
|                           | 86,149          | 50904 01-2000-4015-41540 | RENTAL                                      | CARRS WLKWy MAT RENTAL         | \$11.00       |                |
|                           | 86,149          | 50904 01-0000-0200-00325 | HST RECEIVABLE100%                          | CARRS WLKWy MAT RENTAL         | \$1.43        |                |
|                           | 86,149          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | CARRS WLKWy MAT RENTAL         | \$0.00        | \$12.43        |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>             | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                                | 86,156          | 50904 01-2000-4025-41540 | RENTAL                             | TOWN HALL MAT RENTAL           | \$29.00       |                |
|                                | 86,156          | 50904 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | TOWN HALL MAT RENTAL           | \$3.21        |                |
|                                | 86,156          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | TOWN HALL MAT RENTAL           | \$0.00        | \$32.21        |
|                                | 86,157          | 50904 01-2000-4015-41540 | RENTAL                             | CARRS WLKWY MAT RENTAL         | \$11.00       |                |
|                                | 86,157          | 50904 01-0000-0200-00325 | HST RECEIVABLE100%                 | CARRS WLKWY MAT RENTAL         | \$1.43        |                |
|                                | 86,157          | 50904 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CARRS WLKWY MAT RENTAL         | \$0.00        | \$12.43        |
| SPECTRUM COMMUNICATIONS LTD.   |                 |                          |                                    |                                |               |                |
|                                | 86,092          | 50905 01-3000-4000-41520 | COMMUNICATION                      | FIRE DEPT PAGER REPAIR         | \$95.43       |                |
|                                | 86,092          | 50905 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | FIRE DEPT PAGER REPAIR         | \$10.54       |                |
|                                | 86,092          | 50905 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | FIRE DEPT PAGER REPAIR         | \$0.00        | \$105.97       |
| STAPLES ADVANTAGE              |                 |                          |                                    |                                |               |                |
|                                | 86,098          | 50906 01-5100-4000-40200 | OFFICE SUPPLIES                    | VPCC STATIONARIES              | \$84.22       |                |
|                                | 86,098          | 50906 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC STATIONARIES              | \$10.95       |                |
|                                | 86,098          | 50906 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC STATIONARIES              | \$0.00        | \$95.17        |
|                                | 86,099          | 50906 01-5100-4000-40200 | OFFICE SUPPLIES                    | VPCC OFFICE SUPPLIES           | \$90.27       |                |
|                                | 86,099          | 50906 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC OFFICE SUPPLIES           | \$11.73       |                |
|                                | 86,099          | 50906 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC OFFICE SUPPLIES           | \$0.00        | \$102.00       |
|                                | 86,100          | 50906 01-5100-4000-40200 | OFFICE SUPPLIES                    | VPCC OFFICE SUPPLIES           | \$260.52      |                |
|                                | 86,100          | 50906 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC OFFICE SUPPLIES           | \$33.87       |                |
|                                | 86,100          | 50906 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC OFFICE SUPPLIES           | \$0.00        | \$294.39       |
| EMPLOYEE REIMBURSEMENT         |                 |                          |                                    |                                |               |                |
|                                | 86,081          | 50907 01-5000-4000-40220 | TELEPHONE                          | OCT-DEC CELLPHONE+MILEAGE      | \$92.92       |                |
|                                | 86,081          | 50907 01-5000-4000-40620 | MILEAGE                            | OCT-DEC CELLPHONE+MILEAGE      | \$15.29       |                |
|                                | 86,081          | 50907 01-0000-0200-00325 | HST RECEIVABLE100%                 | OCT-DEC CELLPHONE+MILEAGE      | \$12.08       |                |
|                                | 86,081          | 50907 01-0000-0200-00325 | HST RECEIVABLE100%                 | OCT-DEC CELLPHONE+MILEAGE      | \$1.99        |                |
|                                | 86,081          | 50907 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | OCT-DEC CELLPHONE+MILEAGE      | \$0.00        | \$122.28       |
| STEVE'S ELECTRIC ***           |                 |                          |                                    |                                |               |                |
|                                | 86,105          | 50908 01-5000-6050-41740 | LAND MAINTENANCE & IMPROVEMENTS    | VIC PARK LIGHTS REPAIR         | \$7,196.61    |                |
|                                | 86,105          | 50908 01-0000-0200-00325 | HST RECEIVABLE100%                 | VIC PARK LIGHTS REPAIR         | \$935.55      |                |
|                                | 86,105          | 50908 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VIC PARK LIGHTS REPAIR         | \$0.00        | \$8,132.16     |
| ST.MARYS CEMENT INC.           |                 |                          |                                    |                                |               |                |
|                                | 86,159          | 50909 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS         | CONCRETE                       | \$753.02      |                |
|                                | 86,159          | 50909 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | CONCRETE                       | \$83.18       |                |
|                                | 86,159          | 50909 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | CONCRETE                       | \$0.00        | \$836.20       |
| STONETOWN SUPPLY SERVICES(ING) |                 |                          |                                    |                                |               |                |
|                                | 86,020          | 50910 01-3000-4100-40210 | JANITORIAL SUPPLIES                | FIRE DEPT JANITORIAL SUPPLIES  | \$76.56       |                |

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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> |
|--------------------------------|-----------------|--------------------------|---------------------------------------|--------------------------------|---------------|----------------|
|                                | 86,020          | 50910 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | FIRE DEPT JANITORIAL SUPPLIES  | \$8.46        |                |
|                                | 86,020          | 50910 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | FIRE DEPT JANITORIAL SUPPLIES  | \$0.00        | \$85.02        |
|                                | 86,177          | 50910 01-4500-4100-40210 | JANITORIAL SUPPLIES                   | PW JANITORIAL SUPPLIES         | \$141.15      |                |
|                                | 86,177          | 50910 01-4500-4220-80000 | MATERIALS-SIDEWALK REPAIRS            | PW JANITORIAL SUPPLIES         | \$50.74       |                |
|                                | 86,177          | 50910 01-4500-4230-46431 | VEHICLE MAINTENANCE                   | PW JANITORIAL SUPPLIES         | \$42.48       |                |
|                                | 86,177          | 50910 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | PW JANITORIAL SUPPLIES         | \$15.59       |                |
|                                | 86,177          | 50910 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | PW JANITORIAL SUPPLIES         | \$5.60        |                |
|                                | 86,177          | 50910 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | PW JANITORIAL SUPPLIES         | \$4.70        |                |
|                                | 86,177          | 50910 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | PW JANITORIAL SUPPLIES         | \$0.00        | \$260.26       |
| AJ STONE COMPANY LTD           |                 |                          |                                       |                                |               |                |
|                                | 86,110          | 50911 01-5000-6020-41700 | BLDG REPAIRS & MAINT                  | CO DETECTOR                    | \$164.32      |                |
|                                | 86,110          | 50911 01-0000-0200-00325 | HST RECEIVABLE100%                    | CO DETECTOR                    | \$21.36       |                |
|                                | 86,110          | 50911 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CO DETECTOR                    | \$0.00        | \$185.68       |
| EMPLOYEE REIMBURSEMENT         |                 |                          |                                       |                                |               |                |
|                                | 86,104          | 50912 01-5000-6100-40500 | SPECIAL EVENTS                        | SANTA VILLAGE SUPPLIES         | \$181.69      |                |
|                                | 86,104          | 50912 01-0000-0200-00325 | HST RECEIVABLE100%                    | SANTA VILLAGE SUPPLIES         | \$20.59       |                |
|                                | 86,104          | 50912 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | SANTA VILLAGE SUPPLIES         | \$0.00        | \$202.28       |
| THERMAL SAFETY SUPPLY LTD      |                 |                          |                                       |                                |               |                |
|                                | 86,197          | 50913 01-4500-4123-80000 | MATERIALS-ROADSIDE MAINT, CATCHBASINS | CALIBRATE UNITS                | \$305.28      |                |
|                                | 86,197          | 50913 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | CALIBRATE UNITS                | \$33.72       |                |
|                                | 86,197          | 50913 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | CALIBRATE UNITS                | \$0.00        | \$339.00       |
| TOROMONT INDUSTRIES LTD        |                 |                          |                                       |                                |               |                |
|                                | 86,186          | 50914 01-4500-4230-46393 | 939300 2011 CAT FRONT END LOADER      | LOADER PARTS                   | \$150.40      |                |
|                                | 86,186          | 50914 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | LOADER PARTS                   | \$16.61       |                |
|                                | 86,186          | 50914 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | LOADER PARTS                   | \$0.00        | \$167.01       |
|                                | 86,187          | 50914 01-4500-4230-46393 | 939300 2011 CAT FRONT END LOADER      | LOADER PARTS                   | \$48.83       |                |
|                                | 86,187          | 50914 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)    | LOADER PARTS                   | \$5.40        |                |
|                                | 86,187          | 50914 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | LOADER PARTS                   | \$0.00        | \$54.23        |
| TRAFX RESEARCH LTD.            |                 |                          |                                       |                                |               |                |
|                                | 86,164          | 50915 01-5000-4000-40856 | SAFE CYCLINING COMMITTEE EXPENSES     | TRAIL COUNTERS                 | \$1,646.66    |                |
|                                | 86,164          | 50915 01-5000-4000-40859 | REC TRAILIES COMMITTEE EXPENSES       | TRAIL COUNTERS                 | \$823.34      |                |
|                                | 86,164          | 50915 01-0000-0200-00325 | HST RECEIVABLE100%                    | TRAIL COUNTERS                 | \$214.07      |                |
|                                | 86,164          | 50915 01-0000-0200-00325 | HST RECEIVABLE100%                    | TRAIL COUNTERS                 | \$107.03      |                |
|                                | 86,164          | 50915 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL    | TRAIL COUNTERS                 | \$0.00        | \$2,791.10     |
| TREMBLETT'S YOUR INDEPENDENT G |                 |                          |                                       |                                |               |                |
|                                | 86,074          | 50916 01-5000-6100-40420 | PROGRAM SUPPLIES                      | SANTA VILLAGE SUPPLIES         | \$24.73       |                |



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|--------------------------------|-----------------|--------------------------|---|--------------------------------|---------------|----------------|
|                                | 86,074          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | SANTA VILLAGE SUPPLIES         | \$0.52        |                |
|                                | 86,074          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | SANTA VILLAGE SUPPLIES         | \$0.00        | \$25.25        |
|                                | 86,075          | 50916 01-5100-4000-42900 | MISCELLANEOUS EXPENSE                       | VPCC SUPPLIES                  | \$8.77        |                |
|                                | 86,075          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | VPCC SUPPLIES                  | \$0.65        |                |
|                                | 86,075          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | VPCC SUPPLIES                  | \$0.00        | \$9.42         |
|                                | 86,076          | 50916 01-5200-6090-40420 | PROGRAM SUPPLIES                            | FUSION PROGRAM SUPPLIES        | \$26.22       |                |
|                                | 86,076          | 50916 01-5200-6090-40460 | NUTRITION PURCHASES                         | FUSION PROGRAM SUPPLIES        | \$25.92       |                |
|                                | 86,076          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION PROGRAM SUPPLIES        | \$0.01        |                |
|                                | 86,076          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION PROGRAM SUPPLIES        | \$0.00        | \$52.15        |
|                                | 86,077          | 50916 01-5200-6090-40420 | PROGRAM SUPPLIES                            | FUSION PROGRAM SUPPLIES        | \$24.50       |                |
|                                | 86,077          | 50916 01-5200-6090-40460 | NUTRITION PURCHASES                         | FUSION PROGRAM SUPPLIES        | \$28.95       |                |
|                                | 86,077          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION PROGRAM SUPPLIES        | \$0.60        |                |
|                                | 86,077          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION PROGRAM SUPPLIES        | \$0.00        | \$54.05        |
|                                | 86,078          | 50916 01-5200-6090-40420 | PROGRAM SUPPLIES                            | FUSION PROGRAM SUPPLIES        | \$13.42       |                |
|                                | 86,078          | 50916 01-5200-6090-40460 | NUTRITION PURCHASES                         | FUSION PROGRAM SUPPLIES        | \$29.31       |                |
|                                | 86,078          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION PROGRAM SUPPLIES        | \$0.01        |                |
|                                | 86,078          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION PROGRAM SUPPLIES        | \$0.00        | \$42.74        |
|                                | 86,079          | 50916 01-5200-6090-40420 | PROGRAM SUPPLIES                            | FUSION PROGRAM SUPPLIES        | \$28.85       |                |
|                                | 86,079          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION PROGRAM SUPPLIES        | \$0.28        |                |
|                                | 86,079          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION PROGRAM SUPPLIES        | \$0.00        | \$29.13        |
|                                | 86,080          | 50916 01-5200-6090-40420 | PROGRAM SUPPLIES                            | FUSION PROGRAM SUPPLIES        | \$14.57       |                |
|                                | 86,080          | 50916 01-5200-6090-40460 | NUTRITION PURCHASES                         | FUSION PROGRAM SUPPLIES        | \$27.17       |                |
|                                | 86,080          | 50916 01-0000-0200-00325 | HST RECEIVABLE100%                          | FUSION PROGRAM SUPPLIES        | \$1.58        |                |
|                                | 86,080          | 50916 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | FUSION PROGRAM SUPPLIES        | \$0.00        | \$43.32        |
| TRILLIUM MUNICIPAL SUPPLY INC. |                 |                          |   |                                |               |                |
|                                | 86,182          | 50917 01-4500-4000-40270 | NEW EQUIPMENT                               | ROADWATCH KIT+LED DISPLAY      | \$1,148.87    |                |
|                                | 86,182          | 50917 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ROADWATCH KIT+LED DISPLAY      | \$126.90      |                |
|                                | 86,182          | 50917 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ROADWATCH KIT+LED DISPLAY      | \$0.00        | \$1,275.77     |
| WALMSLEY BROS LTD              |                 |                          |   |                                |               |                |
|                                | 86,167          | 50919 01-0000-0250-61107 | GC15-959-200 ALBERT-DRIVEWAY                | ASPHALT                        | \$160.78      |                |
|                                | 86,167          | 50919 01-4500-4130-80000 | MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN | ASPHALT                        | \$1,053.11    |                |
|                                | 86,167          | 50919 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$17.76       |                |
|                                | 86,167          | 50919 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%)          | ASPHALT                        | \$116.33      |                |
|                                | 86,167          | 50919 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL          | ASPHALT                        | \$0.00        | \$1,347.98     |
| WASTE MANAGEMENT               |                 |                          |   |                                |               |                |
|                                | 86,185          | 50920 01-4500-4100-41550 | MAINTENANCE CONTRACTS                       | NOV WASTE SERVICES             | \$573.49      |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>          | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|-----------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                             | 86,185          | 50920 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV WASTE SERVICES             | \$61.15       |                |
|                             | 86,185          | 50920 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV WASTE SERVICES             | \$0.00        | \$634.64       |
| WASTE CONNECTIONS OF CANADA |                 |                          |                                    |                                |               |                |
|                             | 86,016          | 50921 01-3000-4100-41550 | MAINTENANCE CONTRACTS              | DEC FIRE DEPT GARBAGE SERVICES | \$209.32      |                |
|                             | 86,016          | 50921 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | DEC FIRE DEPT GARBAGE SERVICES | \$23.12       |                |
|                             | 86,016          | 50921 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DEC FIRE DEPT GARBAGE SERVICES | \$0.00        | \$232.44       |
|                             | 86,131          | 50921 01-5000-6020-41550 | MAINTENANCE CONTRACTS              | DEC GARBAGE COLLECTION         | \$284.30      |                |
|                             | 86,131          | 50921 01-5200-4100-41550 | MAINTENANCE CONTRACTS              | DEC GARBAGE COLLECTION         | \$278.30      |                |
|                             | 86,131          | 50921 01-5100-4100-41550 | MAINTENANCE CONTRACTS              | DEC GARBAGE COLLECTION         | \$278.30      |                |
|                             | 86,131          | 50921 01-5000-6040-41550 | MAINTENANCE CONTRACTS              | DEC GARBAGE COLLECTION         | \$278.30      |                |
|                             | 86,131          | 50921 01-5000-6050-41550 | MAINTENANCE CONTRACTS              | DEC GARBAGE COLLECTION         | \$278.30      |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.96       |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.18       |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.18       |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.18       |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.18       |                |
|                             | 86,131          | 50921 01-0000-0200-00325 | HST RECEIVABLE100%                 | DEC GARBAGE COLLECTION         | \$36.18       |                |
|                             | 86,131          | 50921 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | DEC GARBAGE COLLECTION         | \$0.00        | \$1,579.18     |
| WGD ARCHITECTS INC.         |                 |                          |                                    |                                |               |                |
|                             | 86,130          | 50922 10-0000-3552-40880 | CONSULTING FEES                    | VPCC FAC CONDITION EVALUATION  | \$2,475.00    |                |
|                             | 86,130          | 50922 01-0000-0200-00325 | HST RECEIVABLE100%                 | VPCC FAC CONDITION EVALUATION  | \$321.75      |                |
|                             | 86,130          | 50922 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | VPCC FAC CONDITION EVALUATION  | \$0.00        | \$2,796.75     |
| PSB REIMBURSEMENT           |                 |                          |                                    |                                |               |                |
|                             | 86,083          | 50923 01-3230-4000-41020 | PROMOTION & MEALS                  | PSB XMAS LUNCH+INTERNET        | \$555.58      |                |
|                             | 86,083          | 50923 01-3230-4000-41520 | COMMUNICATION                      | PSB XMAS LUNCH+INTERNET        | \$64.06       |                |
|                             | 86,083          | 50923 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PSB XMAS LUNCH+INTERNET        | \$52.53       |                |
|                             | 86,083          | 50923 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PSB XMAS LUNCH+INTERNET        | \$7.07        |                |
|                             | 86,083          | 50923 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PSB XMAS LUNCH+INTERNET        | \$0.00        | \$679.24       |
|                             | 86,086          | 50923 01-3230-4000-41520 | COMMUNICATION                      | PSB NOV INTERNET               | \$64.06       |                |
|                             | 86,086          | 50923 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | PSB NOV INTERNET               | \$7.07        |                |
|                             | 86,086          | 50923 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | PSB NOV INTERNET               | \$0.00        | \$71.13        |
| EMPLOYEE REIMBURSEMENT      |                 |                          |                                    |                                |               |                |
|                             | 86,026          | 50924 01-1000-4000-40620 | MILEAGE                            | NOV MILEAGE                    | \$61.56       |                |
|                             | 86,026          | 50924 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | NOV MILEAGE                    | \$6.80        |                |
|                             | 86,026          | 50924 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | NOV MILEAGE                    | \$0.00        | \$68.36        |
| EMPLOYEE REIMBURSEMENT      |                 |                          |                                    |                                |               |                |
|                             | 86,202          | 50925 01-3400-4000-40630 | STAFF TRAINING                     | ON BLDG CODE EXAM              | \$150.00      |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u>     | <u>CHEQUE #</u> | <u>ACCOUNT</u>           | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|------------------------|-----------------|--------------------------|------------------------------------|--------------------------------|---------------|----------------|
|                        | 86,202          | 50925 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | ON BLDG CODE EXAM              | \$0.00        | \$150.00       |
| EMPLOYEE REIMBURSEMENT |                 |                          |                                    |                                |               |                |
|                        | 86,198          | 50926 01-3400-4000-40620 | MILEAGE                            | MILEAGE                        | \$181.39      |                |
|                        | 86,198          | 50926 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | MILEAGE                        | \$20.03       |                |
|                        | 86,198          | 50926 01-0000-2020-00000 | ACCOUNTS PAYABLE - GENERAL CONTROL | MILEAGE                        | \$0.00        | \$201.42       |
| UNION GAS              |                 |                          |                                    |                                |               |                |
|                        | 86,203 EFT      | 01-5000-6020-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$1,363.05    |                |
|                        | 86,203 EFT      | 01-3200-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$174.13      |                |
|                        | 86,203 EFT      | 01-3000-4000-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$183.08      |                |
|                        | 86,203 EFT      | 01-5000-6050-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$825.54      |                |
|                        | 86,203 EFT      | 01-4500-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$458.57      |                |
|                        | 86,203 EFT      | 01-5000-6040-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$431.47      |                |
|                        | 86,203 EFT      | 01-5000-6040-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$58.72       |                |
|                        | 86,203 EFT      | 01-5100-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$4,462.68    |                |
|                        | 86,203 EFT      | 01-5200-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$998.12      |                |
|                        | 86,203 EFT      | 01-6200-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$124.14      |                |
|                        | 86,203 EFT      | 01-6200-4100-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$28.13       |                |
|                        | 86,203 EFT      | 01-2000-4020-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$128.96      |                |
|                        | 86,203 EFT      | 01-2000-4025-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$976.97      |                |
|                        | 86,203 EFT      | 01-2000-4015-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$202.58      |                |
|                        | 86,203 EFT      | 01-2000-4015-40350       | NATURAL GAS                        | GAS NOV-DEC                    | \$91.94       |                |
|                        | 86,203 EFT      | 01-0000-0200-00320       | HST RECEIVABLE (PST 78%, GST 100%) | GAS NOV-DEC                    | \$178.78      |                |
|                        | 86,203 EFT      | 01-0000-0200-00325       | HST RECEIVABLE100%                 | GAS NOV-DEC                    | \$1,155.60    |                |
|                        | 86,203 EFT      | 01-0000-0100-00100       | BANK                               | GAS NOV-DEC                    | \$0.00        | \$11,842.46    |
| ROYAL BANK VISA        |                 |                          |                                    |                                |               |                |
|                        | 86,204 EFT      | 01-1000-4000-40790       | ELECTION EXPENSE                   | VISA NOV 2017-CLERK            | \$30.07       |                |
|                        | 86,204 EFT      | 01-0000-0200-00320       | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-CLERK            | \$2.39        |                |
|                        | 86,204 EFT      | 01-0000-0100-00100       | BANK                               | VISA NOV 2017-CLERK            | \$0.00        | \$32.46        |
| ROYAL BANK VISA        |                 |                          |                                    |                                |               |                |
|                        | 86,205 EFT      | 01-6200-4000-40420       | PROGRAM SUPPLIES                   | VISA NOV 2017-MUSEUM           | \$74.75       |                |
|                        | 86,205 EFT      | 01-6200-4000-40540       | CONSERVATION SUPPLIES              | VISA NOV 2017-MUSEUM           | \$45.61       |                |
|                        | 86,205 EFT      | 01-0000-0200-00325       | HST RECEIVABLE100%                 | VISA NOV 2017-MUSEUM           | \$2.47        |                |
|                        | 86,205 EFT      | 01-0000-0200-00325       | HST RECEIVABLE100%                 | VISA NOV 2017-MUSEUM           | \$5.93        |                |
|                        | 86,205 EFT      | 01-0000-0100-00100       | BANK                               | VISA NOV 2017-MUSEUM           | \$0.00        | \$128.76       |
| ROYAL BANK VISA        |                 |                          |                                    |                                |               |                |
|                        | 86,206 EFT      | 01-0900-4000-40710       | LEGAL FEES                         | VISA NOV 2017-CAO              | \$10.81       |                |

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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> |
|--------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
|                    | 86,206 EFT      | 01-0900-4000-40710 | LEGAL FEES                         | VISA NOV 2017-CAO              | \$39.29       |                |
|                    | 86,206 EFT      | 01-0900-4000-41020 | PROMOTION & MEALS                  | VISA NOV 2017-CAO              | \$114.89      |                |
|                    | 86,206 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-CAO              | \$1.19        |                |
|                    | 86,206 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-CAO              | \$3.55        |                |
|                    | 86,206 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-CAO              | \$12.25       |                |
|                    | 86,206 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-CAO              | \$0.00        | \$181.98       |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,207 EFT      | 01-0000-0400-00280 | PREPAID EXPENSES                   | VISA NOV 2017-PUBLIC WORKS     | \$122.11      |                |
|                    | 86,207 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-PUBLIC WORKS     | \$13.49       |                |
|                    | 86,207 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-PUBLIC WORKS     | \$0.00        | \$135.60       |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,208 EFT      | 01-5100-6090-40630 | STAFF TRAINING                     | VISA NOV 2017-VPCC             | \$145.00      |                |
|                    | 86,208 EFT      | 01-5100-4000-40435 | PRO SHOP SUPPLIES                  | VISA NOV 2017-VPCC             | \$134.44      |                |
|                    | 86,208 EFT      | 01-0000-0200-00325 | HST RECEIVABLE100%                 | VISA NOV 2017-VPCC             | \$18.85       |                |
|                    | 86,208 EFT      | 01-0000-0200-00325 | HST RECEIVABLE100%                 | VISA NOV 2017-VPCC             | \$8.17        |                |
|                    | 86,208 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-VPCC             | \$0.00        | \$306.46       |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,209 EFT      | 01-1300-4000-40630 | STAFF TRAINING                     | VISA NOV 2017-TREASURY         | \$366.34      |                |
|                    | 86,209 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-TREASURY         | \$40.46       |                |
|                    | 86,209 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-TREASURY         | \$0.00        | \$406.80       |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,210 EFT      | 01-4000-4000-40630 | STAFF TRAINING                     | VISA NOV 2017-ENG              | \$441.05      |                |
|                    | 86,210 EFT      | 01-4000-4000-40630 | STAFF TRAINING                     | VISA NOV 2017-ENG              | \$508.80      |                |
|                    | 86,210 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-ENG              | \$46.87       |                |
|                    | 86,210 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-ENG              | \$56.20       |                |
|                    | 86,210 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-ENG              | \$0.00        | \$1,052.92     |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,211 EFT      | 01-0000-0400-00280 | PREPAID EXPENSES                   | VISA NOV 2017-BLDG INSPECT     | \$634.98      |                |
|                    | 86,211 EFT      | 01-3400-4000-40630 | STAFF TRAINING                     | VISA NOV 2017-BLDG INSPECT     | \$127.20      |                |
|                    | 86,211 EFT      | 01-2000-4025-41550 | MAINTENANCE CONTRACTS              | VISA NOV 2017-BLDG INSPECT     | \$835.64      |                |
|                    | 86,211 EFT      | 01-3400-4000-40310 | FAX OPERATIONS                     | VISA NOV 2017-BLDG INSPECT     | \$25.43       |                |
|                    | 86,211 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-BLDG INSPECT     | \$70.14       |                |
|                    | 86,211 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-BLDG INSPECT     | \$14.05       |                |
|                    | 86,211 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-BLDG INSPECT     | \$2.81        |                |
|                    | 86,211 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-BLDG INSPECT     | \$0.00        | \$1,710.25     |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |

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**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u> | <u>CHEQUE #</u> | <u>ACCOUNT</u>     | <u>ACCOUNT DESCRIPTION</u>         | <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u> | <u>CREDITS</u> |
|--------------------|-----------------|--------------------|------------------------------------|--------------------------------|---------------|----------------|
|                    | 86,212 EFT      | 01-3000-4000-40260 | SUBSCRIPTIONS & PUBLICATIONS       | VISA NOV 2017-FIRE DEPT        | \$24.93       |                |
|                    | 86,212 EFT      | 01-3000-4000-40290 | UNIFORMS & CLOTHING                | VISA NOV 2017-FIRE DEPT        | \$217.70      |                |
|                    | 86,212 EFT      | 01-3000-4000-40610 | MEETINGS & CONFERENCES             | VISA NOV 2017-FIRE DEPT        | \$24.31       |                |
|                    | 86,212 EFT      | 01-3000-4100-41530 | EQUIP REPAIRS & MAINTENANCE        | VISA NOV 2017-FIRE DEPT        | \$208.61      |                |
|                    | 86,212 EFT      | 01-3000-4000-41205 | FIRE PREVENTION                    | VISA NOV 2017-FIRE DEPT        | \$771.32      |                |
|                    | 86,212 EFT      | 01-3000-4000-40610 | MEETINGS & CONFERENCES             | VISA NOV 2017-FIRE DEPT        | \$310.85      |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$2.76        |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$24.05       |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$2.35        |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$23.04       |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$85.20       |                |
|                    | 86,212 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-FIRE DEPT        | \$31.25       |                |
|                    | 86,212 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-FIRE DEPT        | \$0.00        | \$1,726.37     |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,213 EFT      | 01-1002-4000-40410 | LICENCES, TAGS, ETC.               | VISA NOV 2017-IT               | \$751.59      |                |
|                    | 86,213 EFT      | 01-1002-4000-40270 | NEW EQUIPMENT                      | VISA NOV 2017-IT               | \$232.75      |                |
|                    | 86,213 EFT      | 01-1002-4000-41530 | EQUIPMENT REPAIRS & MAINTENANCE    | VISA NOV 2017-IT               | \$196.40      |                |
|                    | 86,213 EFT      | 01-1002-4000-40610 | MEETINGS & CONFERENCES             | VISA NOV 2017-IT               | \$978.67      |                |
|                    | 86,213 EFT      | 01-1002-4000-40270 | NEW EQUIPMENT                      | VISA NOV 2017-IT               | \$22.29       |                |
|                    | 86,213 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-IT               | \$25.71       |                |
|                    | 86,213 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-IT               | \$21.69       |                |
|                    | 86,213 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-IT               | \$104.62      |                |
|                    | 86,213 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-IT               | \$0.00        | \$2,333.72     |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,214 EFT      | 01-7000-4000-41300 | TRADE SHOWS                        | VISA NOV 2017-ECON DEVEL       | \$5,883.38    |                |
|                    | 86,214 EFT      | 01-0000-0200-00320 | HST RECEIVABLE (PST 78%, GST 100%) | VISA NOV 2017-ECON DEVEL       | \$13.64       |                |
|                    | 86,214 EFT      | 01-0000-0100-00100 | BANK                               | VISA NOV 2017-ECON DEVEL       | \$0.00        | \$5,897.02     |
| ROYAL BANK VISA    |                 |                    |                                    |                                |               |                |
|                    | 86,215 EFT      | 01-5200-4100-41700 | BLDG REPAIRS AND MAINT             | VISA NOV 2017-FUSION           | \$70.31       |                |
|                    | 86,215 EFT      | 01-5200-6090-41500 | CONTRACTED SERVICES                | VISA NOV 2017-FUSION           | \$10.99       |                |
|                    | 86,215 EFT      | 01-5200-6090-40550 | FUND RAISING                       | VISA NOV 2017-FUSION           | \$19.00       |                |
|                    | 86,215 EFT      | 01-5200-6090-40270 | NEW EQUIPMENT                      | VISA NOV 2017-FUSION           | \$544.56      |                |
|                    | 86,215 EFT      | 01-5200-6090-40270 | NEW EQUIPMENT                      | VISA NOV 2017-FUSION           | \$1,358.88    |                |
|                    | 86,215 EFT      | 01-5200-6090-40270 | NEW EQUIPMENT                      | VISA NOV 2017-FUSION           | \$2,271.48    |                |
|                    | 86,215 EFT      | 01-5200-6185-41039 | FIELD TRIPS                        | VISA NOV 2017-FUSION           | \$170.35      |                |
|                    | 86,215 EFT      | 01-5200-6185-40625 | PRGM PARTICIPANT TRANSPORTATION    | VISA NOV 2017-FUSION           | \$175.42      |                |

Town of Ingersoll  
 Monthly Cheque Disbursements  
 December 2017

**PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 51,747.05**

| <u>VENDOR NAME</u> | <u>CHEQUE #</u> | <u>ACCOUNT</u>     | <u>ACCOUNT DESCRIPTION</u> |
|--------------------|-----------------|--------------------|----------------------------|
| 86,215 EFT         |                 | 01-5200-6090-40610 | MEETINGS & CONFERENCES     |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0200-00325 | HST RECEIVABLE100%         |
| 86,215 EFT         |                 | 01-0000-0100-00100 | BANK                       |

| <u>TRANSACTION DESCRIPTION</u> | <u>DEBITS</u>  | <u>CREDITS</u> |
|--------------------------------|----------------|----------------|
| VISA NOV 2017-FUSION           | \$946.25       |                |
| VISA NOV 2017-FUSION           | \$9.14         |                |
| VISA NOV 2017-FUSION           | \$70.79        |                |
| VISA NOV 2017-FUSION           | \$176.65       |                |
| VISA NOV 2017-FUSION           | \$295.29       |                |
| VISA NOV 2017-FUSION           | \$22.15        |                |
| VISA NOV 2017-FUSION           | \$22.80        |                |
| VISA NOV 2017-FUSION           | \$123.01       |                |
| VISA NOV 2017-FUSION           | \$0.00         | \$6,287.07     |
|                                | =====          |                |
| DISTRIBUTION TOTALS:           | \$4,185,807.36 | \$4,185,807.36 |
|                                | =====          |                |



**DEPARTMENT** Administration and Economic Development

**REPORT NO:** A-001-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** Economic Development Monthly Staff Report

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### **Administration**

- 1. Landfill** – Staff continue to work with the various consultants and experts that have been hired to oversee the Town's opposition and critic of the proposed landfill.

Consultants will be attending the meeting in February to update Council as to where the application is in the process and what steps remain. An estimated timeline will also be discussed.

Staff are also working closely with the Lobbying team, to solicit support at the upcoming ROMA and OGRA conferences to be held in Toronto, January and February.

The Town will have a display booth in the Exhibitor halls in each of the venue, where information on the "We demand the right" strategy will be shared and where visiting municipal representatives will be asked to support the resolution when they return to their home municipalities.

- 2. Development** – There remains strong interest in the development environment in Ingersoll. Staff have been busy meeting with various property representatives on proposed developments stated for commencement in 2018. Some of these meetings focused on the following locations:
  - King Street East
  - Sifton Properties
  - Golf Course lands
  - Golf Course Estates
  - 297 Whiting street
  - Culloden Road

3. **MURC Project** – Staff continue to work on the site selection process for the future facility.
4. **Boundary Adjustment** – Staff have been working on preparing resources for the next meeting with SWOX representatives which is scheduled for January 29<sup>th</sup> at 4:30 pm at the SWOX municipal office.
5. **Budget** – Finalization of the 2018 budget remains ongoing.
6. **Union Negotiations and Human Resource Issues** – Continue to demand a significant portion of time.

### **Economic Development Activities:**

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

1. **Community Improvement Plan (CIP)** – Staff continue to work through the steps required for adoption of the CIP. A public meeting will be scheduled early in 2018.
2. **200 Clark Road** – Staff have submitted an application to the Province to have the site designated site certified. Snowmobilers have been trespassing on the property and damaging the winter wheat crop. Staff have been working with police and the lease holder to ensure no further damage occurs.
3. **Business Retention and Expansion (BR+E) Plan** – The last time a BR+E was completed in Ingersoll was 2008. Town Staff will be working with Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Staff on the program. Staff plan to conduct interviews focused on the businesses located in the Downtown and Central Commercial area in 2018 and expand in subsequent years from there. The main goal in staff's opinion is to work with existing businesses, establish and improve relationships with existing businesses, act on opportunities, and identify strengths and weaknesses to enhance the business environment. It will also give staff the opportunity to promote the Community Improvement Plan and other programs/opportunities.
4. **Partnerships and Associations**

Oxford Connections: The Oxford Connections group submitted a budget request to Oxford County Council for the 2018 programming including the SIAL (Salon International de l'alimentation) show in Montreal, and the Oxford County FAM (Familiarization) Tour.

Southwestern Ontario Marketing Alliance (SOMA): Staff and other Directors attended the SEMA (Specialty Equipment Market Association) Show. Staff and



Directors held over 25 meetings with companies interested in expanding into the SOMA region in the near or distant future. Staff continue to converse with many of these leads. Mayor Comiskey, Staff, SOMA Directors, and Mayors led a successful trade mission to China and Japan. Staff will present a full report of the mission at the February Council meeting. Immediate positive outcomes from the mission have already been achieved. Staff and SOMA Directors will be attending the Automotive Communities Partnership meeting in Detroit in January. Speakers from the Center for Automotive Research, General Motors, the Original Equipment Suppliers Association (OESA), COX Automotive, and other industry stakeholders.

Oxford Workforce Development Partnership (OWDP): Staff and members continue to work through planning to build a stronger workforce and grow economic prosperity in Oxford.

Ingersoll District Chamber of Commerce: The Chamber is hosting their Annual General Meeting on January 30, 2018 at the Colombo Club in Beachville. Sandy Jansen President & CEO of Alexandra Hospital in Ingersoll, and the Tillsonburg District Memorial Hospital will be the keynote speaker.

5. **Business Inquiries** – Town staff continue to work with several companies that are inquiring about purchasing portions or the entirety of the Town's Industrial Lands, as well as new leads and inquiries that continue to be received. Staff are assisting the companies with logistical solutions, to secure financing, planning/zoning, and potential staffing. Staff continue to work with companies that have inquired including health care, food/beverage related businesses, small manufacturing businesses. Staff have been working with the businesses, various levels of government, partner associations/organizations, various Town staff as well as planning staff to assist these businesses in locating in Ingersoll. Staff continue assisting several businesses located in Ingersoll with plans for expansion.

Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William Tighe, Chief Administrative Officer



**DEPARTMENT:** Building

**REPORT NO:** B-001-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** December 2017 Building and By-Law Report

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

**Facilities Management**

Roof repair continues to progress. Building automation system is almost completed.

**By-Law Enforcement – December 2017**

|  |    |
|--|----|
| Total Complaints for 2017                  | 65 |
| Total # of letters sent                    | 39 |
| Total # closed to date, completed          | 53 |
| Waiting for Compliance/Under Investigation | 12 |
| To be investigated                         | 0  |

**Complaint Summary**

| Total Complaints to Date (2017)    |    |
|------------------------------------|----|
| Property Standards/Lot Maintenance | 52 |
| Building without permit            | 0  |
| Zoning                             | 12 |
| Parking                            | 0  |
| Fencing                            | 1  |
| Swimming Pool                      | 2  |
| December 2017 Complaints           |    |
| Total # of Complaints              | 4  |
| Property Standards/Lot Maintenance | 2  |
| Zoning                             | 2  |

**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 December 2017 Complaints the indented topics (weeds, trees etc) is a breakdown of what type of Property Standards complaint we have received.

**Building Department**

December 2017 **Permits** – 14 building permits for construction valued at \$2,294,951.00 were issued for the month of December.

- a) Total permits fees collected **\$18,328.29**
- b) Single and Multi-Unit for December - 5 single family dwellings & 0 Multi-Units (0 units) & 1 Semi-Detached Dwelling (2 units) & 0 Apartment dwellings
- c) **Total Single & Multi units permits over year to date (2017);**
  - **75 Single Family Dwelling permits**
  - **8 Semi-detached Dwelling permits- 16 units**
  - **6 Multi-Unit permits – 25 Units**
  - **2 Apartments**
- d) Total December Sewer and Water Permits – 1
- e) December Permit Comparison Summary and Permit Reports as follows:

**Permit Comparison Summary from 12/1/2017 to 12/31/2017**

| Category                | Previous Year |             |             |           |             |             | Current Year |             |             |           |              |             |
|-------------------------|---------------|-------------|-------------|-----------|-------------|-------------|--------------|-------------|-------------|-----------|--------------|-------------|
|                         | #             | Building    | Muni Dev.   | Muni Levy | County      | Value       | #            | Building    | Muni Dev.   | Muni Levy | County       | Value       |
| Accessory (Residential) | 0             | \$0.00      | \$0.00      | \$0.00    | \$0.00      | \$0         | 4            | \$1,515.53  | \$0.00      | \$0.00    | \$0.00       | \$41,428    |
| Commercial              | 3             | \$6,925.07  | \$0.00      | \$0.00    | \$0.00      | \$150,000   | 1            | \$159.00    | \$0.00      | \$0.00    | \$0.00       | \$1,900     |
| Agricultural            | 0             | \$0.00      | \$0.00      | \$0.00    | \$0.00      | \$0         | 0            | \$0.00      | \$0.00      | \$0.00    | \$0.00       | \$0         |
| Institutional           | 1             | \$1,800.00  | \$0.00      | \$0.00    | \$0.00      | \$30,000    | 1            | \$159.00    | \$0.00      | \$0.00    | \$0.00       | \$1,700     |
| Industrial              | 0             | \$0.00      | \$0.00      | \$0.00    | \$0.00      | \$0         | 1            | \$159.00    | \$0.00      | \$0.00    | \$0.00       | \$400,000   |
| Residential             | 7             | \$12,260.42 | \$21,282.00 | \$0.00    | \$89,100.00 | \$1,094,591 | 7            | \$16,335.76 | \$25,746.00 | \$0.00    | \$107,856.00 | \$1,849,923 |

|                              | Previous Year  | Current Year   |
|------------------------------|----------------|----------------|
| Total Permits Issued         | 11             | 14             |
| Total Dwelling Units Created | 4              | 5              |
| Total Permit Value           | \$1,274,591.00 | \$2,294,951.00 |
| Total Permit Fees            | \$20,985.49    | \$18,328.29    |

**TOWN OF INGERSOLL Permit Summary From 12/1/2017 to 12/31/2017**

| Building Code Category | Total              |           | New Structures     |          | Add/Reno/UseCh   |          | Demolitions |          | Signs          |          | Other      |          |
|------------------------|--------------------|-----------|--------------------|----------|------------------|----------|-------------|----------|----------------|----------|------------|----------|
|                        | Value              | #         | Value              | #        | Value            | #        | Value       | #        | Value          | #        | Value      | #        |
| Accessory Residential  | \$41,428           | 4         | \$7,000            | 2        | \$34,428         | 2        | \$0         | 0        | \$0            | 0        | \$0        | 0        |
| Residential            | \$1,849,923        | 7         | \$1,818,495        | 6        | \$31,428         | 1        | \$0         | 0        | \$0            | 0        | \$0        | 0        |
| Agricultural           | \$0                | 0         | \$0                | 0        | \$0              | 0        | \$0         | 0        | \$0            | 0        | \$0        | 0        |
| Commercial             | \$1,900            | 1         | \$0                | 0        | \$0              | 0        | \$0         | 0        | \$1,900        | 1        | \$0        | 0        |
| Industrial             | \$400,000          | 1         | \$0                | 0        | \$400,000        | 1        | \$0         | 0        | \$0            | 0        | \$0        | 0        |
| Institutional          | \$1,700            | 1         | \$0                | 0        | \$0              | 0        | \$0         | 0        | \$1,700        | 1        | \$0        | 0        |
| <b>TOTALS</b>          | <b>\$2,294,951</b> | <b>14</b> | <b>\$1,825,495</b> | <b>8</b> | <b>\$465,856</b> | <b>4</b> | <b>\$0</b>  | <b>0</b> | <b>\$3,600</b> | <b>2</b> | <b>\$0</b> | <b>0</b> |

Respectfully Submitted, Shannon Vanderydt  
 Chief Building Official/By-Law Enforcement Officer/Property Manager



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-001-18

**COUNCIL MEETING DATE:** January 8, 2018

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

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**1. Closed Session Reporting**

Council went into closed session on December 11, 2017 to discuss labour relations and employee negotiations and two items about identifiable individuals. Council also received advice from its solicitor regarding a matter of litigation.

**2. Upcoming Legislation**

Nothing to report at this time

**3. Museum**

In December, the museum continued its collections management work. As a result of the hard work of staff and volunteers, the backlog of acquisitions has been cleared up and museum records are now up-to-date. Moving into the new year, staff will continue to update the collections management database, as well as will undertake the reorganization of the collections storage room. Also during December, the museum hosted a volunteer appreciation evening for volunteers of the Ingersoll Cheese & Agricultural Museum and the Oxford County Museum School. It was an opportunity for volunteers of both museums to get to know one another, and for staff and volunteers to review the successes of 2017 and plan for 2018.

**4. Human Resources**

Human Resources highlights and initiatives for November:

**1. Recruitment**

- Two offers of employment for part-time, seasonal work were presented in December.
- Two new employee requisitions were submitted in December; recruitment for these roles remains ongoing.

- The Town's annual summer student recruitment program is set to launch in early 2018; please visit the employment section of the Town of Ingersoll's website for further details and updates.

## **2. Policy Development/Implementation**

Shortly after Finance and HR presented their Bill 148 report, the Bill passed third reading and received Royal Assent with some significant amendments. Notably, the Government of Ontario established an exemption to its minimum on-call requirements to exclude positions responsible for the delivery of essential services. This amendment is viewed positively by the Town as it will reduce the anticipated financial impact. Currently, HR is in the process of developing a tiered implementation strategy for all aspects of the Bill as they come into force over the next year.

## **3. Senior Management Support**

Human Resources continues to provide ongoing HR support 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.

**Attachment:** Monthly Statistics

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer

**Clerk's Department Monthly Statistics - December 2017**

|                               | Current Month | Prior Yr. Month | Percentage  | Year-to-date | Prior-Year-to-date | Percentage  |
|-------------------------------|---------------|-----------------|-------------|--------------|--------------------|-------------|
| <b>MARRIAGE LICENCES</b>      |               |                 |             |              |                    |             |
| In Town Marriage Licences     | 1             | 4               | 25%         | 56           | 54                 | 104%        |
| Out-of-Town Marriage Licences | 1             | 2               | 50%         | 146          | 170                | 86%         |
| <b>CIVIL WEDDINGS</b>         |               |                 |             |              |                    |             |
| Ceremonies Held               | 2             | 2               | 100%        | 28           | 15                 | 187%        |
| Ceremonies Booked             | 1             | 1               | 100%        | 26           | 13                 | 200%        |
| <b>BURIAL PERMITS</b>         |               |                 |             |              |                    |             |
| In Town Burial Permits        | 4             | 5               | 80%         | 67           | 53                 | 126%        |
| Out-of-Town Burial Permits    | 10            | 8               | 125%        | 60           | 96                 | 63%         |
| Commissioners of Oaths        | <b>10</b>     | <b>21</b>       | <b>48%</b>  | <b>164</b>   | <b>215</b>         | <b>76%</b>  |
| Paratransit Tickets           | <b>288</b>    | <b>263</b>      | <b>110%</b> | <b>4165</b>  | <b>3786</b>        | <b>110%</b> |
| <b>PARKING PASSES</b>         |               |                 |             |              |                    |             |
| Day Parking Passes            | 2.0           | 0.0             | <b>0%</b>   | 18.5         | 6.0                | 308%        |
| Evening Parking Passes        | 0             | 6               | 0%          | 6            | 14                 | 43%         |
| 24-Hour Parking Passes        | 2             | 1               | 200%        | 9            | 4                  | 225%        |
| <b>PLAQUES ORDERED</b>        |               |                 |             |              |                    |             |
| Commemorative Plaques         | 0             | 0               | 0%          | 6            | 8                  | 75%         |
| Certificates Ordered          | 0             | 0               | 0%          | 3            | 0                  | 0%          |
| Transient Traders Licenses    | <b>0</b>      | <b>0</b>        | <b>0%</b>   | <b>0</b>     | <b>1</b>           | <b>0%</b>   |
| Lottery Licenses              | <b>2</b>      | <b>2</b>        | <b>100%</b> | <b>9</b>     | <b>16</b>          | <b>56%</b>  |
| Lunch Wagon Permits           | <b>0</b>      | <b>0</b>        | <b>0%</b>   | <b>2</b>     | <b>3</b>           | <b>67%</b>  |



**DEPARTMENT:** Community Services

**REPORT NO:** C -001-08

**COUNCIL MEETING DATE:** January 8<sup>th</sup>, 2018

**TITLE:** 2018 January Community Services Monthly Report

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1. R Zone Policy - Will be brought forward for council approval at either the February or March Meeting.
2. Advertising Policy - will be bringing Parks and Recreation advertising policy before council in at either the February or March meeting which will outline advertising opportunities in the parks and recreation department.
3. Fees - Conducting a review of user fee's which includes conducting a fee's comparison with other municipalities. Full report to council to have update fee's in place by July.
4. Winter Lights - will have full report on addressing concerns in regards to winter lights for the February Council meeting.
5. Outdoor Rinks - volunteers from the Rotary Club have set up outdoor rinks in the past. Have call out to them to see when they expect the rinks to be installed at fusion for this year.
6. Recreation Software Upgrade - IT department is scheduling new software demonstrations for staff to be able to try out various programs before we make decision on what software will work best for the department.

### **Facility Operation Highlights**

- Tim Hortons free skates at the arena 2 times per day, for 7 days over Christmas Holidays
- Got pricing on LED lights for arena, will be placing order in the near future to hope for installation in early Feb. 2018



- Arranged with Art Blake Refrigeration to come to VPCC in Feb. 2018 to do a thorough inspection of the Engineered Air Unit at the pool. This will give us some key information if our unit is running at peak capacity.
- New Coke Machines to arrive in mid-January
- Arena LED Lighting targeted for early February 2018

### **Parks Department Highlights**

- More racking was installed at shop for light display storage
- Santa's Village finished up so staff brought stuff back to shop from Village
- Light decorations are being repaired and checked on a regular basis, some issues with controllers and music this year. Need to upgrade some of our controllers
- Staff had some time delivering tables, chairs
- Lights will be on until January 2nd

### **Programming Highlights**

- Preschool registration (kinderkids and time for tots) for the winter session filling nicely. 4 spots left out of 48 in kinderkids and 8 spots left out of 20 in time for tots. All other registration slower to fill as the holiday season is upon us.
- 10 new membership out of our membership drive. 3 winners drawing personal training/cooling towel, 3 choosing a choice of a winter specialty program, 4 receiving a parks and rec gym bag and cooling towel.
- Will be posting for summer day camp positions early in the New Year so we can start interviews on winter vacation periods for post-secondary students.

### **Aquatics Highlights**

- Dec. 2 and 3 swim meet.
- January 27, 2018 is our Pirates cove pool party. Reminder afternoon community swim is cancelled. Pool party goes for 6:00-8:00pm
- Lessons begin January 8, 2018, working on trying to accommodate a very large waiting list.

## **Fusion Highlights**

- Job postings have been posted online for the Art staff and Female Fitness staff positions, ideally these positions will be filled in January
- The E-waste program ended as of December 1
- 2 facility rentals for birthday parties this month on Dec 2 (art room and gym), Kitchen Rental on Dec 16<sup>th</sup>
- Annual Christmas Dinner took place on Dec 14<sup>th</sup>. 44 youth participated in the dinner. Thank you to Deputy Mayor Fred Freeman and Councilor Brian Petrie for attending.
- Festive Friday's at Fusion – Each Friday a special event took place – such as Gingerbread House competition, Karaoke, Pajama Party and Tree Bulb decorating
- The gym had a total of 235 youth visits. The sports played were soccer, volleyball, Floor Hockey & basketball. The age range for participation is working out well.
- A new uniform policy is in place
- Fusion will be closed for the holidays from December 4 until January 2
- Summer Camp dates have been finalized.
- As of December 18<sup>th</sup> there have been 9 new memberships for the month
- As of December 18<sup>th</sup> there have been a total of 764 youth visits
- As of December 18<sup>th</sup> there have been 44 participants in the school outreach visits (most visits were cancelled at the schools for the month of December due to holiday activities)
- Report on membership fees – compares fees at other City facilities for youth programs, and other Youth Centers as well as the Boys and Girls Club
- Report on camp fees for Fusion submitted
- Canada Summer Jobs grant period has opened and Fusion, VPCC and Parks Dept will be applying for summer staff again this year. The deadline is February 2nd, 2018.

Prepared by: Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Ingersoll Fire & Emergency Services

**REPORT NO:** F-001-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** December Month End Fire Services Report

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### **FIRE CALLS**

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

5 – Institutional

3 – Residential

4 – Industrial

1 – Vehicles / M.V.C.

6 – Carbon Monoxide

3 – Medical Assist

0 – Rescue

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

### **TRAINING**

The month of December was dedicated to officer training. Using computer simulations fire ground tactics were discussed and practiced

### **FIRE PREVENTION INSPECTIONS**

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

1– Residential

1 – Assembly

3 – Business & Personal

7 – Follow up inspections

### **PUBLIC EDUCATION**

Fire department personnel attended Royal Roads public school as a follow up to fire prevention week to present awards for activity participation.

### **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 Traffic – Bylaw #06-4327

1 – Regulating Dogs – Bylaw #01-3989

There were 2 by-law investigations during the month of December that were resolved.

Prepared by: John Holmes, Fire Chief/CEMC

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Operations

**REPORT NO:** OP-001-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** December 2017 Operations Report

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I worked on a number of Site Plans, Subdivision Agreements, Consents, Minor Variances and Zoning applications.

I had several pre-consultation meetings with potential developers looking at development in different locations in Town.

Engineering Services responded to 30 requests for locates or re-locates during December. This included emergency locates. There was 1020 locates done in 2017.

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

**Public Works Manager**

### **MAINTENANCE**

Winter Control

| <b>Events for December</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> |
|----------------------------|-------------|-------------|-------------|-------------|
| Roads                      | 27          | 20          | 13          | 21          |
| Sidewalks                  | 16          | 17          | 10          | 9           |
| Snow Loading               | 2           | 2           | 3           | 2           |

- Snow Fence was installed in wind exposed areas.

Equipment Repairs

- Leaf machines repairs have been started from the past autumns use. Regular vehicle maintenance will continue as required.

## Road Maintenance

- Potholes are being patched on a regular basis. Any new or previously repaired holes that need attention should be reported to the Works Department at 519-485-2931.

## Core Benches

- Benches have been removed and brought into the shop for repair and repainting.

## Tree Trimming and Removal Tender

- If anyone has any maintenance concerns for trees on Town property please forward concerns to Lenore at 519-485-0120 or the Public Works shop at 519-485-2931 by mid-January

Rich Fleming, Acting Manager. Public Works Department

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

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury Department

**REPORT NO:** T-001-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** Treasury Department Monthly Report

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Mayor Comiskey and Members of Council:

**Department Activities and Information for the month of December 2017:**

**Treasury**

1. Further departmental budget reviews have been scheduled in with the final review on January 18th and approval in February.
2. In process of finalizing 2017 yearend financial results and preparing 2017 financial statements, FIR and reconciling capital assets transactions.
3. Finance and Property Tax Statistics:

| 719       | <b>2016 PROPERTY TAX TITLE CHANGES YTD</b>  |
|-----------|---|
| 3         | Properties registered for tax sales (3 plus years in arrears, potential sale by tender in 2018) |
| 6         | Extension Agreements  |
| 0         | Properties to be sold by tax sale in 2017   |
| \$348,337 | Taxes on Supplemental / Omitted Assessments YTD   |
| \$840,797 | Property Taxes O/S December 31, 2017  |
| \$38,949  | Revenue – Treasurer Certificates, Title Changes, Other  |
| \$117,299 | Interest Earned   |
| \$182,693 | Interest on Overdue Taxes   |

**Information Technology**

1. Installed roof conduit and new cables for all networking and radio equipment on the Town hall roof.

2. Completed new Community Services section of the website and it is now live.
3. Upgraded Great Plains and Diamond Software for year-end closing.

#### Monthly Statistics

Closed Tickets - 83

Opened Tickets -79

Still Outstanding - 2

#### Website Stats

Users – 4,767

Page Views – 14,900

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Economic Development

**REPORT NO:** A-002-18

**COUNCIL MEETING DATE:** January 8, 2017

**TITLE:** Mural in Heritage Square Update

---

## **OBJECTIVE**

To provide an update to Council regarding the mural proposal in Heritage Square in Downtown Ingersoll on Thames Street near the gazebo and receive direction from Council regarding the Mural.

## **BACKGROUND**

At the June 12, 2017 Council received report A-011-17 entitled Mural in Heritage Square as information.

Danielle Gardner a Visual Arts Teacher and Artist at Ingersoll District Collegiate Institute has reached out to Town Staff to request permission to have Grade 11 students to paint 8, 4 foot by 4 foot sections of a mural.

At the March meeting of the Ingersoll Downtown Business Improvement Area (BIA) board meeting, staff asked for input regarding this proposal. BIA members passed a resolution supporting the idea.

Ms Gardner approached the adjacent business, Dwell, who also supports the mural installation.

Staff investigated ownership of the wall that would house the proposed mural and concluded that it was owned by the Town.

Staff investigated the integrity of the wall and determined that the anchoring the mural would need to be subject to engineers specifications but there should be no other concerns.

Ms Gardner has approached businesses in the area and received donations of materials and acceptance of the photograph to base the mural on.

Council requested that they see the chosen design and approve before Ms Gardner and her class proceed with the mural.

## ANALYSIS

The current Mural is fading and quite dated. This mural would complement current downtown revitalization efforts. Local students and schools should be encouraged to participate in Town projects where possible to foster engagement in the community. Students should feel a sense of pride in accomplishment when the project is complete and it will bring a fresh look to our Downtown core.

The chosen photograph is the following:



Council's acceptance of the photo as the subject matter for the mural is required before Ms Gardner and her class can proceed with the mural.

## **INTERDEPARTMENTAL IMPLICATIONS**

Ms Gardner has requested that Town Staff be utilized to hang the mural once complete. The Director of Community Services has indicated that their staff will be able to work with Ms Gardner to mount the mural.

## **FINANCIAL IMPLICATIONS**

Staff time

## **RECOMMENDATION**

THAT the Council for the Town of Ingersoll receives this report as information approves Ms Gardner's proposed picture as the subject matter for the mural and directs Community Services Department staff to hang the mural once completed.

Prepared by: Curtis Tighe, Economic Development Officer

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-002-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** Appointment of Alternate at the Upper Tier

---

## **OBJECTIVE**

To appoint an alternate at the Upper Tier (County of Oxford) for the remainder of the term of Council to attend if the Mayor (Ingersoll's representative to County Council) is unable to attend a meeting of the upper-tier for any reason.

## **BACKGROUND**

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

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

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

Council previously considered a report on December 12, 2016 regarding the Deputy Mayor position. In that report one of the reasons put forth to maintain this position was the eventual enactment of Bill 68 and the ability to appoint an alternate at the Upper Tier.

**Section 268 of the Municipal Act says:**

**Note: On January 1, 2018, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section before the heading "Policies": (See: 2017, c. 10, Sched. 1, s. 31)**

Temporary replacement, member of upper-tier council

**268** (1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. 2017, c. 10, Sched. 1, s. 31.

Limitation

(2) Subsection (1) does not authorize,

(a) the appointment of more than one alternate member during the term of council;

(b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or

(c) the appointment of an alternate head of council of the upper-tier municipality. 2017, c. 10, Sched. 1, s. 31.

Other temporary replacement

(3) Despite clause (2) (a), if the seat of the member who has been appointed as an alternate member under subsection (1) becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term. 2017, c. 10, Sched. 1, s. 31.

## **ANALYSIS**

As shown above this section of the Act came into force January 1, 2018. The clause is discretionary not mandatory in that it says “the council of a local municipality MAY appoint one of its members as an alternate member of the upper-tier council.”

It should also be pointed out that this clause does not allow for more than one alternate during the term of Council and it also does not allow for the appointment of an alternate for the alternate.

Although this appointment is not mandatory staff recommend making the appointment as it would ensure we have representation in the event our Mayor cannot be present at County Council.

Further as pointed out above the Deputy-Mayor position is already defined in the Ingersoll procedure by-law as acting in place of the Mayor in the Mayor’s absence. The position was previously a member of the County Council prior to the reduction in County Council members.

It is for these reasons that staff would recommend that the alternate be the Deputy-Mayor.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** There really should be no further financial impacts as the Deputy-Mayor would be filling in for the Mayor.

## **RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-002-18 as information;

**AND FURTHER THAT** Council appoints the Deputy-Mayor of the Town of Ingersoll to be the alternate at County of Oxford Council in the absence of the Mayor until the end of this term of Council being November 30, 2018.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-003-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** Potential Sale of Carnegie Library 1 Charles Street East – Intention to Designate

---

## **OBJECTIVE**

To apprise Council and the public of the potential sale of Carnegie Library (1 Charles Street East).

## **BACKGROUND**

Council recently declared this property surplus. Council also recently received an offer on the property and counter-offered.

Staff are pleased to advise Council that the counter-offer has been accepted. The specific details of the accepted offer (including the sale value) will not be disclosed until the transaction is completed.

Council was adamant that the exterior façade be designated under the Ontario Heritage Act and staff can report that clause was accepted in the offer.

The transaction is scheduled to close on February 1, 2018.

At this time staff are not going to disclose the name of the prospective purchaser but we will say their commitment to ensure the maintenance of the heritage features of facility was one of the main reasons for Council's acceptance of the offer.

As such Council must consider their intention to designate the property under the Heritage Act.

The Town of Ingersoll does not have a heritage committee but they are allowed to consider the designation themselves.

## **ANALYSIS**

In order to designate the property Staff need to prepare a report detailing the specific features that should be designated. The report is then considered by Council and Council then decides whether to make a statement on the heritage value of the property. Council then prepares a Notice of Intention to Designate which is served on the owner and served to Ontario Heritage Trust and published in a newspaper for 30 days. Should there be no objections Council may pass a designation by-law and proceed to have the property registered.

In this case due to the pending sale Staff will be working with the prospective purchaser to prepare the report and designation by-law.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** N/A

## **RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-003-18 as information;

**AND FURTHER THAT** Council directs staff to prepare a designation report in conjunction with the prospective purchaser for Council consideration.

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer





**DEPARTMENT:** Clerk's Department

**REPORT NO:** C-004-18

**COUNCIL MEETING DATE:** January 8, 2018

**TITLE:** Delegation Requests – Ontario Good Roads Association Conference

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## **OBJECTIVE**

To receive direction from Council regarding possible delegation requests for the Ontario Good Roads Association Conference which will be held February 25 – 28, 2018 at the Fairmont Royal York in Toronto.

## **BACKGROUND**

Previously Council has made delegation requests for a wide variety of topics. Should Council wish to again be a delegation to various Ministries, Council will need to decide and direct staff to submit the requests prior to January 15, 2018.

## **ANALYSIS**

Delegation requests should be for specific information sharing or requests to the necessary Ministry.

## **INTERDEPARTMENTAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS:** N/A

## **RECOMMENDATION:**

**THAT** Council for the Corporation of The Town of Ingersoll receives report numbered C-004-18 as information;

Prepared by: Michael Graves, Clerk

Approved by: William Tigert, Chief Administrative Officer



**DEPARTMENT:** Treasury

**REPORT NO:** T-002-18

**COUNCIL MEETING DATE:** January 8th, 2018

**TITLE:** Assessment Review Board Delegation By-law

---

## **OBJECTIVE**

The purpose of this report is for Council to delegate the municipality's authority for the collection of property taxes and the related assessment maintenance to the Treasurer, which then allows the Treasurer to delegate specific authorities to any other person, for example the Deputy Treasurer.

## **BACKGROUND**

Sections 39 and 40 of the Assessment Act allows that any person, including a municipality, may appeal to the Municipal Property Assessment Corporation (MPAC) or the Assessment Review Board (ARB), that a property assessment may be too high, too low, wrongly classified or omitted from the assessment roll. The delegation of the authority for staff to perform the tasks associated with these appeals, and the related collection of property taxes, will allow them to be performed in an efficient and expedient manner.

As of April 1st, 2017, the ARB is implementing new Rules and Procedures. Now included is a mandatory requirement to hold mediation and/or settlement conferences before scheduling hearings. To participate in mediation, the Town must authorize its representative to make and accept settlement offers at the time.

## **ANALYSIS**

The Town has an assessment base of over \$1.2 billion. This base must be managed to ensure that property tax is levied and collected in a fair and equitable way. This base is challenged every year through property assessment and property tax appeals.

Section 23.1 of the Municipal Act, requires that a by-law must be enacted for Council to delegate its' authorities to staff, and section 286 of the Municipal Act allows that Council may permit the Treasurer to delegate his authority related to the collection of taxes.

Reaching an agreement and settlement with the property owner and MPAC on any possible correction required and processing an adjustment to the property tax account will conclude the mediation or settlement conference and/or reconsideration and appeal. Should the Town, MPAC and the property owner not be able to reach an agreement, the appeal will ultimately be heard and decided by the ARB.

### **INTERDEPARTMENTAL IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

There is no immediate budgetary impact to this delegation.

### **RECOMMENDATION**

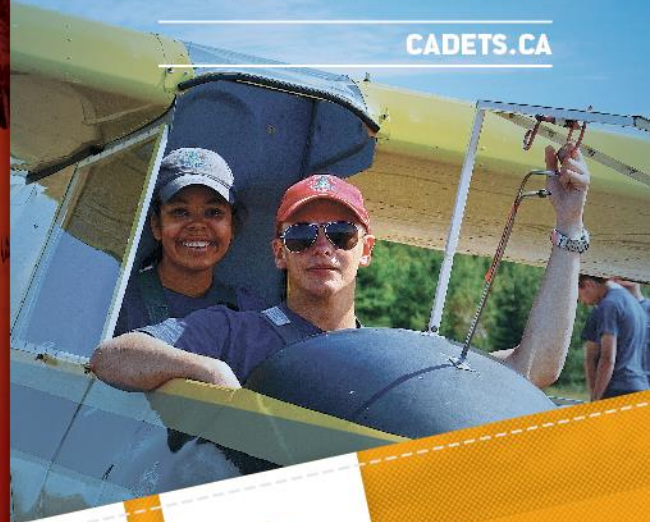
1. THAT Council delegate authority to initiate and file notices of assessment appeal, for any property in the Town of Ingersoll, with the Assessment Review Board (“the ARB”), to the Treasurer or his/her designate;
2. THAT Council delegate authority to withdraw any appeal filed by the Town of Ingersoll, should it be determined that it is not in the Town's best interest to proceed, to the Treasurer or his/her designate;
3. THAT Council delegate authority to attend any Mediation or Settlement Conferences on property tax or assessment matter as a party to all appeals whether filed by the Town of Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;
4. THAT Council delegate authority to attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Town Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;
5. THAT Council delegate authority to execute settlement agreements, on behalf of the Town of Ingersoll, reached in the course of a taxation or property assessment appeal, mediation or settlement conference to the Treasurer or his/her designate;
6. AND THAT the by-law 18-4978 be updated to reflect these items of delegated authority.

Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, Chief Administrative Officer



WE ARE  
NOUS SOMMES



EXPERIENCES  
YOU CAN'T GET  
ANYWHERE ELSE

DES EXPÉRIENCES  
QUE VOUS NE TROUVEZ  
NULLE PART AILLEURS

CADETS.CA

THE • LES  
CADETS



National  
Defence

Défense  
nationale

Canada

# Welcome!

**1**

**What is the Cadet Program?**

**2**

**What opportunities are available for Army Cadets?**

**3**

**How do I join?**



CADETS.CA

# What is the Cadet Program?

The Cadet Program contributes to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic, community-based program.



CADETS.CA



# What is Army Cadets?



CADETS.CA

# What types of things do you do and learn about?



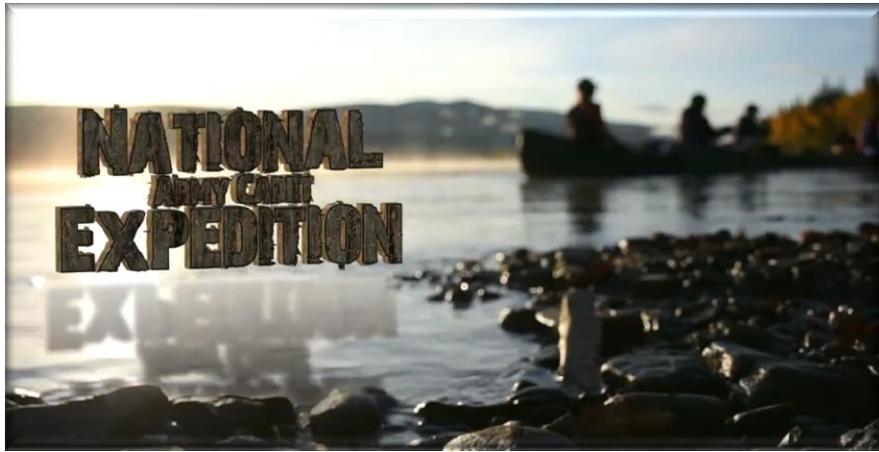
Community Service Opportunities Mountain biking Leadership Sports competitions  
Physical Fitness First-aid Trekking Cultural outings Camping Team Building  
Instructing others Olympic-style marksmanship and biathlon Survival skills Canoeing  
Map and Compass Abseiling Orienteering Music training and competitions



CADETS.CA



# Opportunities available for Army Cadets



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# How to Join

1

Decide whether to join Sea, Army or Air Cadets

2

Find the unit closest to you

3

Visit the unit

4

Complete the paperwork and have fun



CADETS.CA

# Questions ?!?



CADETS.CA



**Alexandra Hospital Ingersoll**  
*Partnering to keep healthcare close to home.*

# Presentation to Town of Ingersoll Council

Monday, January 8, 2018  
Council Chambers, Ingersoll

Presenters:

Ian Blain, Board Chair, Alexandra Hospital  
Sandy Jansen, AHI and TDMH President and CEO  
Dr. Joel Wohlgemut, Chief of Staff

# TOPICS FOR TODAY

1. About Our Hospital
2. Key Stats
3. Strategic Plan 2016-2020
4. Patient and Family-Centred Care
5. ALC and LTC Challenges
6. HUGO - Electronic Patient Record
7. Quality Improvement
8. Workplace Violence
9. Financial Update

# About Our Hospital



# Key Stats - 2016-2017



194 Employees

69 Physicians

103 Volunteers

26 Beds



17,213  
ED  
Visits

544 Cataract  
Surgeries



25,824  
Diagnostic  
Tests



3,053 Cardiac  
Rehab Visits

Patient  
Satisfaction –  
Emergency Dept.  
96.3%

Patient  
Satisfaction –  
inpatient 96.8%

# STRATEGIC PLAN 2016-2020



Alexandria Hospital Ingersoll  
Tillsonburg District Memorial Hospital  
*Partnering to keep healthcare close to home.*

## **Our Mission**

To be a key partner in supporting the health of our communities with excellent patient care and accessible specialized services

## **Our Values**

- Quality
- Accessible Care
  - Innovation
- Collaboration
- Community

## **Our Vision**

***Your regional health hub providing excellent patient care and access to integrated, specialized care through entry points close to home.***



# STRATEGIC PRIORITIES 2016-2020



# PATIENT AND FAMILY-CENTRED CARE

- ✓ Partnership
- ✓ Patient Advisory Steering Committee
- ✓ Senior Friendly Hospital
- ✓ Patient Safety



# ALC & LTC CHALLENGES

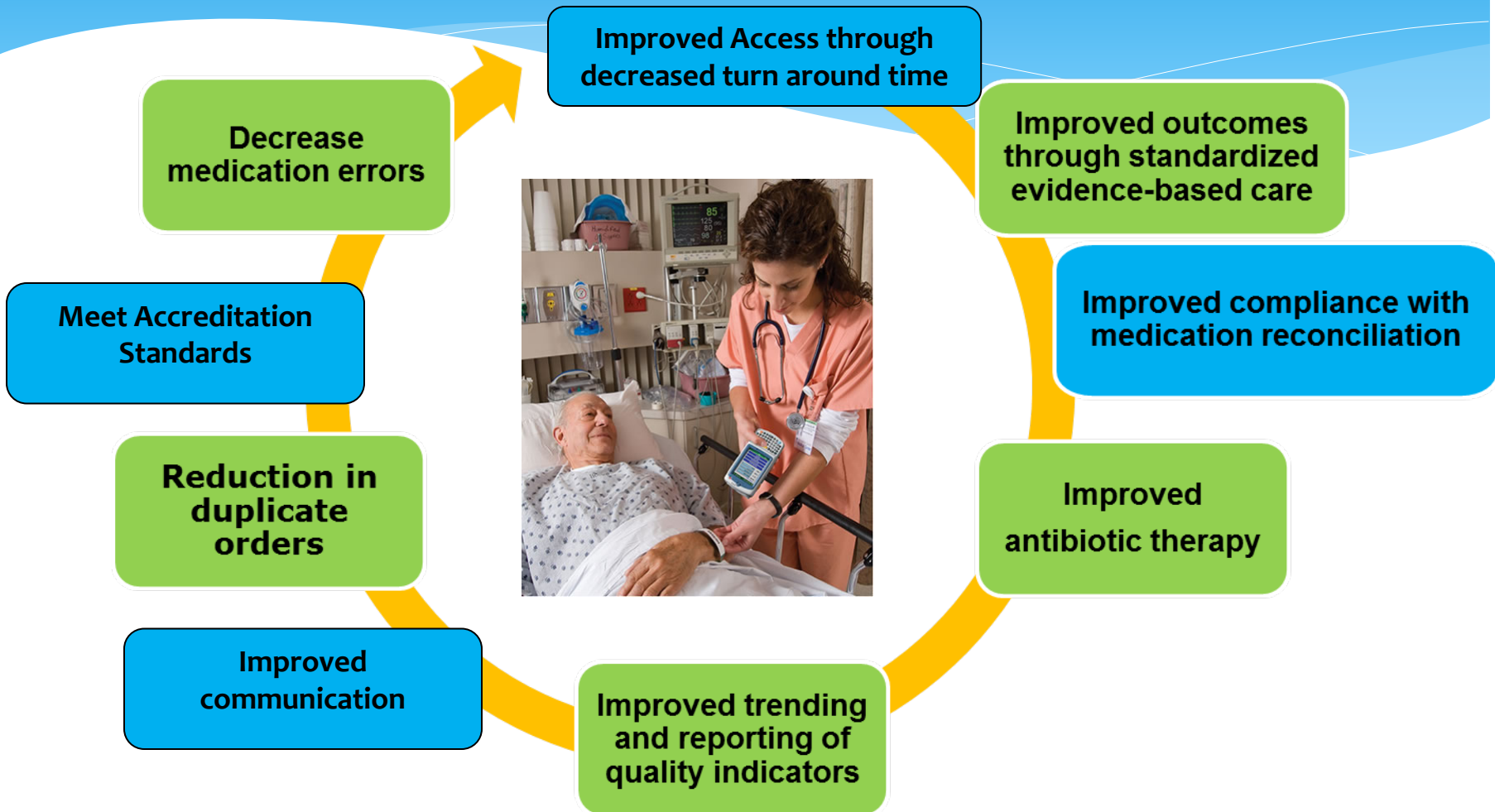
- ALC continues to be an ongoing challenge to access and flow.
- Oxford County has the lowest number of LTC beds per 1,000 seniors 75 years of age and older at 73. By comparison, the SWLHIN boasts 90 LTC beds per 1,000 seniors greater than 75 yrs.
- Impact of Wynne Government announcement \$155M investment in 30K new beds (5000 over next 4 years).

# hugo ... The Little Hospital That Did!



“Judge me by my size do you? And well you should not.” a quote by YODA became the catch phrase of Chief of Staff, Dr Joel Wohlgemut.

# hugo ELECTRONIC PATIENT RECORD



# 2017/18 QUALITY IMPROVEMENT PRIORITIES

- ✓ Discharge Planning
- ✓ Patient Experience
- ✓ Workplace Violence
- ✓ Safety Walkabouts
- ✓ Tracking indicators (e.g. hand hygiene)
- ✓ LEAN Training



# WORKPLACE VIOLENCE

MOL *Safe at Work Ontario* inspections until March 31, 2018.  
Focus on workplace violence prevention.

## **Some Safety Measures at AHI:**

- ✓ Panic Alarms
- ✓ Crisis Intervention Training
- ✓ Violent Patient Indicator (!)
- ✓ Patient Safety Plans
- ✓ Locking Doors monitored at Patient Registration
- ✓ Video Cameras at Stairwells and Hallways

# FINANCIAL UPDATE

- ✓ The AHI Board approved surplus is \$35,466.
- ✓ As at October 30, 2017 AHI has a year to date surplus of \$17,560.
- ✓ 2% base funding increase was received for fiscal 2017/2018 in the amount of \$276,500.



Questions?



Aon®

**BEST EMPLOYER**

PLATINUM | CANADA | 2017  
BEST SMALL & MEDIUM ORGANIZATIONS

For the fifth consecutive year



Alternate Level of Care and Long-Term Care  
Capacity Assessment in Oxford County

**Final Draft**

September 22, 2017



**Tillsonburg District  
Memorial Hospital**

*Partnering to keep healthcare close to home.*



**Alexandra Hospital Ingersoll**

*Partnering to keep healthcare close to home.*



**WOODSTOCK HOSPITAL**



## Alternate Level of Care and Long-Term Care Capacity Assessment in Oxford County

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Final Draft

1. Executive Summary
2. Project Overview
3. Context
4. ALC Rate Analysis
5. Hospital Occupancy Rate Analysis
6. Population Demographics
7. LTC Capacity Analysis
8. Effects on Oxford County
9. Summary of Key Findings
10. Preliminary Recommendations

# Executive Summary

# Executive Summary

## Key Findings

### Alternate Level Care (ALC) Rate Findings

- Over the last 6 years, provincial ALC rates have remained steady, with the South West LHIN consistently having ALC rates lower than the provincial average.
  - Compared to other sub-regions, Oxford County and its constituent hospitals have among the highest ALC rates in the South West LHIN.
- Patients waiting for Long-Term Care (LTC) are the main driver of ALC rates in Oxford County

### Long Term Care (LTC) Capacity Findings

- The South West LHIN has more than the Ontario average number of LTC beds per 1,000 population age 75+. However, based on 2017 projections, Oxford County is the sub-region in the LHIN with the lowest number of LTC beds per 1,000 population age 75+.
- Oxford County and South West LHIN have a similar percentage of people aged 65 and 75 years of age and older. However, Tillsonburg's percentage is significantly higher.
- Assuming no more LTC beds are licensed for the sub-region, Oxford County will continue to be the sub-region in the South West LHIN with the lowest LTC bed capacity as the population ages over the coming 20 years.

### Preliminary Recommendations

- Oxford County hospitals experience the effects of the above through increase occupancy, ED wait times and overflow, reduced staff morale, and potential risks to patient care and safety
- OPTIMUS | SBR has made some preliminary recommendations for consideration by the Oxford Hospital Board

# Project Overview

# Project Mission & Success

## Project Mission

- To support Oxford County in their efforts to deal with acute care overcrowding, OPTIMUS | SBR is partnering with AHI/TDMH to assess the long-term care capacity in Oxford County. We are assessing the current state of patient flow from acute care to the community and developing a report identifying potential options and recommendations for Oxford County to address identified system flow challenges.

## Project Success

- A clear understanding of LTC capacity when compared with other Ontario jurisdictions, as well as ALC trends and performance in Oxford County.
- Identification of successful ALC strategies in Ontario and Canada that are appropriate for Oxford Country's operating environment.
- Options and their implications for addressing any identified ALC or LTC capacity issues.
- Confidence that any findings or recommendations are based on evidence.

# Context



# The ALC Problem

Ontario's population is expected to grow in the future with a higher percentage of population being senior which could potentially increase the need for alternate levels of care.

- Patients are given an ALC designation when they are occupying an Acute, CCC, Mental Health or Rehabilitation bed but do not require the intensity of resources or services in that setting.
  - These patients remain in hospital longer than those not designated ALC because they are waiting for their discharge destination to become available or they may be difficult to place in an alternate level of care given their clinical condition (e.g., dementia, medication management, dialysis, etc.)
  - Patients with an ALC designation waiting in hospital for an alternate level of care are at risk of deconditioning, affecting their future health status and the health system's ability to serve them.
- As of July 2009, Ontario began using the Access to Care standardized Provincial Alternate Level of Care (ALC) Definition:
  - ALC designation is given when a patient is occupying an Acute, CCC, Mental Health or Rehabilitation bed but does not require the intensity of resources or services in that setting
  - The ALC wait period starts at the time of designation and ends at the time of transfer to a discharge destination, or when patient's needs change and ALC designation no longer applies
- Ontario has 13.8 million people, an increase of 5.1% since 2010. Population is expected to grow 5.3% between 2015 and 2020 and 11.1% between 2015 and 2025. Often ALC patients are seniors aged 65 and over. Population of seniors 65+ represent 16.1% of the total population and are projected to double from 2.1 million, or 15.2%, in 2013 to over 4.5 million, or 25.5%, by 2041.

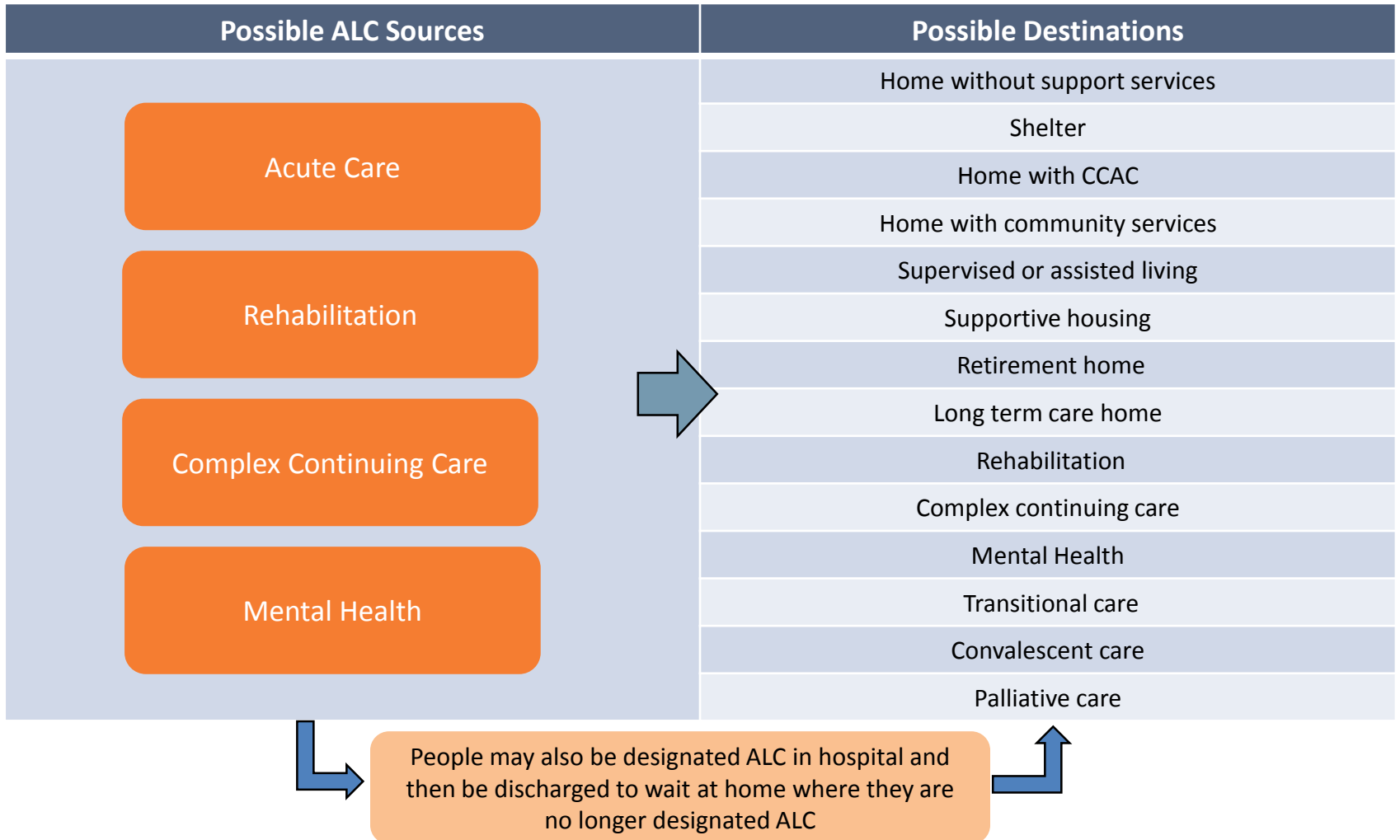
# The ALC Problem

- The Ontario health system has focused intensely over the past 5-10 years on reducing the time patients spend designated ALC to get them to the right care at the right place at the right time.
- Individuals with ALC designation are typically aged 75 and over and have higher levels of functional and cognitive deficits, communication difficulties, responsive behaviours and multiple medications. Home care clients who waited in hospital before discharge (with ALC days), are more likely to have difficulty in communication, physical and cognitive function than clients with no ALC days.
- ALC performance is typically measured in terms of ALC Rates (ALC Days/Total Inpatient Days) or ALC Wait times (number of ALC Days) in institutional settings. At the same time, many people are waiting in the community for the same levels of care (e.g., Rehabilitation, Long-Term Care, etc.).

## Context

# ALC Sources and Destinations

People wait for alternate levels of care in various settings; those waiting in acute or sub-acute care are designated ALC.



# Legislative and Health System Context

- Over the past three years, Ontario's health system priorities have been strongly influenced by:
  - *Patients First: Action Plan for Health Care (2015)*
  - *Bringing Care Home [Donner Report] (2015)*
  - *Enhanced Long-Term Care Renewal Strategy (2015)*
  - *Auditor General's Reports (2015) on:*
    - *CCACs – Financial Operations and Service Delivery*
    - *CCACs – Home Care Program*
    - *LHINs*
  
- ALC processes are determined by different legislation and regulations, including:
  - *Patients First Act*
  - *Health Insurance Act*
  - *Health Care consent Act*
  - *Public Hospitals Act*
  - *Long-Term Care Homes Act*
  - *Home Care and Community Services Act*
  - *Substitute Decisions Act*
  - *Residential Tenancies Act*
  - *Mental Health Act*

# Legislative and Health System Context

- Prior to and in parallel with these developments, there have been a number of key reports that have been developed relating to ALC and LTC issues over the past decade, in particular:
  - *Caring for Our Aging Population and Addressing Alternate Level of Care (Walker Report – 2011)*
  - *Why Not Now? A Bold Five-Year Strategy for Innovating Ontario’s System of Care for Older Adults (Long Term Care Innovation Expert Panel – 2012)*
  - *Alternate Level of Care (ALC) Capacity Challenges and Long-Term Care Placement – A Roundtable Discussion: Key Messages and Suggested Actions (OHA – 2012)*
  - *The LHIN I(Deal): Integrated Healthcare = Better Patient Experience. (Change Foundation Submission to the Standing Committee on Social Policy re. Review of the Local Health System Integration Act – 2014)*
  - *Integrating Long-Term Care into a Community-Based Continuum: Shifting from “Beds” to “Places” (IRPP Study No. 59 – 2016)*
  
- These reports have independently identified many of the issues identified in this report, and have also made policy recommendations to the MOHLTC and related stakeholders.
  - *Our recommendations for Oxford County and South West LHIN draw on the recommendations from these various reports*

## Context

# ALC Strategies in Other Jurisdictions

All regions struggle with ALC issues and have devised different strategies to cope with them.

- In general, there are a range of potential strategies available to LHINs, regional health authorities and health service providers can be categorized as follows:
  - Prevention activities
  - Building more beds
  - Integrating care
  - Creating financial incentives
  - Improving patient flow
  - Providing community care and supports
  - Hybrid strategies that consist of combinations of the above
- Different LHINs and jurisdictions have employed a variety of the above strategies through specific programs which include:
  - Acute Care ALC Avoidance Framework & Self-assessment Tool
  - Seniors Managing Independent Living Easily (SMILE)
  - Integrated Community Assessment and Referral Team (ICART)
  - Assess and Restore
  - Home First, Home At Last
  - Rapid Transfer (Access) Units

Many of these strategies can improve patient flow, and some can alter where ALC patients destined for LTC may go. However, there are limits to the effectiveness of these tools when LTC capacity is fixed.

# ALC Rate Analysis

## ALC Rate Analysis

# Key Findings

Compared to other sub-regions, Oxford County has among the highest ALC rates in the South West LHIN between FY 11/12 to FY 15/16 . As of FY 16/17 Elgin is the highest, with Oxford a close second.

- **The South West LHIN as a whole has good ALC indicators relative to the province as a whole:** The South West (SW) LHIN had one of the lowest ALC Rates amongst the 14 LHINs. The ALC rate is the percent of days of patients' total hospitalization days that are classified as ALC. The SW LHIN annual rate ranges between 10-15% (i.e. 10-15% of patients' total hospitalization days are attributed to ALC) and is actually lower than the provincial average (~15%). This is a good indication on how the SW LHIN is performing as a whole but it is not a good indicator of the ALC rates of its sub-regions, such as Oxford County.
- **The overall LHIN ALC rates mask significant variation at the sub-region and hospital level:** When looked at individually, the three hospitals that constitute Oxford County have significantly higher annual ALC rates than the SW LHIN. The annual rates are approximately 2 times to 5 times higher than SW LHIN during this period.
  - The sub-regions that constitute the SW LHIN vary in sizes, with one county, the London Middlesex being much larger than the rest of the sub-regions. All the sub-regions, with the exception of London Middlesex, have higher ALC Rates than the SW LHIN. Oxford County has the highest ALC Rate of all the sub-regions, followed by Elgin. London Middlesex has a very low ALC Rate compared to the SW LHIN and has a higher volume of patients compared (represented by total inpatient days). The low SW LHIN ALC Rate, is therefore mainly representing that of London Middlesex.

The SW LHIN ALC Rate is predominantly a reflection of the London Middlesex county and does not reflect the variation in rates across sub-regions like Oxford County.



# South West LHIN and Oxford County

### South West LHIN

- South West LHIN has a population of approximately 971,500 people, or 7% of the population of Ontario. To support this population South West LHIN has 78 long-term care homes, 60 community support services, and 5 community health centres.
- South West LHIN is made up of 5 sub-regions: Grey Bruce; Huron Perth; Middlesex; Oxford; and, Elgin. Nearly 40% of LHIN residents live in a large urban population centre (i.e. London) and 30% of the population live in a rural area.
- The population of South West LHIN is projected to increase by 6% between 2015 and 2025 compared to Ontario which is projected to increase by 11.1% between 2015 and 2025.

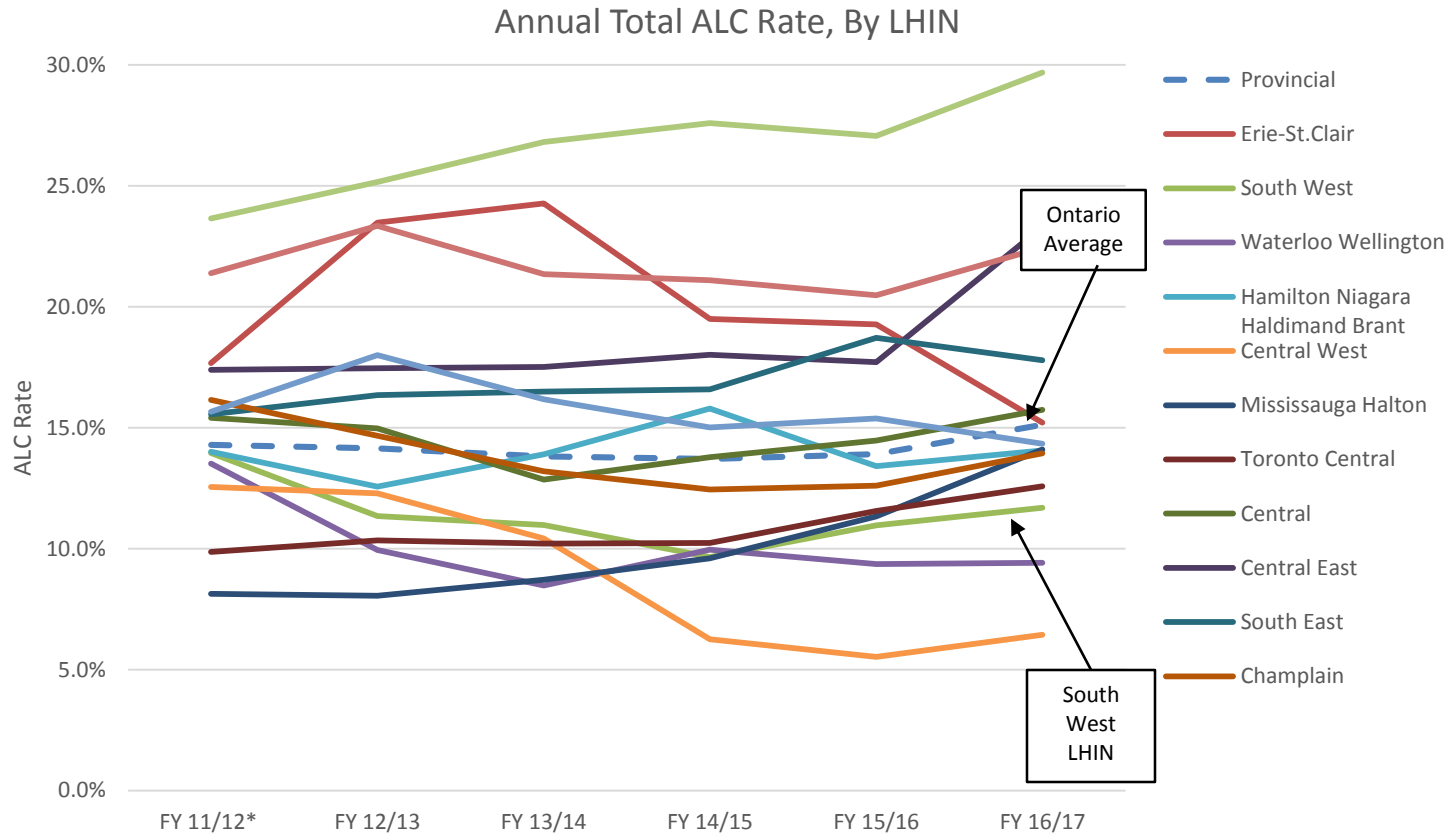
### Oxford County

- Oxford County has a population of approximately 114,000 people across eight municipalities. Oxford County operates 8 long-term care homes, has approximately 723 long-term care beds available and is home to three Hospitals
  - **Woodstock General Hospital:** A 178 bed capacity, full-service community hospital, providing primary care to a catchment area population of 55,000, and offering specialized care to nearly 110,000.
  - **Alexandra Hospital Ingersoll:** A 26 bed community hospital with accessible specialized services serving a catchment area population of 30,000
  - **Tillsonburg District Memorial Hospital:** a 45-bed community hospital with accessible specialized services with a catchment area population of 45,000

## ALC Rate Analysis

# ALC Rates: South West LHIN

Overall, the South West LHIN's ALC rates are among the lowest of the 14 LHINs.



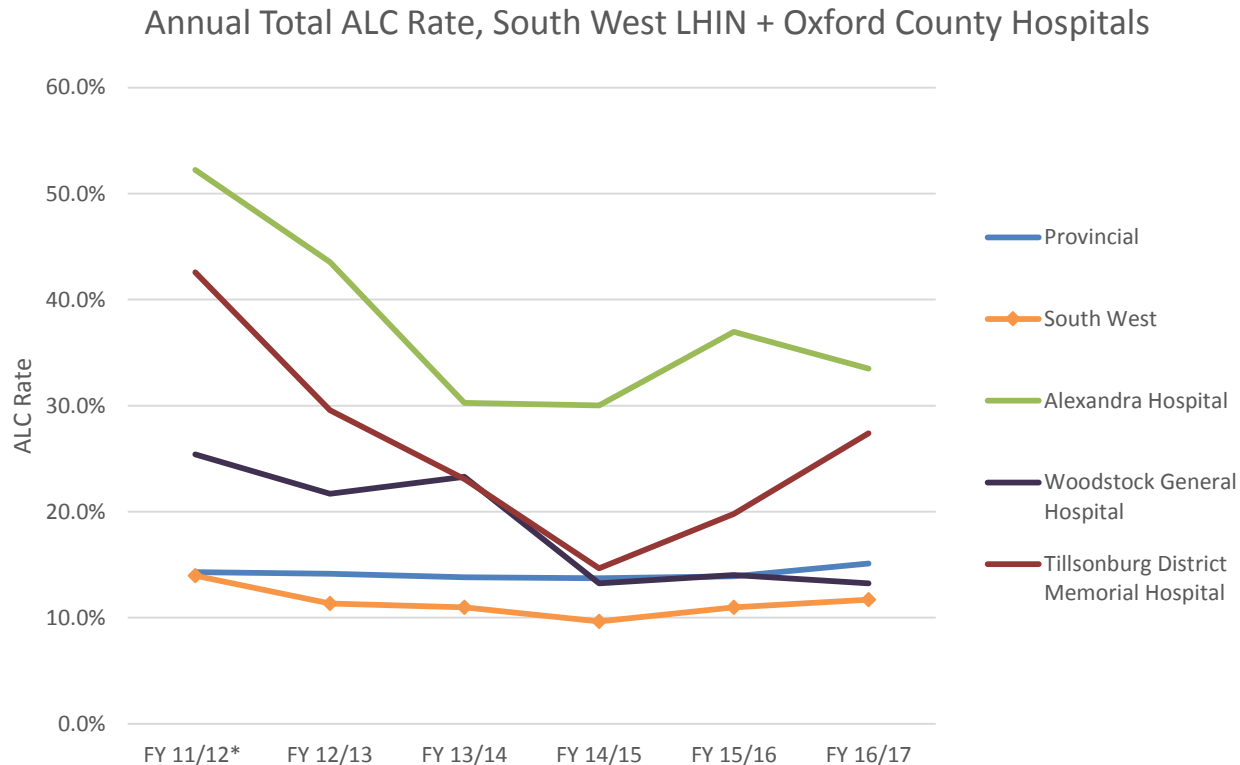
Source: CCO; \* Incomplete Fiscal Year - July 2011 - March 2012

Provincially, ALC rates have remained steady, with only a few LHINs showing large year-over-year variation. South West LHIN has consistently had ALC rates lower than the provincial average.

## ALC Rate Analysis

# ALC Rates: Oxford County

Compared to both the South West LHIN and Ontario, Oxford County's three hospitals have significantly higher ALC rates (particularly AHI and TDMH). Woodstock's ALC rate has fallen closer to the LHIN-wide average in recent years.



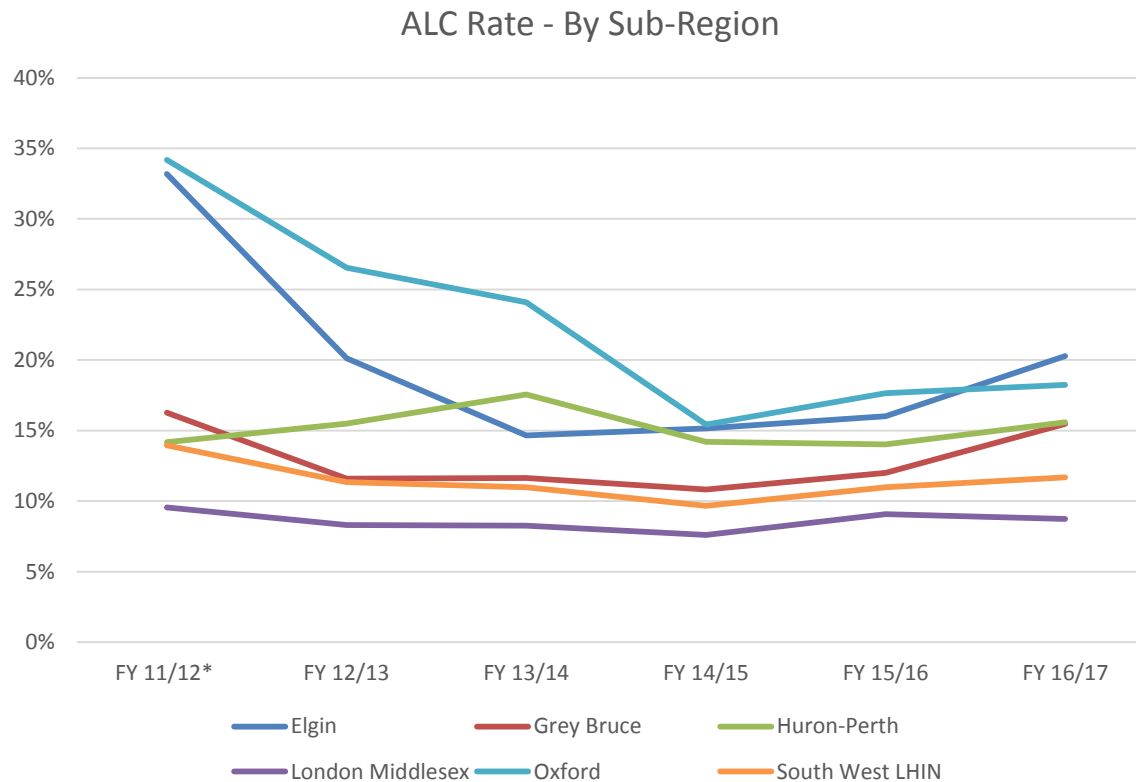
Source: CCO; \* Incomplete Fiscal Year - July 2011 - March 2012

Despite some improvements in recent years, Oxford County hospitals are dealing with significant ALC challenges that are not apparent in the LHIN-wide measure.

## ALC Rate Analysis

# ALC Rates: South West LHIN Sub-Regions

The ALC rates for the South West LHIN's 5 sub-regions have varied substantially over the past 6 years.

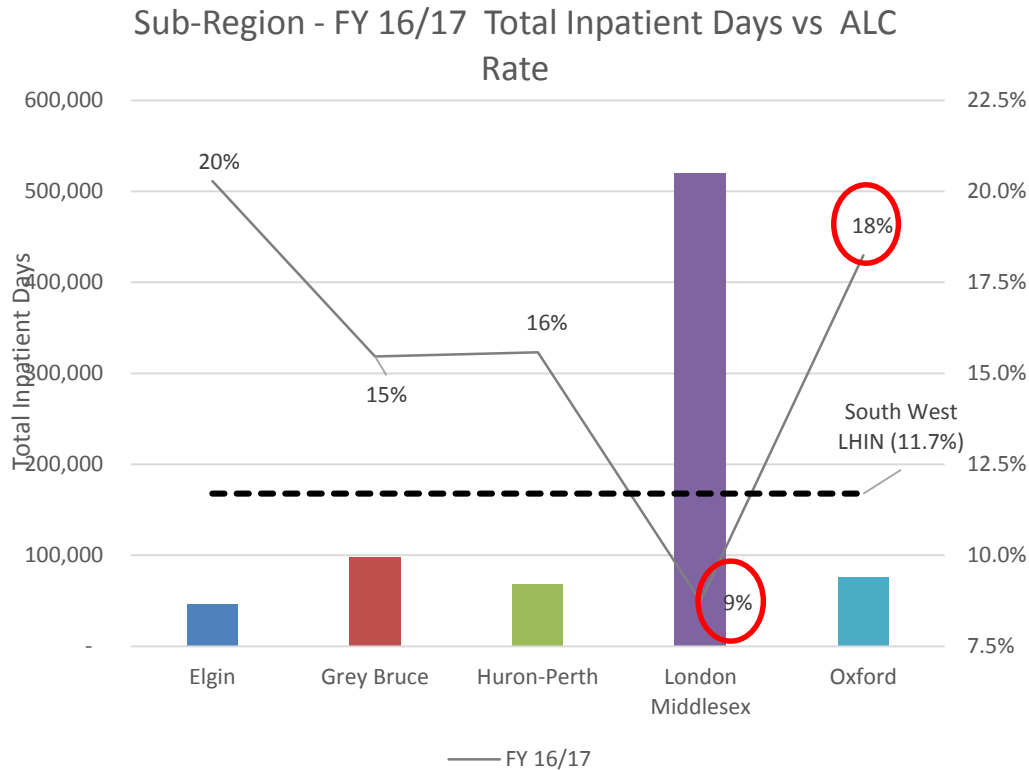


Compared to other sub-regions, Oxford County has among the highest ALC rates in the South West LHIN between FY 11/12 to FY 15/16 . As of FY 16/17 Elgin is the highest, with Oxford a close second.

## ALC Rate Analysis

# ALC Rates Comparison: South West LHIN vs Oxford

Oxford County has the 2<sup>nd</sup> highest ALC rate (18%) in South West LHIN but has a low absolute number of inpatient days.



- South West LHIN ALC rate is dominated by London Middlesex's 9% ALC rate (65% of Total Inpatient Days)

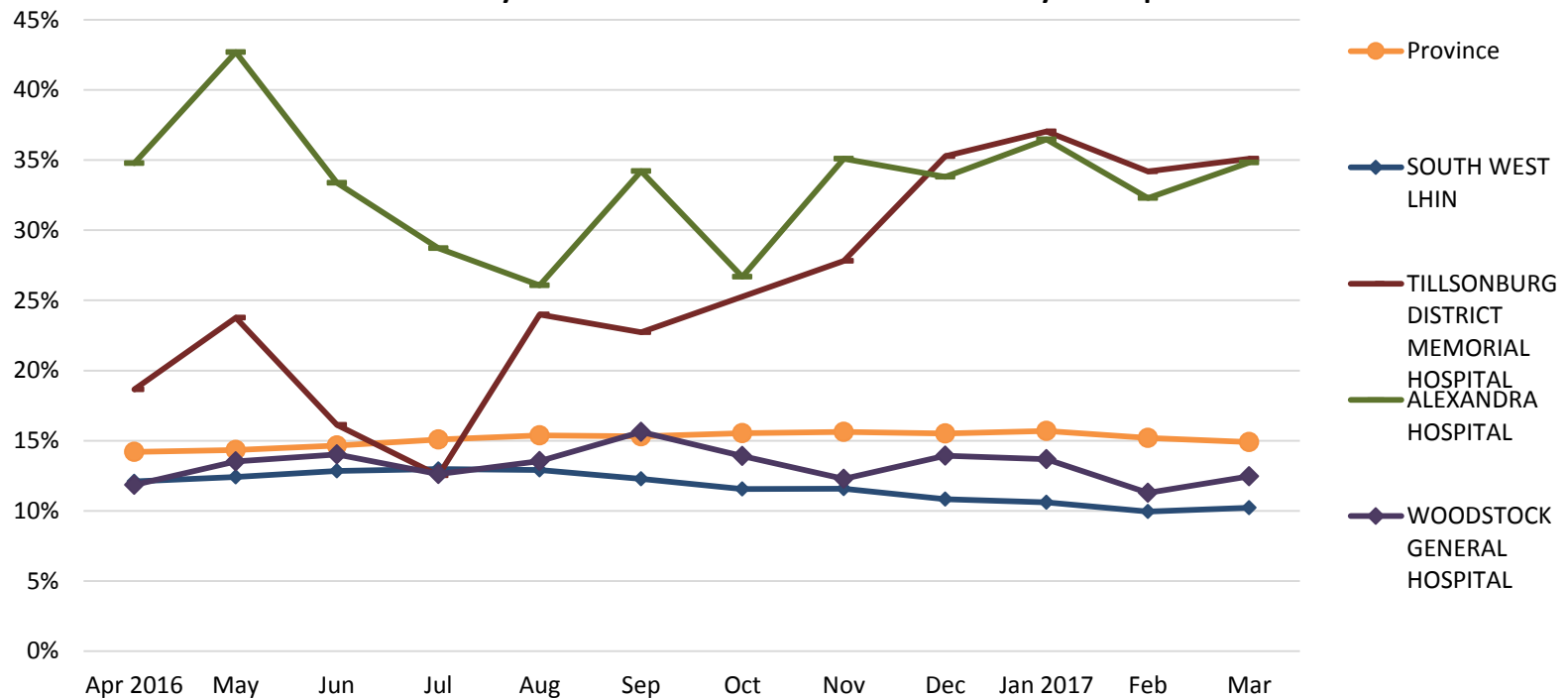
Like other sub-regions with a relatively small number of beds, Oxford County's ALC rate does not affect the LHIN-wide rate significantly.

## ALC Rate Analysis

# ALC Rates by Hospital

Tillsonburg and Alexandra's ALC rates have deteriorated (~35%), diverging away from Woodstock's (~12%). Woodstock has performed consistently and is in line with South West LHIN and the province.

### Monthly ALC Rates at Oxford County Hospitals



- Tillsonburg and Alexandra's ALC rates display high ALC rate variability, oscillating 20% in short periods

In addition to the increasing high ALC monthly rate, aggregate ALC rates (LHIN and Provincial) fail to show the inconsistent and erratic month to month ALC performance of certain hospitals

# Key Findings: ALC Rates in Oxford County

Looking at Oxford County closely, monthly ALC Rates have increased over the last year (April '16 to March '17).

- **ALC Rates:** Taking a closer look at Oxford County shows that Tillsonburg and Alexandra have significantly higher monthly ALC rates (~35%) than Woodstock, the SW LHIN and the province (~12%). This is consistent with the hospitals' qualitative experience .
- **Trend:** While the monthly ALC rates have generally been higher at Tillsonburg and Alexandra, in the past year, signs of an increasing trend started to appear in August 2016. ALC rates increased from ~25% in August 2016 to 35% in March 2017.
- **Variability:** In addition to the higher ALC rates, the two hospitals display higher variability in monthly ALC rates. Alexandra oscillated between 25%-45% and Tillsonburg was between 12%-37%, compared to Woodstock, the SW LHIN and the province, which oscillated between 10%-15%.

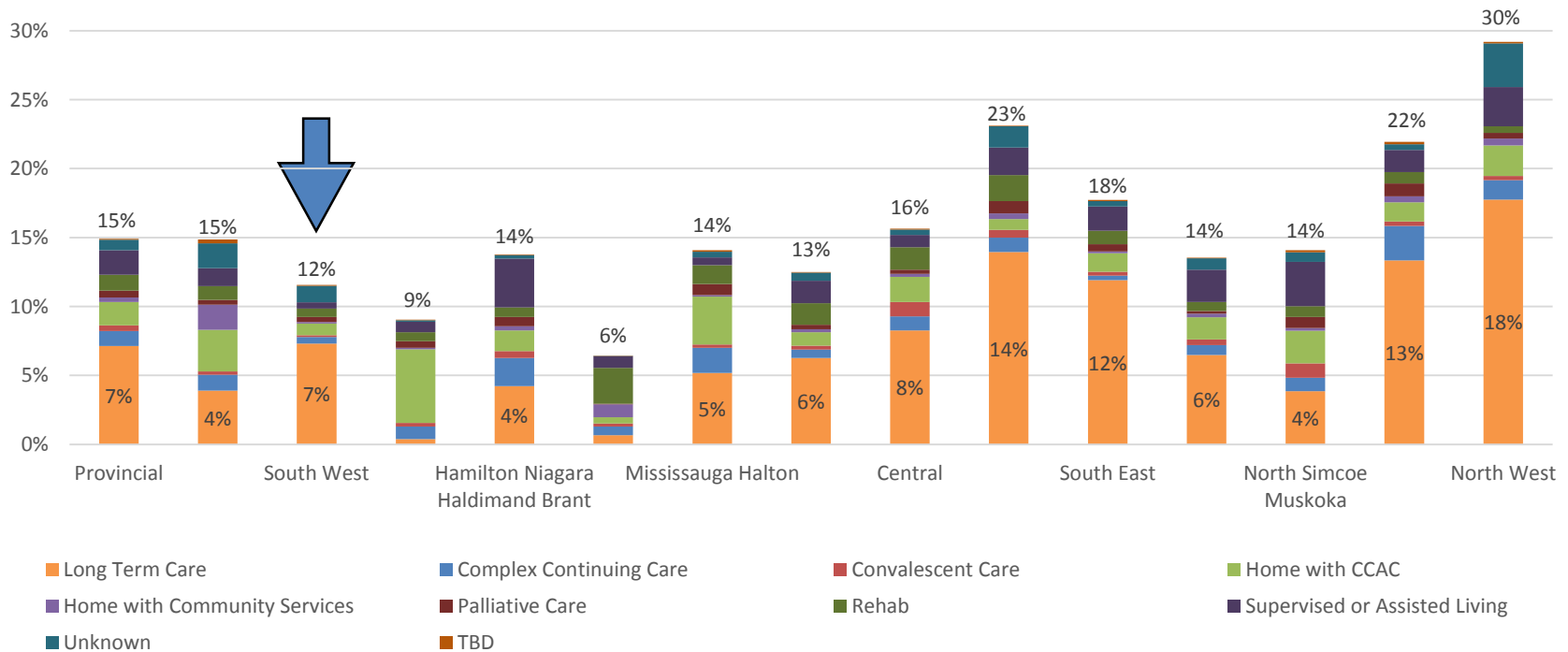
Rates for Tillsonburg and Alexandra have been on the rise and have large variability.

## ALC Rate Analysis

# ALC Rate Composition by LHIN

The composition of ALC rates varies across LHINs. Although the overall ALC rate in the South West LHIN is lower than the provincial average, patients waiting for Long-Term Care drive ALC performance.

% Contribution to FY 16/17 ALC Rate by LHIN and Discharge Destination



- Note: Percentages highlighted within each stack (green) show each ALC rate component attributable to LTC.

The South West LHIN has the 2<sup>nd</sup> highest percentage of patients waiting for long-term care relative to the total ALC rate (7% of 12% = 62%), just after the South East LHIN (12% of 18% = 70%). The average for Ontario is 46% (7% of 15%)

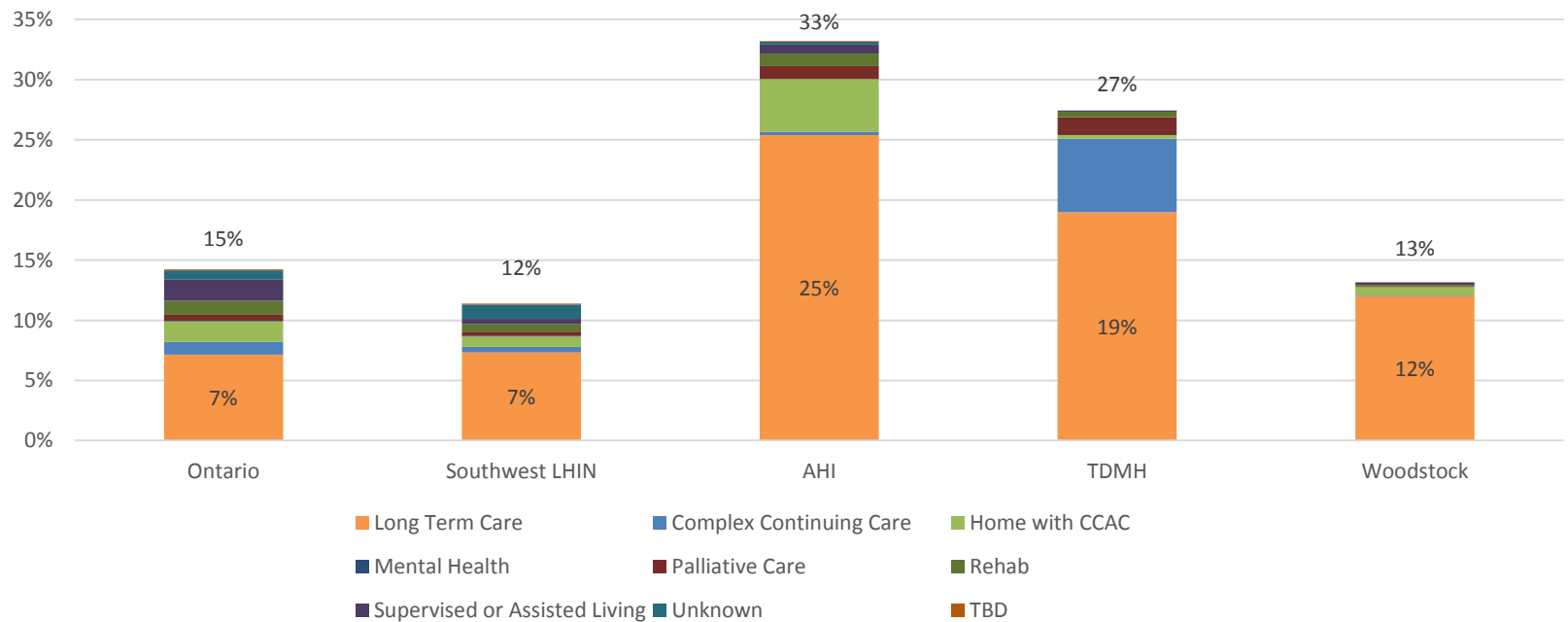


## ALC Rate Analysis

# ALC Rate Contributions

Within Oxford County, the patients waiting for Long-Term Care make up an even larger proportion of ALC designations, contributing more than any other Discharge Destination and much more than the average across the South West LHIN or the province.

% Contribution to Annual ALC Rate - FY16/17, South West LHIN + Oxford County  
Hospitals



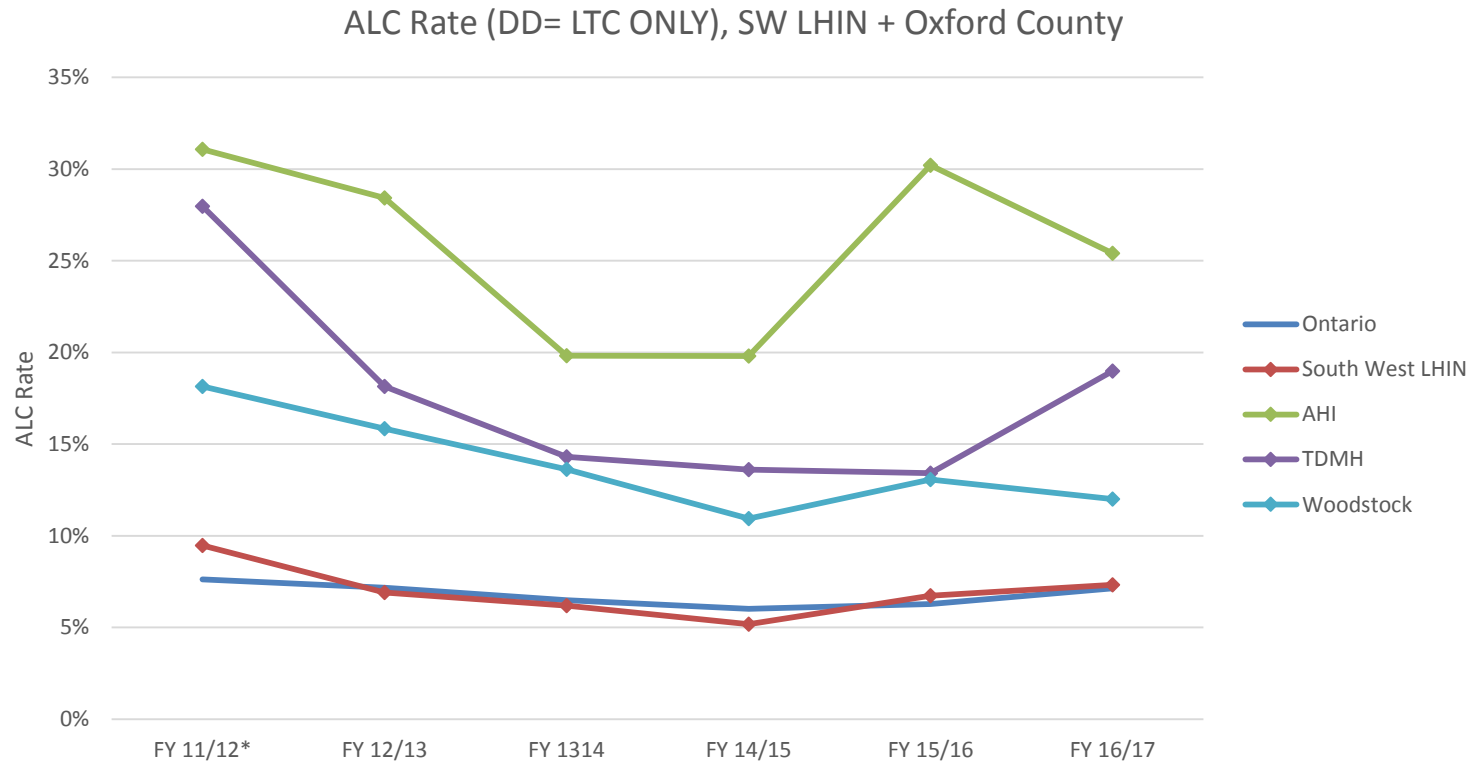
- Percentages highlighted within each stack (green) show each ALC rate part due to patients waiting for LTC

Woodstock's LTC has the highest contribution to its overall ALC rate (12% of 13% = 92%), followed by Tillsonburg (72%) and Alexandra (70%), all higher than the SW LHIN (62%)

## ALC Rate Analysis

# ALC Rates for LTC as Discharge Destination

Discharge to Long-Term Care has been a driver of high ALC rates in Oxford County for at least the last 6 years. Although AHI improved in the last year, TDMH saw an increase in their ALC rate due to Long-Term Care in 2016-17.



Discharge to Long-Term Care is a particular driver of ALC rates in Oxford County, and has been for some time.

# Key Findings: ALC Rate Composition in Oxford County

Patients waiting for LTC are a key driver for the ALC rate in Oxford County

- **ALC Rate Composition:** Patients waiting for LTC are a key contributor to ALC Rates across the province. LTC's contribution to SW LHIN's ALC rate is the 2<sup>nd</sup> highest of all the LHINs (62%).
- **ALC Rate Contribution:** in Oxford County, patients waiting for LTC are an even larger contributor to the ALC Rates, ranging between 90% (12% of 13%) for Woodstock to 72% (19% of 27%) for Tillsonburg and 70% (25% of 33%) for Alexandra. In short, Oxford County's ALC problem is really a long-term care problem.
- **ALC Rates for LTC as a Discharge Destination:** looking at the ALC Rates specific to patients waiting for LTC illustrates that discharge to LTC has always been a major contributor over the past 6 years. The trends are not showing signs of major diminishment as of the Fiscal Year 16/17 (FY 16/17) for Oxford County and all hospitals are well above the rate for the SW LHIN and province. In particular, Tillsonburg is increasing (19% in FY 16/17), Alexandra has the highest rate (25% in FY 16/17), and Woodstock (12% in FY 16/17) has stabilized and is closer to the SW LHIN and provincial rate (both at 7% in FY 16/17).

Particular attention needs to be paid to the LTC Discharge Destination to bring down the overall ALC Rates for these hospitals.

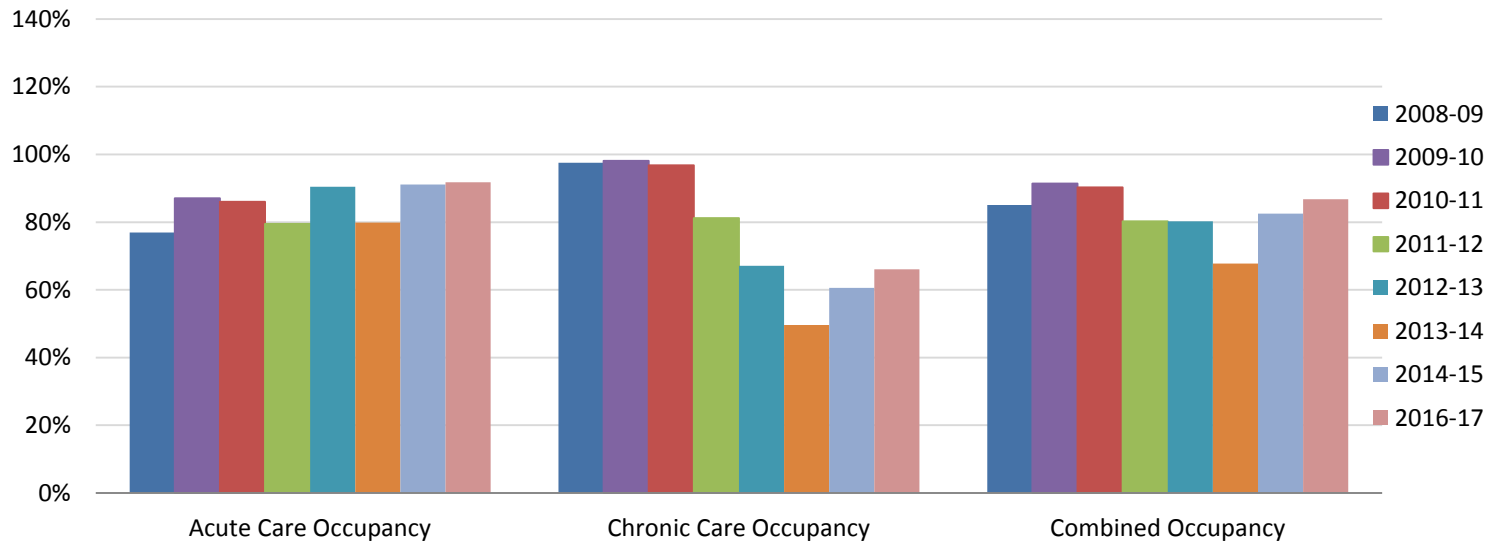
# Hospital Occupancy Rate Analysis

## Hospital Occupancy Rate Analysis

# AHI Occupancy Rate by Bed Type

**ALC rates can influence overall occupancy rates.** AHI's Acute Care Occupancy is close to capacity each year (between 80-90%). Complex Continuing Care (CCC) Occupancy has been growing since 2013/14 (from 50% in 2013/14 to 65% in 2016/17), and the combined Acute and CCC rate was 87% in 2016/17 (15 percentage point increase since 2013/14)

Alexandra Hospital Occupancy Report Fiscal Year Comparison



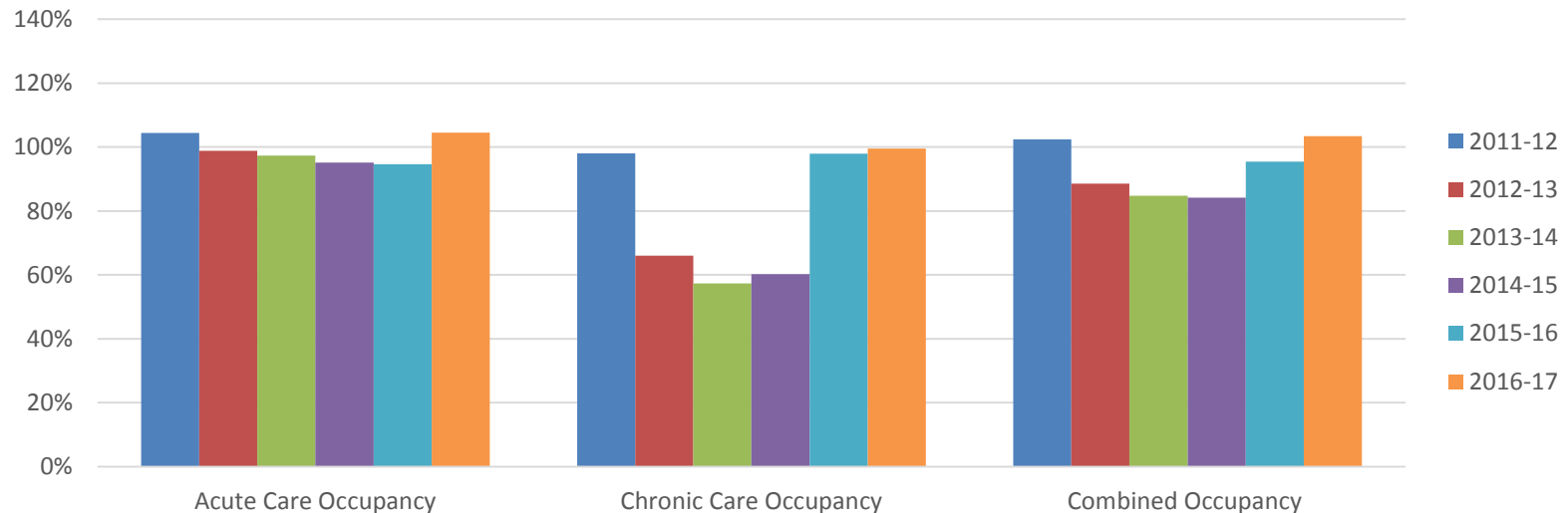
AHI's Acute and Chronic Care Combined Occupancy Rate is high and following an upward trend since 2013/14 (9 beds were removed from Chronic Care in 2013/14).

## Hospital Occupancy Rate Analysis

# TDMH Occupancy Rate by Bed Type

TDMH's Acute Care Occupancy Rate has been above planned capacity (i.e., greater than 90%) each year for the last six years. Non-Acute Care Occupancy has been growing since 2013/14 (from 57% in 2013/14 to 100% in 2016/17), and the combined Acute and Non-Acute rate was 102% in 2016/17 (a 25 percentage point increase since 2013/14).

Tillsonburg Occupancy Report Fiscal Year Comparison



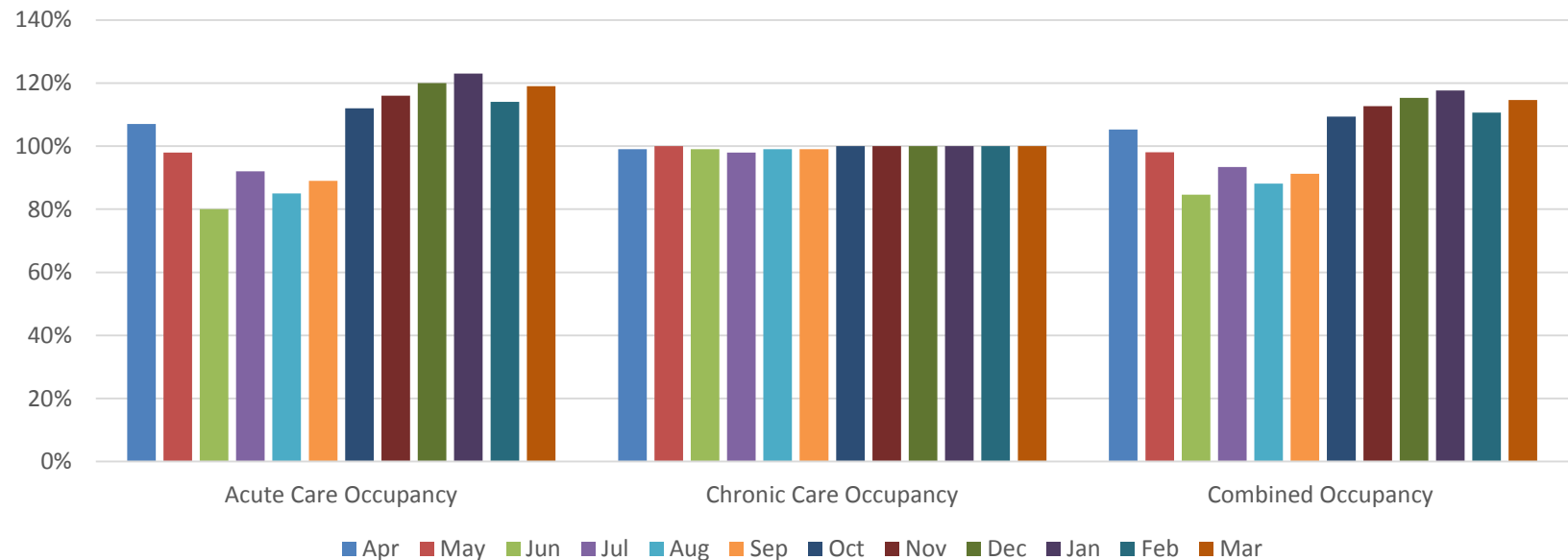
TDMH's Acute and Non-Acute Care Occupancy Rate of Beds is high and has been on an upward trend since 2015/16 (6 beds were removed in 2014/15). The combined rate in 2014/15 increased from 77.5% in 2014/15 to 96.5% in 2015/16. In 2016/17 the Rate surpassed complete occupancy (102%).

## Hospital Occupancy Rate Analysis

# TDMH Occupancy Rate by Month

TDMH's Acute Care Occupancy Rates are particularly high in the winter months (October through January) ranging from 112% to 123% in 2016-2017, driven by Acute Care Occupancy.

Tillsonburg Occupancy Report 2016/17 Monthly Comparison

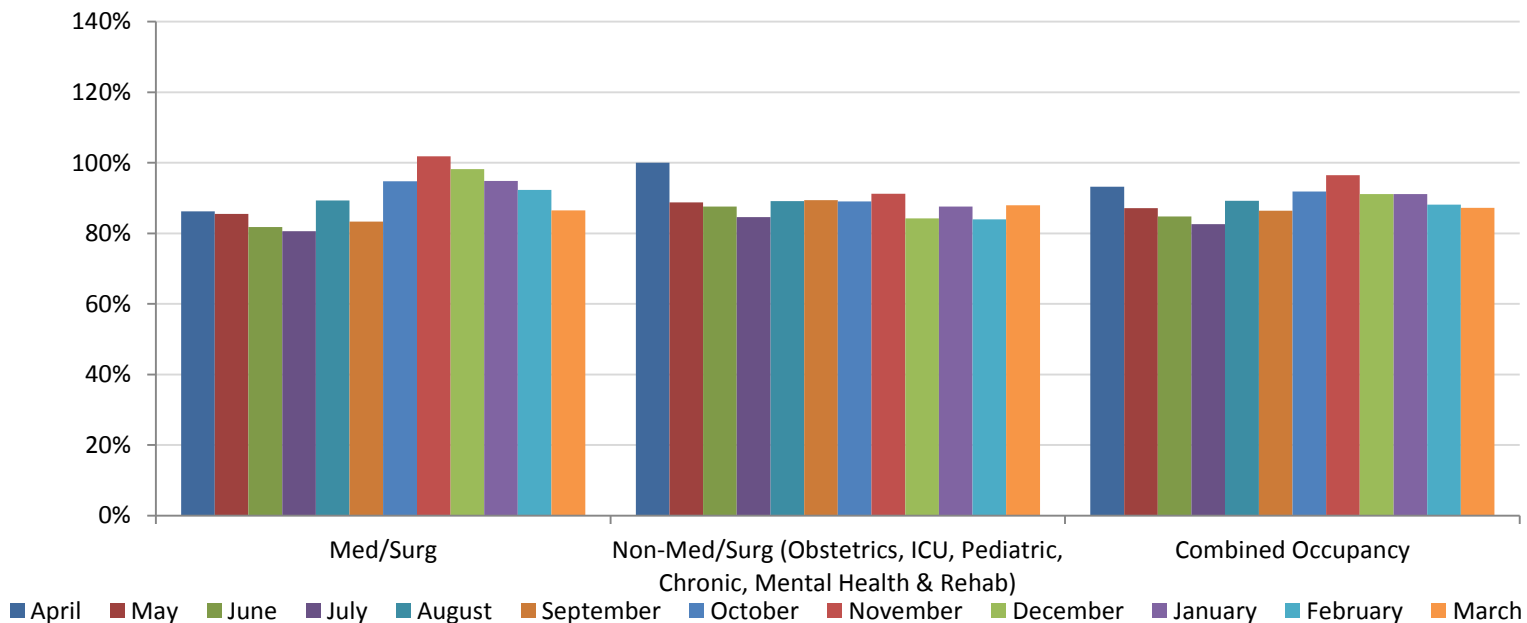


## Hospital Occupancy Rate Analysis

# Woodstock Occupancy Rate by Month

Woodstock's Medicine/Surgery Occupancy Rates are particularly high in the winter months (November through February) ranging from 92% to 102% in 2016-2017.

Woodstock Occupancy Report 2016/17 Monthly Comparison



Woodstock is running at capacity, with Combined Occupancy Rate fluctuating from 83-97% during the year, and from 88-97% during the winter months.



# Population Demographics

# Population Demographics

## Key Findings

Demographics in Oxford County have a role in the ALC discharge destination type.

- **ALC patient demographics:** South West LHIN's 65+ population is amongst 6 of the highest LHINs and Oxford County reflects this distribution (19% of the total population). The seniors population is expected to worsen in the future due to expected in-migration of elderly individuals retiring in Oxford County.
- **Population Projections:** In South West LHIN, the number of people aged 75+ will almost double by 2035, from 8% of the total population to 15% of the total population. In Oxford County, the number of people aged 75+ will more than double by 2035, from 9.4% of the total population to 18.3% of the total population.
- **Social Determinants of Health:** South West LHIN is amongst 6 of the highest LHINs when assessing the percentage of the population that live under the low income cut-off. Oxford County has a similar distribution. South West is also in the top half of reported rates of active mental health cases when compared to other LHINs. By 2020, prevalence of Dementia among seniors (65+) in South West is projected to be 20.2%, ranking the region among the highest 5 LHINs.

When assessing and comparing population demographics of South West LHIN and Oxford County specifically, both are similar in terms of demographics common among ALC patients as well as social determinants of health.

# Population Demographics

## Population Characteristics

Individuals designated ALC are likely to have characteristics different than the underlying population.

- The following slides examine the extent to which characteristics correlated with ALC are found in South West LHIN's population, including:

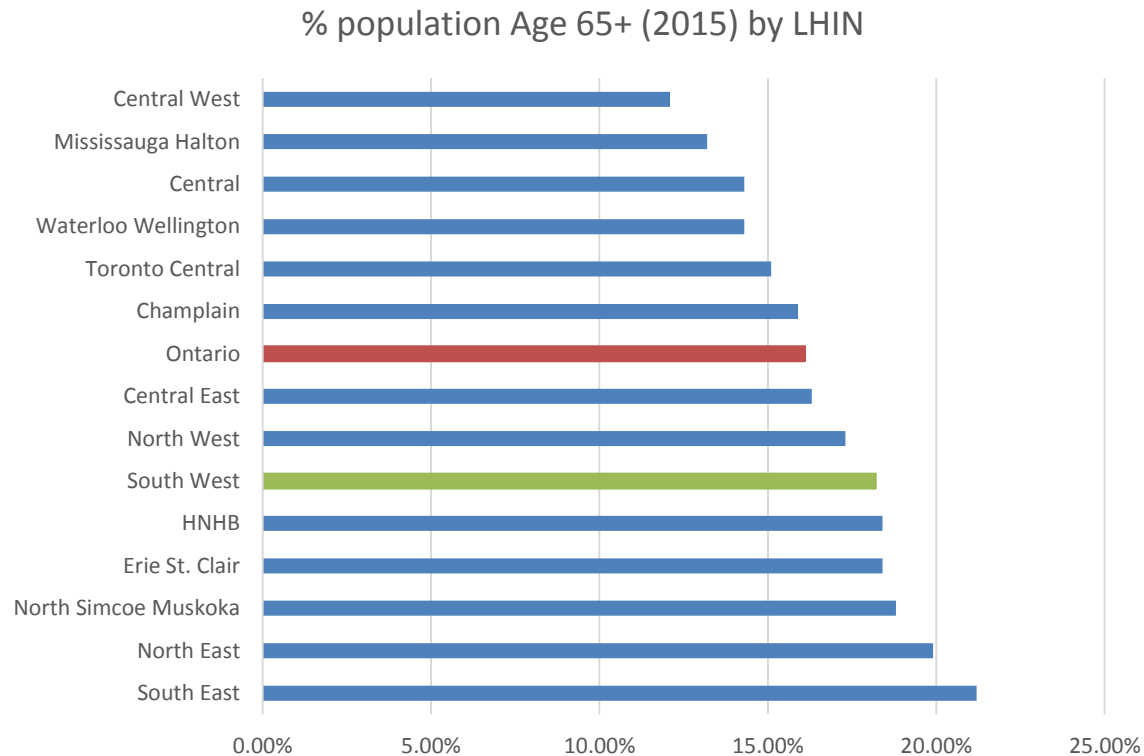
| Population Characteristic                           | South West LHIN compared to Ontario averages  | Oxford County compared to South West LHIN   |
|---|---|---|
| Number of People Age 65+                            | High (within highest 6 LHINs)   | Oxford County % of population 65+ is same as South West LHIN (19%), but significantly higher is Tillsonburg (27.8%)         |
| % of population aged 75+                            | SW LHIN has slightly higher percentage of seniors than in Ontario (8% versus 7%)  | Oxford County and SW LHIN have similar percentage of seniors, but percentage is significantly higher in Tillsonburg (13.6%) |
| % population living under the low income cut off    | 14% (among 6 LHINs with highest proportion)   | 11.6%   |
| Very good or Excellent Self-perceived Mental Health | 69.3% (lower than the Ontario average and the 4 <sup>th</sup> lowest LHIN)  | 73.5%   |
| Active MH Cases and Dementia                        | <p>South West is in the top half of reported rates of active mental health cases (618) when compared to other LHINs.</p> <p>By 2020, prevalence of Dementia among seniors (65+) in South West is projected to be 20.2%, ranking the region among the highest 5 LHINs.</p> |   |

South West LHIN residents have a higher number of people age 65+ and prevalence of dementia, both of which are correlated with waiting for ALC. These population characteristics suggest that a higher ALC rate in South West LHIN compared to the province could be expected.

# Population Demographics

## Population 65+ by LHIN

The following graph shows the percentage of residents aged 65+ by LHIN. South West LHIN has a higher proportion of seniors (population over 65) as compared to Ontario overall.

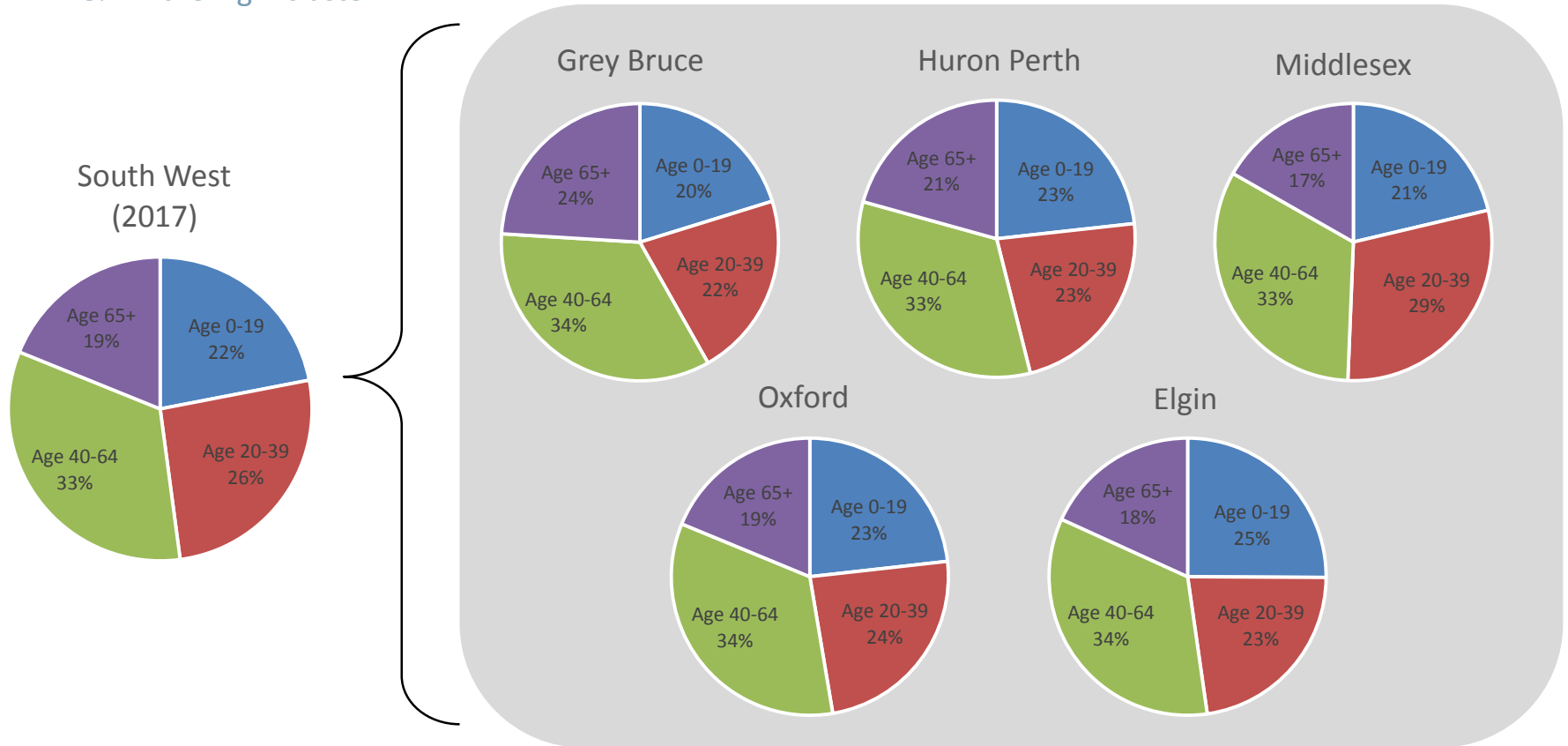


South West LHIN is within the cohort of 6 LHINs with the greatest number of residents aged 65+.

# Population Demographics

## Population by Cluster

Within South West LHIN, Adults of 65 years of age and older represent 24% of the population in the Grey Bruce cluster, 21% in the Huron Perth cluster, 19% in the Oxford cluster, 17% in the Middlesex cluster and 18% in the Elgin cluster.



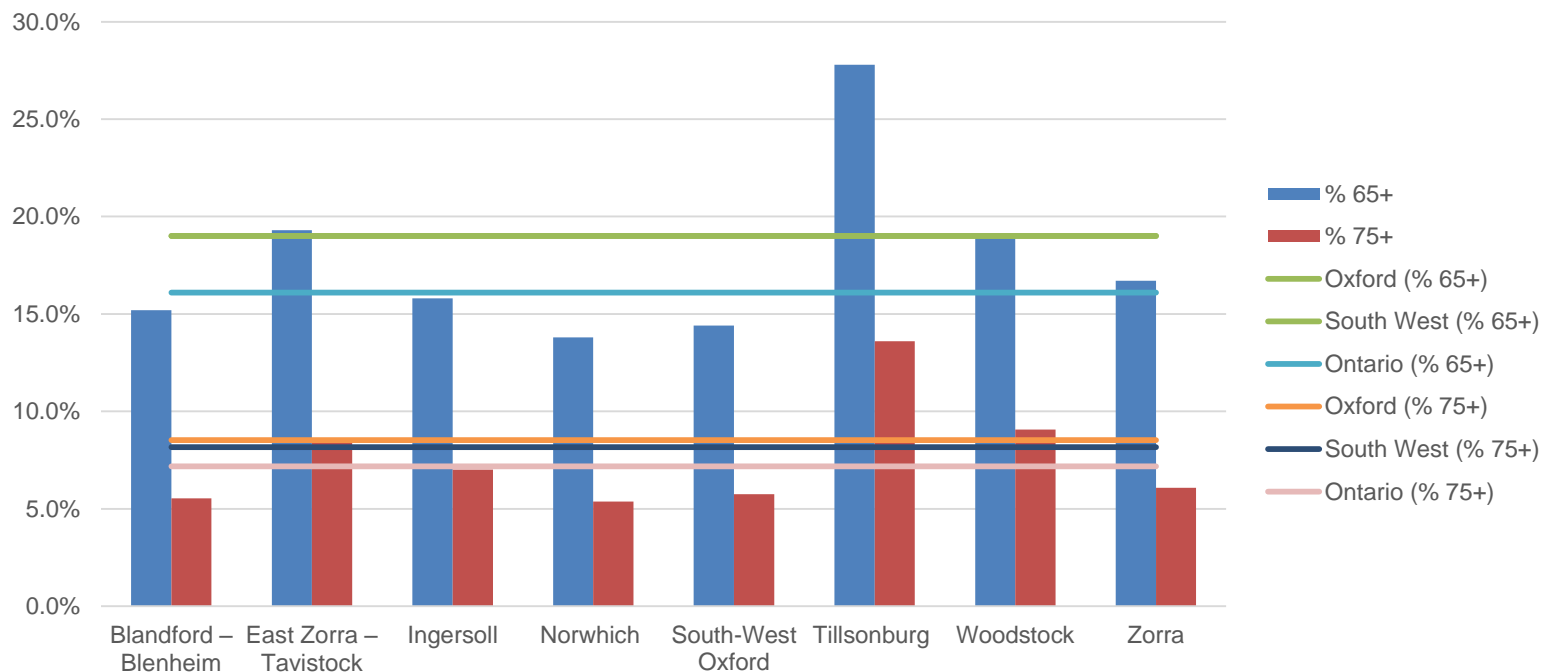
The Grey Bruce cluster has a larger proportion of residents age 65+. The largest age cohort, those ages 40-64 will join the 65+ age cohort in the coming years, and this is anticipated to increase the proportion of those age 65+.

# Population Demographics

## Population by Cluster

Based off of 2016 census data, Oxford County and South West LHIN have a similar percentage of people aged 65 and 75 years of age and older, slightly higher than that of Ontario. When looking at the regions of Oxford County specifically, Tillsonburg has a significantly higher percentage of people aged 65 and older and 75 years of age and older.

Percentage of the population aged 65+ and 75+

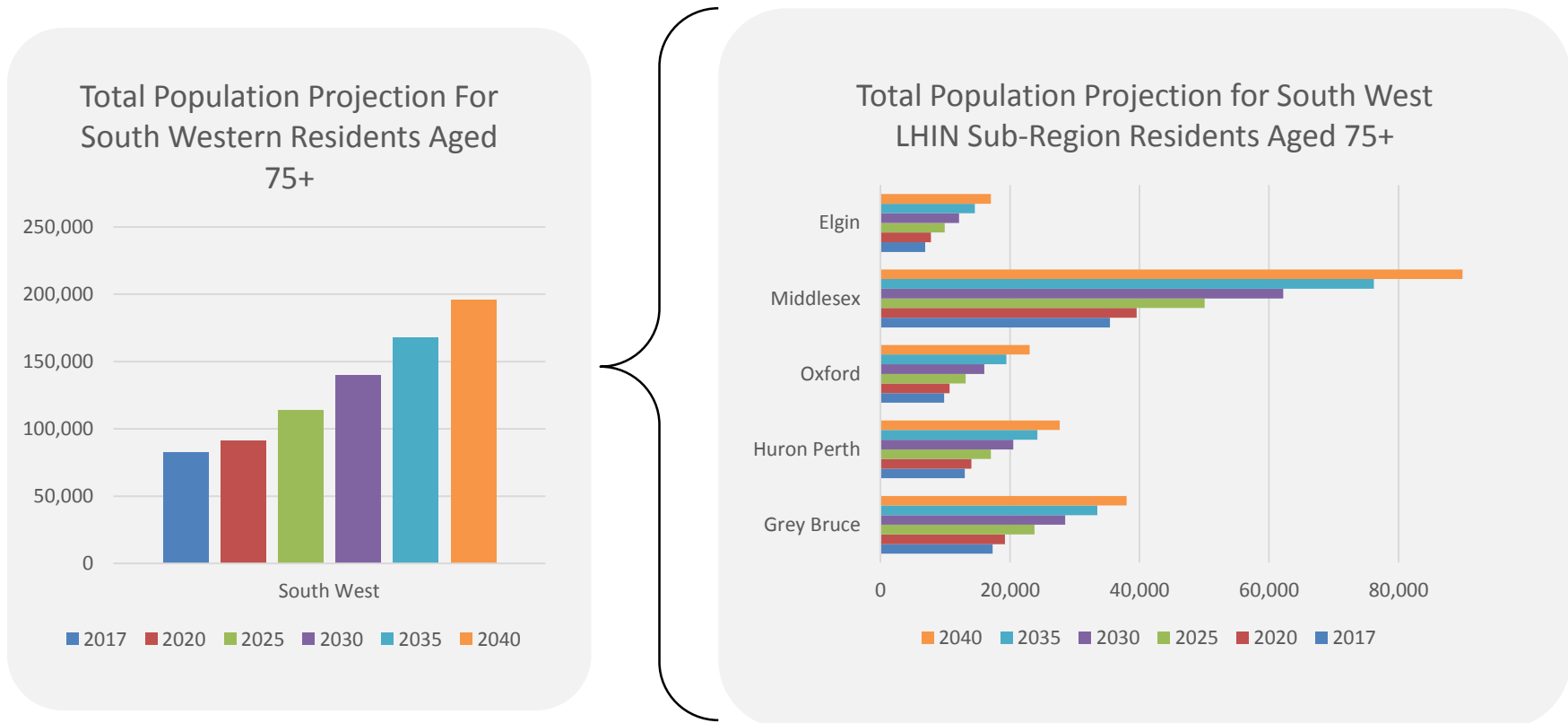


During the past 20 years, the majority of the population growth (approximately 60% of the County-wide growth) has occurred in the City of Woodstock. Similarly, Tillsonburg and Ingersoll have also experienced large percentage shares of the County-wide population growth at 26% and 21%, respectively. This trend is expected to continue.

# Population Demographics

## Population Projections

While South West LHIN's population is projected to increase by 11% between 2015 and 2025, the 75+ age category will grow even faster. The following graph presents population projections by cluster.



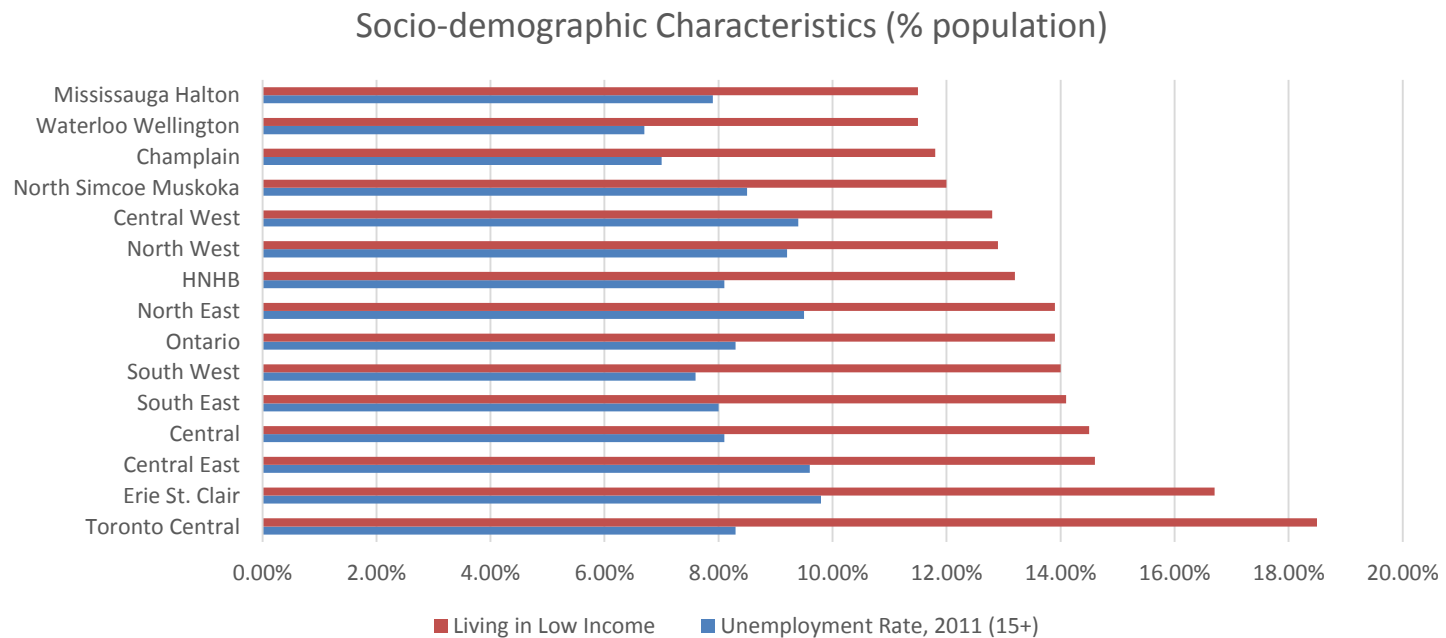
The number of people aged 75+ will almost double by 2035, from 8% of the total population to 15% of the total population. The Middlesex and Grey Bruce clusters will have the greatest growth of population aged 75+.

# Population Demographics

## Social Determinants of Health

Compared to South West LHIN, the Oxford cluster population has approximately 11.6% of the population living under the low income cut off (2011).

- South West LHIN had the 3<sup>rd</sup> lowest unemployment rate in the province at 7.6%, compared to 8.3% for Ontario. While the majority of people designated ALC are not of working age, a high unemployment rate could impact those of working age.
- South West LHIN is among the 6 highest proportion of residents living in low-income households among the 14 LHINs. Nearly 14% of South West LHIN residents were living in low-income households in 2011.





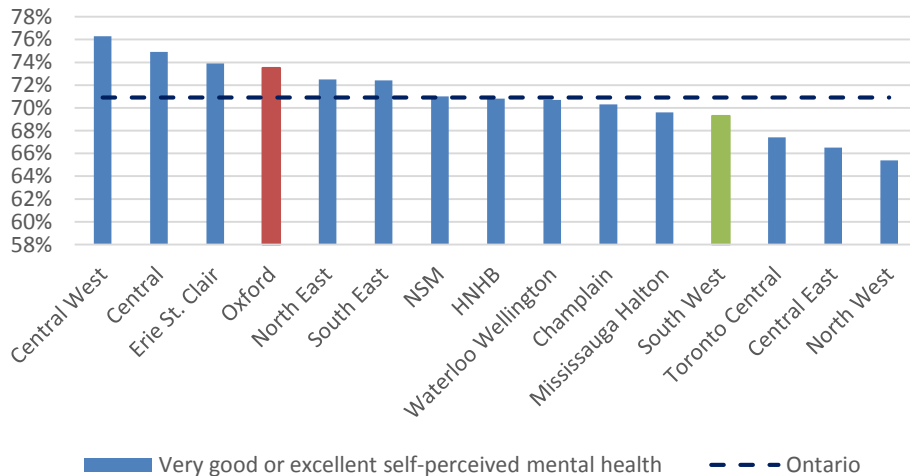
# Population Demographics

## Social Determinants of Health

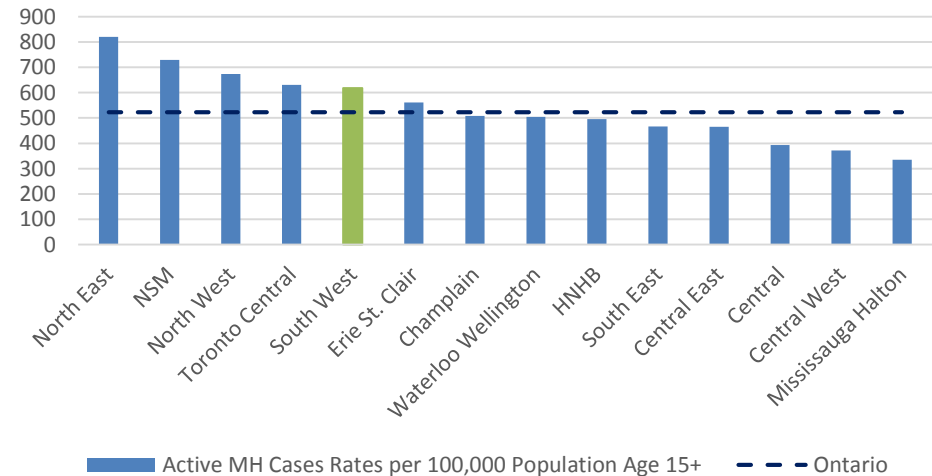
69.3% of population, age 12+ in South West LHIN report that they have very good or excellent self-perceived mental health. This is lower than the Ontario average and the LHIN trend over time is unfavorable.

- South West LHIN is ranked 11<sup>th</sup> of 14 LHINs in terms of the percentage of the population (69.3%) reporting very good or excellent self-perceived mental health. Oxford County reports higher at 73.5%.
- South West LHIN is ranked in the top half of active mental health cases when compared to other LHINs and is higher than the provincial average.

Very good or excellent self-perceived mental health (2013)



Active MH Cases Rates per 100,000 Population Age 15+ (2013/14)



Note: Available self-perceived mental health data for Oxford is from 2009, making exact comparison difficult.

# LTC Capacity Analysis

## LTC Capacity Analysis

# Key Findings

The average volume of monthly ALC inpatients with a LTC discharged destination outweighs the closed cases in Oxford County

- **Current LTC Beds per population:** In 2017, Oxford County had the lowest number of LTC beds per 1,000 75+ seniors living in the area (73) and, from a previous illustration, the County's hospitals have a 70-92% ALC Rate for Discharge to LTC, while the SW LHIN has a lower ALC Rate for Discharge to LTC (62%) and 90 LTC beds per 1,000 75+ seniors living in the area. This differences contribute to the discrepancy of the ALC Rates seen between Oxford County and SW LHIN.
- **Projected LTC Beds per population:** Based on Statistics Canada 2017 projections, the number of LTC bed availability per 1,000 75+ seniors will continue to decrease between 2017 and 2040 (most likely due to a large aging population). Previously it was also illustrated that the ALC rates for Discharge to LTC of Oxford County's hospitals are following an upward curve. This is an indication that pressures for LTC discharge destinations will remain to be an issue in the future if mitigation actions are not taken.
- **Average Monthly ALC Cases by LTC Discharge Destination (Opened and Closed):** Oxford County has been closing on average 10 inpatients per month and discharging to a LTC destination. The average number of open cases per month (35) outweigh the closed cases (10). This is indicative that discharge to LTC remains an issue in Oxford County, each month. There will be on average 20 inpatients each month who will not be discharged and contribute to the longer wait time rate.
- **Average monthly Wait times:** The majority of the open case had the ALC status for more than 61 days (51%). The majority of the cases closed per month range between 20 – 60 days.

The lack of LTC capacity will remain to create ALC Rate pressures for the three hospitals in Oxford County

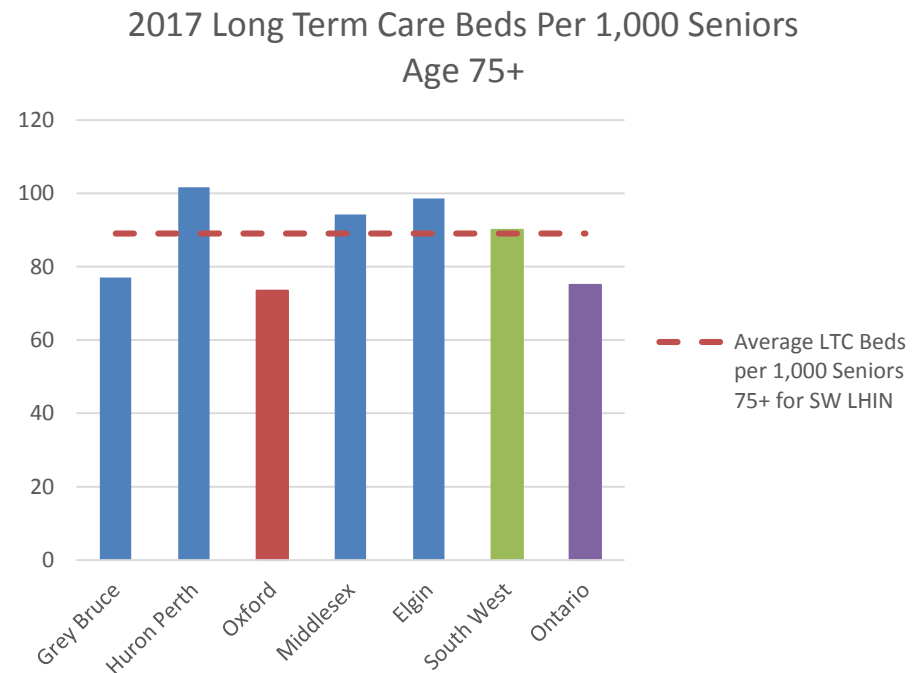
# LTC Capacity Analysis

## LTC Beds per Population

Based on Statistics Canada 2017 projections, the following number of LTC beds per 1,000 population 75+ were available across South West LHIN Sub-Regions. South West LHIN has the third highest number of total LTC beds in operation (number of LTC beds based on May 2017 raw data).

| Region      | # of LTC Homes | # of LTC Beds |
|-------------|----------------|---------------|
| Grey Bruce  | 19             | 1,329         |
| Huron Perth | 19             | 1,322         |
| Oxford      | 8              | 723           |
| Middlesex   | 23             | 3,344         |
| Elgin       | 8              | 683           |
| South West  | 77             | 7,401         |
| Ontario     | 627            | 78,120        |

Note: 55 LTC beds in Norfolk not included in South West Total # of LTC Homes.



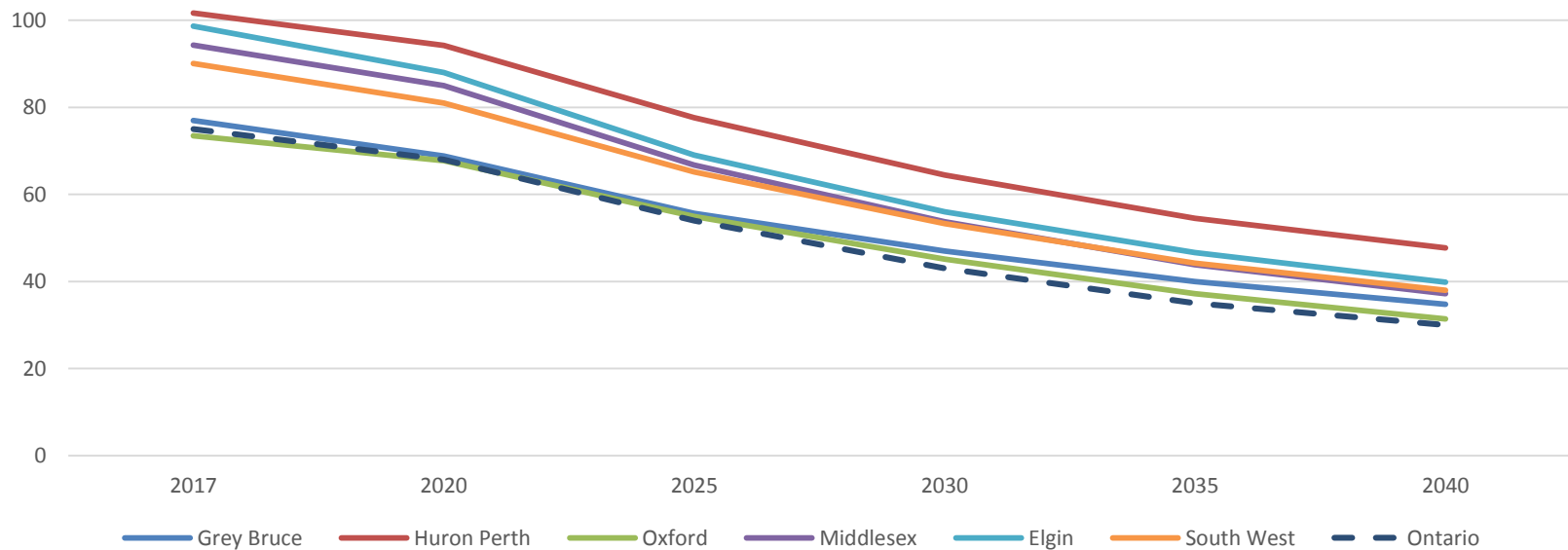
Based on a LHIN Environmental Scan, South West LHIN has more than the Ontario number of LTC beds per 1,000 population age 75+. Oxford County is the cluster with the lowest number of LTC beds per population, slightly below that of the Ontario average, while Huron Perth is the highest.

# LTC Capacity Analysis

## LTC Beds per Population

Based on Statistics Canada 2017 projections, the following number of LTC beds per 1,000 population 75+ were available across South West LHIN Sub-Regions (number of LTC beds based on May 2017 raw data).

Projected Long Term Care Beds Per 1,000 Seniors Age 75+



Note: Revera Inc. will be closing Hillside Manor and the long-term care home's 90 bed licenses will be redistributed to a new facility in London and other redevelopments in the Stratford area. 52 of Hillside's beds are expected to remain in the Stratford community.

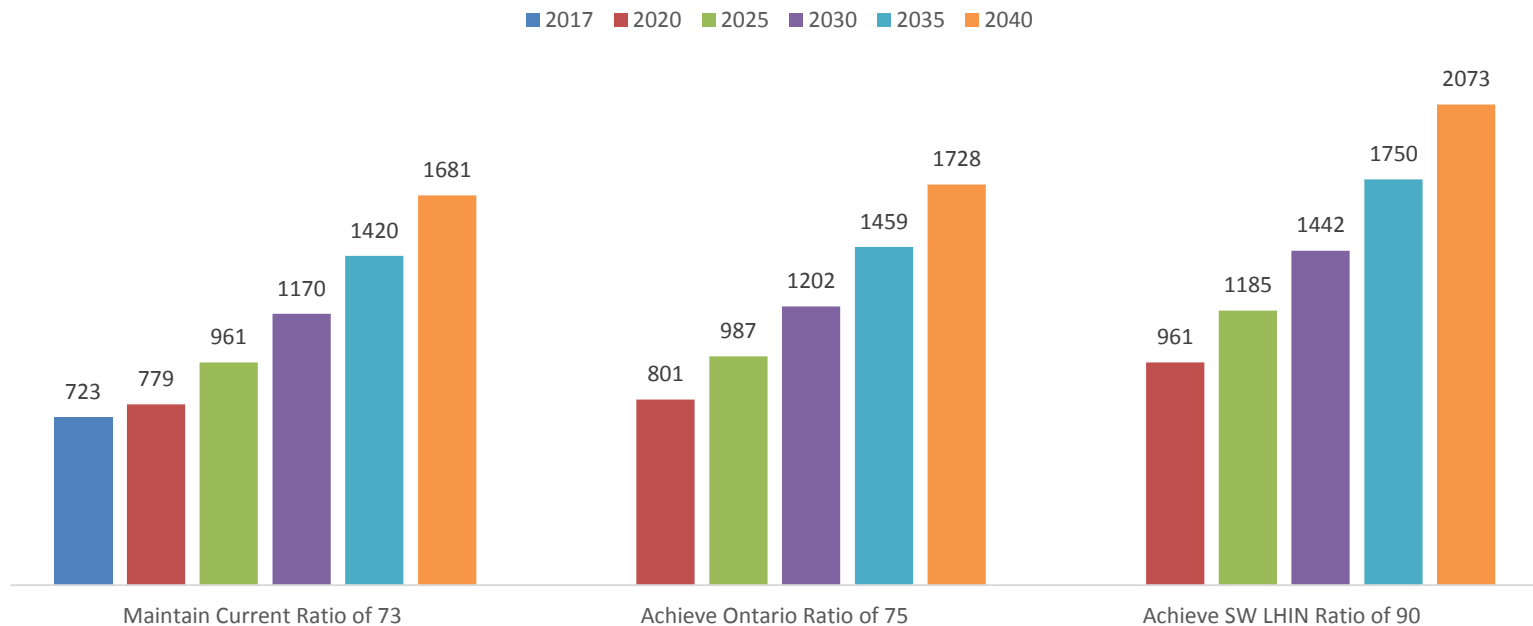
With the continual reallocation of LTC beds in the South West LHIN, as well as many licences expiring in the coming years, increased LTC bed pressures are expected across the region.

# LTC Capacity Analysis

## LTC Beds per Population

To maintain the current ratio of 73 Beds Per 1,000 Seniors Age 75+ in Oxford County over the next 20 years, a significant number of LTC beds would need to be added to Oxford County.

Approximate Number of Beds Required in Oxford County to Achieve Specific Ratios of Beds Per 1,000 Seniors Age 75+



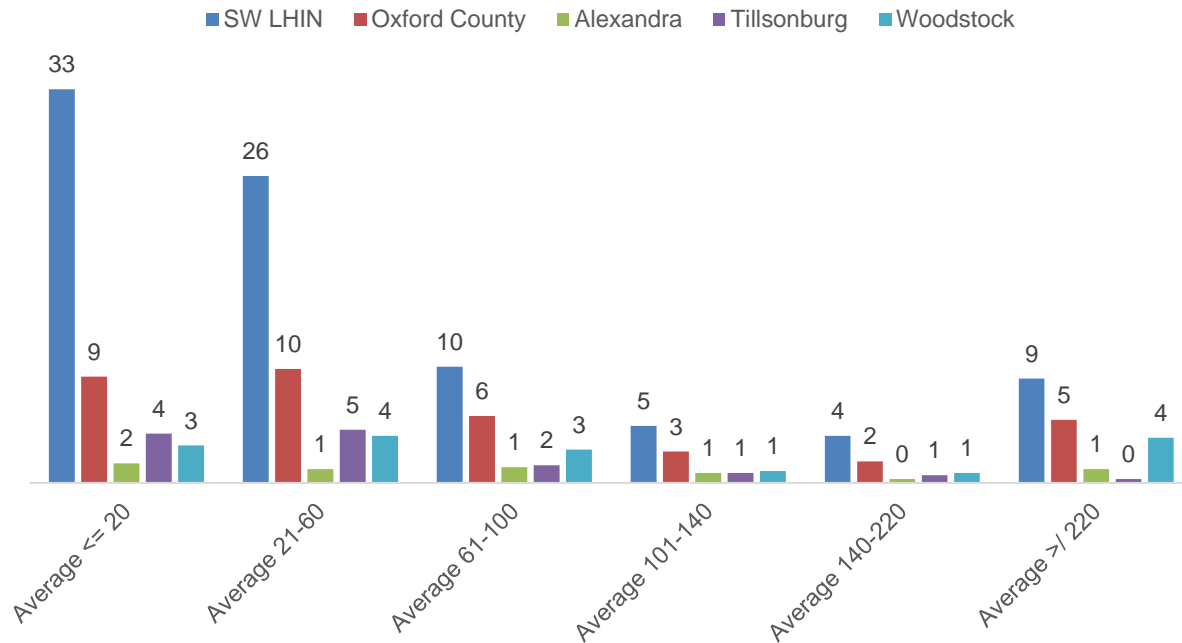
Oxford County would need an additional 238 LTC beds by 2025 to maintain the current ratio of 73 LTC Beds Per 1,000 Seniors Age 75+ in Oxford County

# LTC Capacity Analysis

## ALC to LTC Wait Times

Based on data from October 2016 to March 2017, Oxford County has an average of 35 open ALC cases waiting for LTC each month, almost half of which have been waiting for 61 days (two months) or more.

Number of Monthly Open Cases organized by Wait times - Discharge to LTC

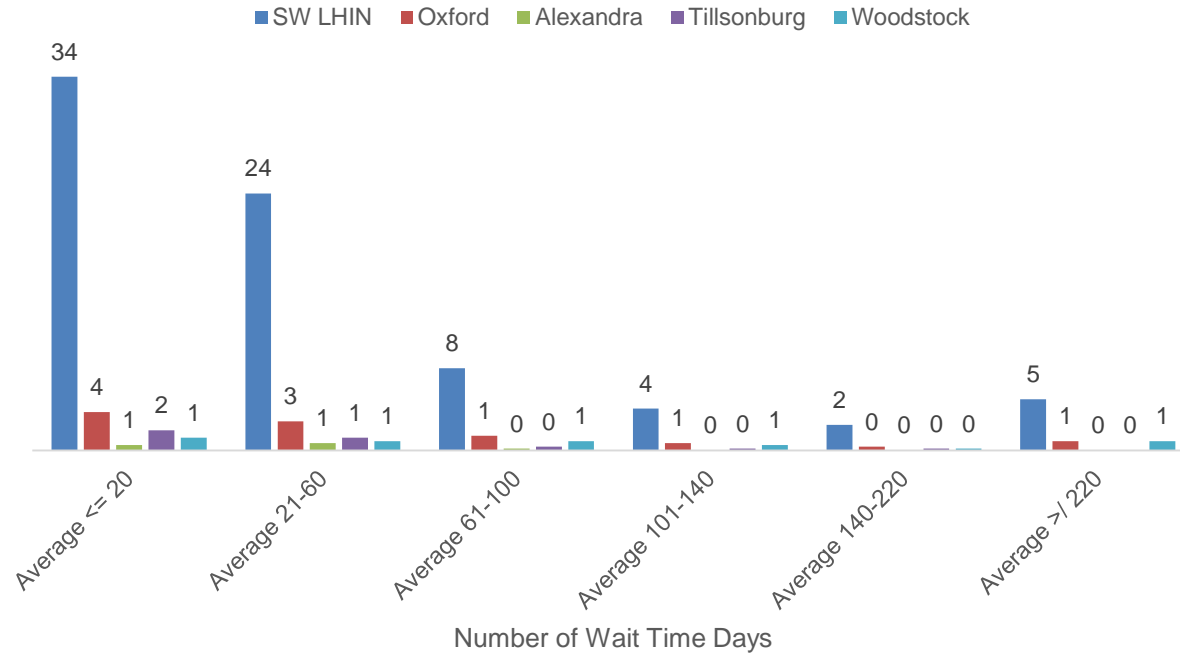


# LTC Capacity Analysis

## ALC to LTC Wait Times

Based on the same data, each month approximately 10 ALC to LTC cases are closed, of which 70% have a wait time between 20-60 days. About 30% have an ALC wait time of over 61 days.

Number of Monthly Closed Cases Organized by Wait times - Discharge to LTC





# Effects on Oxford County

# ED, Staff, Patient Care, and Neighbouring Hospitals

- **Effect on Emergency Departments**

- When TDMH experiences over 100% occupancy, there is a need to start admitting patients into the Emergency Department (ED). This ultimately leads to increased ED wait times. At the most extreme, increased occupancy volumes in the ED has caused Ambulance offload delays.

- **Effect on Staff**

- High occupancy levels and need to admit additional patients to the ED has led to extra strain and stress on staff including Nurses, Physicians, and the Housekeeping teams.

- **Effect on Patient Care and Safety**

- Occupancy levels of over 100% as well as overly strained staff has the potential to increase risks to patients including reduced patient safety and patient outcomes. This is of greatest concern when patients need to be treated in the ED due to occupancy issues.

- **Effect on Neighboring Hospitals**

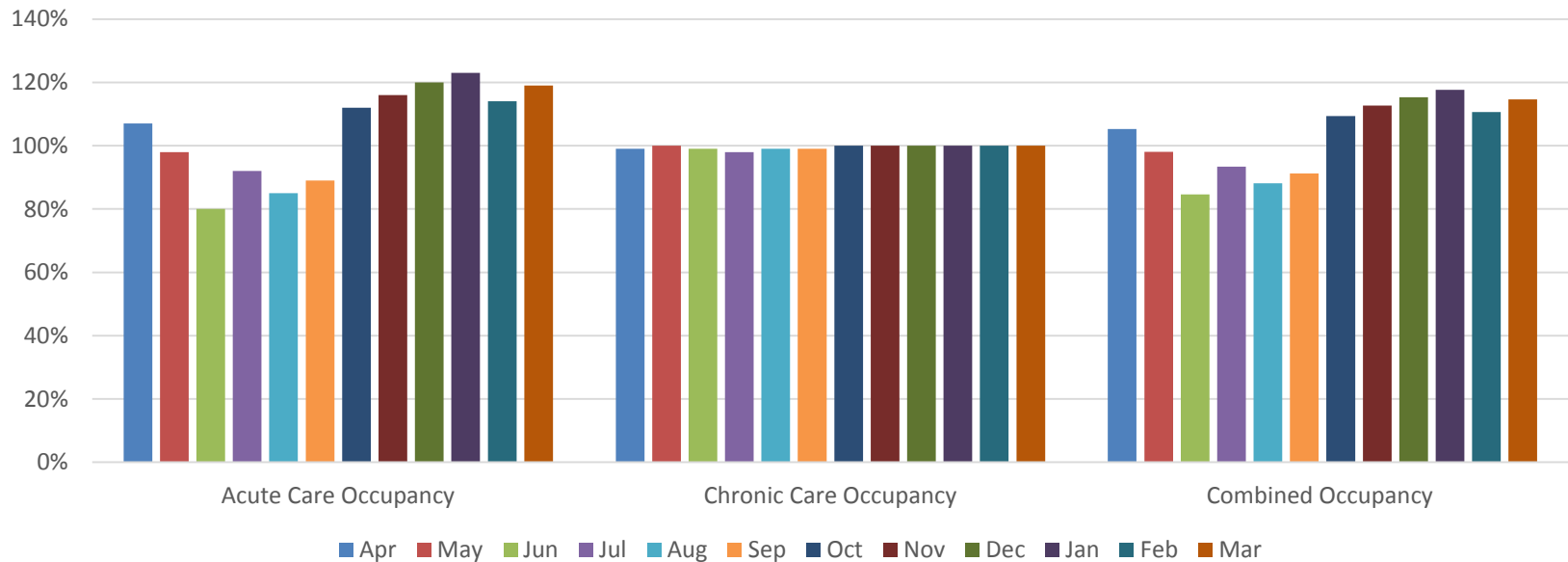
- In some circumstances, when Tillsonburg is over capacity, there is a need to transfer patients to AHI. This assists TDMH but drives up the occupancy at AHI above 100% resulting in patients in the ED. This cycle of events will continue in the foreseeable future and has the potential to worsen with the aging population, which is particularly high in Tillsonburg.

## Effects on Oxford County

# Leading Edge of the Effects on Oxford County

As shown earlier, TDMH's Acute Care Occupancy Rates are particularly high in the winter months. **In March 2017, TDMH had 15 patients waiting for LTC, occupying one-third of its funded beds.**

Tillsonburg Occupancy Report 2016/17 Monthly Comparison



# Summary of Key Findings

## Summary of Key Findings

# Key Findings

- **The ALC rate for Oxford County is high and tends to be masked in the South West LHIN numbers**
  - The South West LHIN is mainly representative of the larger volume hospitals (London Middlesex has a 9% ALC rate and the SW LHIN is 11.7% compared to Oxford county's 18%)
- **Oxford County's high ALC rates are mainly driven by the rates from Tillsonburg and Alexandra Hospitals (close to 30%), which are significantly higher than the South West LHIN's (approximately 12%)**
- **The key driver of ALC Rates at AHI and TDMH is patients waiting for long-term care.**
- **Oxford County has the highest proportion of elderly residents in the South West LHIN - the 75+ elderly population in Tillsonburg (13.6%) is almost 60% higher than that of the LHIN as a whole (8.2%)**
  - The elderly inpatient population is 7% of Ontario's population and uses 32% of the resources\*
  - The elderly inpatient population has the longest length of stay compared to the other age groups (5 times more patient days than the next largest group (0-4 years))\*
- **The monthly ALC rates are growing at AHI and TDMH and the occupancy rates are high at both hospitals**
  - AHI's occupancy rate was 87% in 2016/17 and has been increasing since 2013/14
  - TDMH's occupancy rate was 84% in 2014/15 and increased to 103% in 2016/17
- **Oxford County hospitals experience the effects of the above through increase occupancy, ED wait times and overflow, reduced staff morale, and potential risks to patient care and safety**

\*Data from Tillsonburg District Memorial Hospital-Patient Origin and Market Share Report. Infitrak Inc. (October 18, 2013)

# Preliminary Recommendations

# Preliminary Recommendations

## Recommendation Drivers

The following recommendations are driven by the foregoing discussion and the following considerations:

- Oxford County and TDMH in particular are exhibiting strains from a relative lack of LTC beds
  - TDMH's occupancy dipped with the removal of 6 beds in 2014/15 but has been climbing ever since
- Existing LTC capacity has been eroding:
  - The closure of Bonnie Brae LTCH in 2014 removed 80 beds from the local system
  - The halt of admissions at Caressant Care has temporarily removed approximately 30 additional beds
- New mechanisms are needed to create capacity in the Oxford County hospital, community care and LTC system

If existing trends continue, Oxford County occupancy rates and wait times are likely to reach crisis levels in the absence of new beds or capacity. Oxford County cannot afford to lose any more capacity.

## Preliminary Recommendations

# Recommendations for the Oxford Hospital Board

The hospital's immediate priority should be preserving and then enhancing existing LTC capacity.

|                                   | Recommendation   | Rationale   |
|-----------------------------------|--|---|
| Short Term<br>(0-6 months)        | <b>Work with the LHIN and MOHLTC to identify short-term opportunities to increase capacity in the system</b>   | New mechanisms (e.g., funds for retirement homes to take overflow) are actively being considered by the MOHLTC for Q4 of 2017/18 and beyond. <ul style="list-style-type: none"> <li>Work creatively and collaboratively with the LHIN and MOHLTC to identify how these and/or other enhancements to capacity (community care funding, SMILE program outlined below) can be funded and implemented immediately.</li> </ul> |
|                                   | <b>Experiment with additional ALC strategies that divert ALC-LTC patients away from LTC to other settings.</b> | ALC strategies that divert ALC-LTC patients from LTC could have a significant impact on Oxford County's ALC Rates. <ul style="list-style-type: none"> <li>Consider SE LHIN's Seniors Managing Independent Living Easily (SMILE) program which coordinates community services and supports for ALC patients.</li> <li>Advocate for enhancing community seniors' services and home and community care</li> </ul>            |
|                                   | <b>Begin advocating for LTC bed capacity.</b>  | Raise with the South West LHIN and/or MOHLTC the need to preserve and then enhance existing LTC capacity and the potential for reallocating existing beds to Oxford County <ul style="list-style-type: none"> <li>Determine where LTC capacity is most needed in Oxford County</li> <li>Identify potential areas of overcapacity elsewhere in South West LHIN and/or the province</li> </ul>                              |
| Mid-Term<br>(6 months to 2 years) | <b>Build awareness among sub-regions</b>   | Oxford County is more likely to be successful in raising awareness with the South West LHIN on the issues in question if it can show that these are also issues currently affecting other sub-regions.  |
|                                   | <b>Continue to advocate for more home and community care</b>   | Home and community care will help limit demand for LTC in the interim, and is part of the province's broader health care strategy.  |
|                                   | <b>Continue to advocate for LTC bed capacity</b>   | Building more LTC capacity will require a long-term focus, and efforts must continue throughout this period.  |
| Long-Term<br>(2 -5 years)         | <b>Continue focus on LTC capacity</b>  | Identify how AHI, TDMH and Woodstock operations can be developed to complement and/or augment existing LTC capacity. <ul style="list-style-type: none"> <li>Work with LHIN to secure LTC bed licenses in Oxford County. Based on estimations, an additional 56 to 238 LTC Beds are required by 2025 to maintain the current ratio of 73 Beds Per 1,000 Seniors Age 75+ in Oxford County.</li> </ul>                       |





**ONTARIO  
MUNICIPAL CORPORATIONS  
TEMPORARY BORROWING BY-LAW**

E-FORM 348 (04/2009)

(FOR BANK USE ONLY)

S.R.F. No.: 733-495-824

The CORPORATION OF THE TOWN OF INGERSOLL (the "Municipality") By-law No. 19-497 being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a council by by-law to authorize the head of council or the treasurer or both of them to borrow from time to time, such sums as the council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF INGERSOLL ENACTS AS FOLLOWS:

1. The head of council or the treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by by-law of council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1<sup>st</sup> to December 31<sup>st</sup> of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or 2018, whichever is less.
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
5. a) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the previous year and the nature and amount of the revenues received for and on account of the current year.  
  
b) If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitation on borrowing set out in section 3 shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the budget adopted for the previous year less all revenues received for and on account of the current year.
6. For purposes of this by-law the estimated revenues referred to in section 3, 4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
7. The treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
8. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.
9. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
10. This by-law shall take effect on the final day of passing.

Enacted and passed this \_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Head of Council

\_\_\_\_\_  
Treasurer



ONTARIO  
MUNICIPAL CORPORATIONS  
STATEMENT BY TREASURER RE BORROWING

TO

(Insert proper name of Municipality)

Re: The Corporation of the TOWN OF INGERSOLL  
in the Province of Ontario (the "Municipality") INGERSOLL

I hereby certify that the following statements are true and correct as of this date.

(Refer to the estimates for the current year if such have been adopted; if not, refer to estimates of last year.)

- 1. The budget of the Municipality for the current year  has been adopted.  has not been adopted.
- 2. The nature and amount of the estimated revenues of the Municipality set forth in the budget of the Municipality adopted for the year 2017 (exclusive of revenues derivable or derived from, a) any borrowing, including through the issue of debentures; b) a surplus, including arrears of taxes, fees or charges; and c) a transfer from the capital fund, reserve funds or reserves) are 17,339,120 as more particularly set forth in Schedule A hereto.
- 3. The nature and amount of revenues of the Municipality for the current year collected to date is 0 as more particularly set forth in Schedule B hereto.
- 4. The nature and amount of the estimated revenues of the Municipality (exclusive of revenues, derivable or derived from a) any borrowing, including through the issue of debentures; b) a surplus, including arrears of taxes, fees or charges; and c) a transfer from the capital fund, reserve funds or reserves) for the current year not yet collected is 17,339,120 as more particularly set forth in Schedule C annexed hereto.
- 5. The total of any amounts borrowed by the Municipality under Section 407 of the Municipal Act, 2001, as amended in the current year is 0 and the total of such amounts that have not been repaid are 0 and the total of such amounts that have not been repaid is \_\_\_\_\_

(Attach separate sheets for Schedules A, B, & C)

(Delete paragraph 4 if estimates for current year not yet adopted.)

This statement is delivered to the ROYAL BANK OF CANADA pursuant to the provisions of Section 4 of the temporary borrowing by-law of the Municipality dated January 2018 as proof that the borrowing from the Bank contemplated by such by-law has been validly authorized.

Irene Koval  
Treasurer

\_\_\_\_\_  
Head of Council

**Town of Ingersoll**  
**2018 Statement by Treasurer Re Borrowing**  
**By-Law 18-4976**  
**Schedules A, B and C**  
**As of January 02, 2018**

|  | Budget       | Schedule     |    |              |
|--|--------------|--------------|----|--------------|
|  | 2017         | A            | B  | C            |
| <b>REVENUE</b>                         |              |              |    |              |
| SALE OF GOODS OR SERVICES              | (139,235)    | (139,235)    |    | (139,235)    |
| PERMITS/LICENSES                       | (199,550)    | (199,550)    |    | (199,550)    |
| ICE RENTAL                             | (260,332)    | (260,332)    |    | (260,332)    |
| RENT / LEASES                          | (180,821)    | (180,821)    |    | (180,821)    |
| USER FEES                              | (237,219)    | (237,219)    |    | (237,219)    |
| MEMBERSHIPS                            | (129,100)    | (129,100)    |    | (129,100)    |
| RECOVERIES                             | (154,850)    | (154,850)    |    | (154,850)    |
| COUNTY RECOVERY                        | (323,242)    | (323,242)    |    | (323,242)    |
| TAXATION - LEVY                        | (13,800,170) | (13,800,170) |    | (13,800,170) |
| TAXATION - SUPPLEMENTARIES & OTHER     | (335,812)    | (335,812)    |    | (335,812)    |
| INTEREST / DIVIDENDS                   | (617,600)    | (617,600)    |    | (617,600)    |
| GRANTS / SUBSIDIES / REBATES           | (149,842)    | (149,842)    |    | (149,842)    |
| LAND SALES                             | 0            | 0            |    | 0            |
| PROGRAM REVENUES                       | (281,497)    | (281,497)    |    | (281,497)    |
| DONATIONS / FUNDRAISING                | (141,050)    | (141,050)    |    | (141,050)    |
|  | (16,950,320) | (16,950,320) | 0  | (16,950,320) |
| <b>EXPENSE</b>                         |              |              |    |              |
| SALARIES, WAGES & BENEFITS             | 6,533,226    |              |    |              |
| ADMINISTRATIVE EXPENSE                 | 82,168       |              |    |              |
| OPERATING EXPENSE                      | 164,561      |              |    |              |
| COMMUNICATIONS                         | 115,537      |              |    |              |
| INSURANCE EXPENSE                      | 216,566      |              |    |              |
| UTILITIES - HEAT, HYDRO, WATER         | 870,693      |              |    |              |
| SUPPLIES                               | 59,672       |              |    |              |
| PROGRAM EXPENSES                       | 167,886      |              |    |              |
| MEETINGS, CONFERENCES, TRAINING        | 107,707      |              |    |              |
| FUEL / TRANSPORTATION COSTS            | 102,595      |              |    |              |
| PROFESSIONAL FEES                      | 181,700      |              |    |              |
| CONTRACTED SERVICES                    | 155,060      |              |    |              |
| PROPERTY TAX REFUNDS & ADJUSTMENTS     | 620,000      |              |    |              |
| MARKETING & PROMOTION                  | 118,660      |              |    |              |
| GRANTS TO VOLUNTEER ORGANIZATIONS      | 89,675       |              |    |              |
| LAND MAINTENANCE & IMPROVEMENT         | 50,100       |              |    |              |
| EQUIP REPAIRS & MAINTENANCE            | 311,412      |              |    |              |
| BLDG REPAIRS & MAINTENANCE             | 110,825      |              |    |              |
| SNOW REMOVAL AND SANDING               | 45,950       |              |    |              |
| MAINTENANCE CONTRACTS                  | 148,255      |              |    |              |
| AMORTIZATION                           | 0            |              |    |              |
| GAIN/LOSS ON DISPOSAL                  | 0            |              |    |              |
| LAND SALE EXPENSES                     | 0            |              |    |              |
| MATERIALS                              | 383,636      |              |    |              |
| EQUIPMENT USAGE                        | 200          |              |    |              |
| TRANSFER TO BIA                        | 77,780       |              |    |              |
| TRANSFERS TO CEMETERY BOARD            | 117,077      |              |    |              |
|  | 10,830,941   |              |    |              |
| <b>NET OPERATING (REVENUE) EXPENSE</b> | (6,119,379)  | (16,950,320) | 0  | (16,950,320) |
| <b>OTHER</b>                           |              |              |    |              |
| O.P.P. CONTRACT                        | 2,384,963    |              |    |              |
| OMPFF - ONT MUN PARTNER GRANT          | (388,800)    | (388,800)    | 0  | (388,800)    |
| CAPITAL TAX LEVY REQUIREMENT           | 0            |              |    |              |
| TRANSFER FROM RESERVES & RES FUNDS     | (74,803)     |              |    |              |
| TRANSFER TO RESERVES & RES FUNDS       | 3,278,480    |              |    |              |
| DEBENTURE PAYMENT                      | 919,539      |              |    |              |
|  | 6,119,379    | (388,800)    | 0  | (388,800)    |
|  | --           | (17,339,120) | -- | (17,339,120) |

Schedule A - Revenues as defined by RBC Royal Bank statement of borrowing  
Schedule B - Revenues collected for the year 2018 as of January 02, 2018  
Schedule C - Schedule A less Schedule B



**Corporation of the Town of Ingersoll  
By-Law 18-4977**

---

A by-law to provide for a 2018 interim tax levy for all taxation classes and to provide for the payment of taxes and penalty and interest charges of 1.25 percent per month

**WHEREAS** Section 317(1) of the *Municipal Act*, S.O. 2001, C.25, provides that the Council of a local municipality may, before the adoption of the annual estimates for 2018, pass a by-law to levy on the whole of the assessment for real property rateable for local municipal purposes;

**AND WHEREAS** the Council of The Corporation of the Town of Ingersoll deems it advisable and expedient that such an interim tax levy be applied to all taxation classes;

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

- (1) That an interim levy be imposed in 2018 in an amount of fifty (50) per cent of the prior year's annualized taxes.
- (2) For the purposes of calculating the total amount of taxes for the prior year under paragraph 1, if any taxes were levied on a property for only part of 2017 because assessment was added to the Collectors Roll during 2017, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes had been levied for the entire year.
- (3) For the purposes of calculating the total amount of taxes for the year 2017 under paragraph 1, if any taxes are reduced on a property for only part of 2017 as a result of tax reductions under Section 357 of the *Municipal Act*, S.O. 2001, C.25 or assessment appeals approved by the Assessment Review Board, an amount shall be deducted equal to the reduced taxes that would have been calculated on the property if taxes had been reduced for the entire year.
- (4) A sum not exceeding 50% for local improvement charges shall be levied where applicable.
- (5) That the Director of Finance/Treasurer be authorized to issue such prescribed interim realty tax notices which shall be due in two approximately equal instalments. The due date for the first instalment shall be the 28<sup>th</sup> day of February 2018. The second instalment due date shall be the 31st day of May, 2018. The due dates shall meet the notification requirements specified in Section 343 (1) of the *Municipal Act*. S.O. 2001, C.25.
- (6) The provisions of this by-law apply in the event that assessment is added for the year 2018 after the date this by-law is passed and an interim levy shall be imposed and collected with one instalment date with a due date within the notification requirements specified in Section 343 (1) of the *Municipal Act* S.O. 2001, C.25.
- (7) That pursuant to Section 345(2) of the *Municipal Act*, S.O. 2001, C.25, a penalty of 1.25 % shall be made on the first day of default. Such penalty charge shall be levied and collected in the same manner as if it had been originally imposed.
- (8) That pursuant to Section 345(2) of the *Municipal Act*, S.O. 2001, C.25, the Director of Finance/Treasurer shall add to the amount of taxes due and unpaid, interest at the rate of 1.25 % month at the first of each month for each month until the taxes are paid. Such interest charge shall be levied and collected in the same manner as if it had been originally imposed.

- (9) The Director of Finance/Treasurer may mail, deliver or cause to deliver to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable, as specified under Section 343 (1) of the Municipal Act, S.O. 2001, C.25.
- (10) That payment of 2018 taxes shall be made into the office of the Director of Finance/Treasurer at 130 Oxford Street, 2nd Floor, Ingersoll, Ontario or at/through various financial institutions or designated agents in the Town of Ingersoll as ratified by written agreement from time to time.
- (11) That in accordance with Section 347(1) of the *Municipal Act*, S.O. 2001, C.25, the Director of Finance/Treasurer may accept and allocate part payment from time to time on account of any taxes due and receipt such part payment provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectible in respect of non-payment of any taxes or any class of taxes or of any instalment thereof.
- (12) That the Director of Finance/Treasurer is not authorized to revise, reduce or cancel amounts billed and/or interest/penalty charges without the authorization of Council.
- (13) That the Director of Finance/Treasurer shall proceed to collect the amounts of this by-law together with all other sums on the Tax Roll in the same manner as set forth in this by-law and in force and effect.
- (14) If any section or portion of this by-law is found by a Court of competent jurisdiction to be invalid, it is the intent of the Council of The Corporation of the Town of Ingersoll that all remaining sections and portions of the by- law continue in force and effect.

READ a first and second time in Open Council this 8th day of January 2018.

READ a third time and passed in Open Council this 8th day of January 2018.

---

**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 18-4978**

---

A by-law to authorize the Treasurer or his/her designate to file complaints to the Assessment Review Board relating to requests for reconsideration of assessment, and to settle assessment appeals and requests for reconsideration of assessment, where appropriate.

**WHEREAS** Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "*Municipal Act, 2001*"), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

**AND WHEREAS** Section 227 of the *Municipal Act, 2001*, provides that it is the role of the officers and employees of the municipality to: implement Council's decisions; establish administrative practices and procedures to carry out Council's decisions; carry out other duties required under the *Municipal Act, 2001* or any other Act, and other duties assigned by the municipality;

**AND WHEREAS** Section 39.1(g) of the *Assessment Act*, R.S.O. 1990, c.A31, as amended (the "*Assessment Act*"), provides that where a municipality wishes to object to a settlement arrived at pursuant to Section 39.1(5) of the *Assessment Act*, it shall do so within 90 days after receiving notice under said Section 39.1(5);

**AND WHEREAS** it is expedient that The Corporation of the Town of Ingersoll delegate to the Treasurer or his/her designate, the authority to file complaints to the Assessment Review Board relating to requests for reconsideration of assessment on behalf of The Corporation of the Town of Ingersoll, where it is appropriate to do so, in order to safe guard the Town's appeal/complaint rights pursuant to Section 39.1 and Section 40 of the *Assessment Act*;

**AND WHEREAS** it is expedient that The Corporation of the Town of Ingersoll delegate to the Treasurer or his/her designate, the authority to settle all outstanding assessment appeals and requests for reconsideration of assessment, and to execute minutes of settlement in respect of same, where, in the opinion of the Treasurer or his/her designate, it is appropriate to do so;

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

1. THAT The Council of the Corporation of the Town of Ingersoll hereby authorizes and delegates to the Treasurer or his/her designate, the authority to file complaints to the Assessment Review Board relating to requests for reconsideration of assessment on behalf of The Corporation of the Town of Ingersoll pursuant to Section 39.1(8) and 40 of the *Assessment Act*.
2. THAT The Council of the Corporation of the Town of Ingersoll delegate authority to attend any Mediation or Settlement Conferences on property tax or assessment matter as a party to all appeals whether filed by the Town of Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;
3. THAT The Council of the Corporation of the Town of Ingersoll delegate authority to attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Town Ingersoll or another person, entity or agent, to the Treasurer or his/her designate;

4. THAT The Council of the Corporation of the Town of Ingersoll hereby authorizes and delegates to the Treasurer or his/her designate, the authority to settle all outstanding assessment appeals and requests for reconsideration of assessment, and is further authorized to execute minutes of settlement in respect of same, where, in the opinion of the Treasurer or his/her designate, it is appropriate to do so.
5. If any section or portion of this by-law is found by a Court of competent jurisdiction to be invalid, it is the intent of the Council of The Corporation of the Town of Ingersoll that all remaining sections and portions of the by- law continue in force and effect.

READ a first and second time in Open Council this 8th day of January 2018.

READ a third time and passed in Open Council this 8th day of January 2018.

---

**Edward (Ted) Comiskey, Mayor**

---

**Michael Graves, Clerk**



**Corporation of the Town of Ingersoll  
By-Law 18-4979**

---

**A by-law to govern the proceedings of the Council of the Corporation of the Town of Ingersoll and the appointed Committee thereof and repeal By-law No. 15-4803**

**WHEREAS** Section 238 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

**WHEREAS** Council of the Corporation of the Town of Ingersoll is desirous of changing Procedural By-law No. 15-4803 to reflect the changes to the Municipal Act as updated by Bill 68;

**AND WHEREAS** Section 130 of the Municipal Act, 2001, S.O. c. 25, as amended, provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to the health, safety and well-being of the inhabitants of the municipality;

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

1. That the proceedings of the Council and its Committees, the conduct of the members and the calling of meetings shall be governed by the provisions and regulations contained in this By-law and as attached as Schedule 'A'.
2. Schedule 'A' attached hereto shall form part of this By-law. This By-law may be cited and referred to as "The Procedure By-law".
3. That By-law No. 15-4803, as amended, is hereby repealed.
4. That this By-law shall come into force and be effective on the date of the third and final reading thereof.

**READ** a first and second time in Open Council this 8<sup>th</sup> day of January, 2018.

**READ** a third time and finally passed in Open Council this 8<sup>th</sup> day of January, 2018.

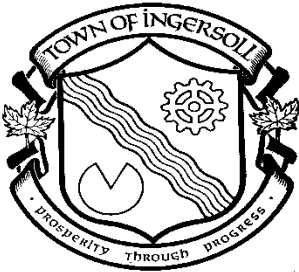
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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**





**The Procedure By-Law**  
**By-Law No. 18-4979**

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**26.0 Miscellaneous .....30**

## 1.0 Definitions

- 1.1 **'Act'** means the *Municipal Act, 2001 S.O. 2001 c. 25*, as amended from time to time.
- 1.2 **'Ad Hoc Committee'** means a committee established by Council for a specified purpose.
- 1.3 **'Advisory Committee'** means a committee established by Council with an on-going mandate or purpose.
- 1.4 **'Chair'** means the position of the person appointed to preside, or presiding at, a meeting, whether that person is the regular presiding officer or not.
- 1.5 **'Clerk'** means the position of the person appointed, by By-law pursuant to Section 228 of the Act, as the Clerk of the Corporation of the Town of Ingersoll.
- 1.6 **'Closed Meeting'** means a meeting of the Council or Committee that is not open to the public, pursuant to Section 239 of the Municipal Act, 2001 (the Act).
- 1.7 **'Committee'** means any advisory, ad-hoc or other committee, subcommittee or Special Committee of Council of which all members shall be appointed by by-law.
- 1.8 **'Committee of the Whole'** means all members present sitting in Council. The purpose of this committee is to enable the Council to give detailed consideration to a matter under conditions of freedom approximating that of a committee. When sitting as Committee of the Whole, the results of votes taken are not final decisions of the Council, but have the status of recommendations which the Council is given the opportunity to consider further and which it votes on finally under its regular rules.
- 1.9 **'Council'** means the elected members of the Town when they sit in deliberative assembly.
- 1.10 **'Defer', 'Deferred' or 'Deferral'**, when used in connection with matter or item before the Council or a committee, means that the said matter or item is to be dealt with at the next or specified meeting of the same body.
- 1.11 **'Deputy Mayor'** means the member of Council elected to act in the place of the head of Council (Mayor) when the head of Council is absent or refuses

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to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council.

- 1.12 **'Local Board'** includes any person performing any public function prescribed by regulation but does not include a police services board.
- 1.13 **'Mayor'** means the Mayor or, in absence of the Mayor, the Deputy Mayor, or Acting Mayor and may be referred to as the Head of Council.
- 1.14 **'Meeting'** means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
- (a) a quorum of members is present, and
  - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council.
- 1.15 **'Member'** means a member of Council or a committee.
- 1.16 **'Motion'** means a proposal by a member to resolve and effect a decision.
- 1.17 **'Motion for Division of the Assembly'** means a motion made after the Chair has stated the *Question*, requiring a vote, either about to be taken on a *Question*, or any other motion under consideration, or a vote previously taken and the results announced by the Chair, to be taken again by rising of each member present, and does not include a vote by show of hands.
- 1.18 **'Open Meeting'** means all meetings of Council or committee excluding "Closed Meetings" as defined in this section.
- 1.19 **'Personal Privilege'** means a motion to *Raise a Question of Privilege*, of an urgent nature that affects a right of privilege of the council, Committee or of an individual member.
- 1.20 **'Point of Order'** means a statement made by a member during a meeting, drawing to the attention of the Chair a breach of the rules of procedure.
- 1.21 **'Presiding Officer'** means the Mayor or Chair while presiding at a meeting or such other person as may be authorized to do so in his/her absence.
- 1.22 **'Privileged Motion'** means a motion that does not relate to pending business, but that does relate to special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. a Privileged Motion involves one of the five following motions, listed in ascending order of precedence: *Call for the*

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*Orders of the Day, Raise a Question of Privilege, Recess, Adjourn, and Fix the Time to Which to Adjourn.*

- 1.23 **'Question'** means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and 'on the floor' can a motion be debated and put to a question of the members for proper resolution (*Question On the Floor*).
- 1.24 **'Quorum'** means a majority of the members of a municipal council or committee.
- 1.25 **'Refer', 'Referred' or 'Referral'**, when used in connection with a matter or item before the Council or committee, means that the said matter or item is referred to the body or person named in the motion specified for further consideration or action, prior to reporting back to Council or committee.
- 1.26 **'Resolution'** means a decision of Council on any motion or committee recommendation.
- 1.27 **'Rules of Procedure'** means the rules and regulations provided in this by-law and, where necessary, *Robert's Rules of Order* (Newly Revised).
- 1.28 **'Recorded Vote'** means that if a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote. Section 246 (2) specifically notes that a failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 1.29 **'Substantive Motion'** means any original main motion that introduces a substantive question as a new subject for the consideration of the Council, except one of the following:
- i) to refer;
  - ii) to amend
  - iii) to lay on the table
  - iv) to postpone indefinitely or to another day certain; or,
  - v) to adjourn.
- 1.30 **'Statutory Committee'** means a committee required by legislation to be established by Council with an on-going mandate or purpose.
- 1.31 **'Town'** means the Corporation of the Town of Ingersoll





## **2.0 General Provisions**

### **Rules of Procedure**

- 2.1 The short title of this By-law is the 'Procedure By-law'.
- 2.2 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees appointed by Council.
- 2.3 In respect to questions or concerns regarding these rules and regulations, the decision of the Chair presiding shall be final, subject to only an appeal to the Council. In the case of a conflict concerning the application of these rules, 'Robert's Rules of Order (Newly Revised)' may be consulted as an interpretative aid.
- 2.4 All meetings of the Council of the Town of Ingersoll and all meetings of the Committees of Council shall be open for attendance by the public, except in the case of a Closed Session, as noted in Section 19.1.
- 2.5 This by-law shall not apply to boards and statutory committees that are incorporated and have their own by-laws or procedural by-law.
- 2.6 Except where it is provided otherwise, any one or more of these rules may be temporarily suspended on a two-thirds (2/3) majority vote of the members of Council, except where such suspension may be contrary to the *Municipal Act, 2001*.

## **3.0 Meetings**

### **3.1 Place**

- 3.1.1 The meetings of the Council of the Town of Ingersoll shall be held at the Council Chambers, the Town Centre, 130 Oxford St. in Ingersoll or at such other place as Council may approve except as otherwise provided by this by-law.
- 3.1.2 The Clerk may provide for a meeting to be held at such other place where the Council Chambers may not be able to accommodate the number of anticipated participants.
- 3.1.3 When a Closed Meeting matter is listed on a Council Agenda, Council may open a meeting in the JC Herbert Room for the purpose of convening into a Closed Meeting or may reconvene for a Closed Meeting when the Closed Meeting is listed on the agenda.

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3.1.4 A Council education and training session, held in accordance with the *Municipal Act*, 2001, may be held at other facilities in the Town.

3.1.5 In the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality pursuant to Section 236 (1) of the *Act*.

### **3.2 Inaugural or First Council Meeting**

3.2.1 The Inaugural or First Meeting of the Council of the Corporation of the Town of Ingersoll, being the meeting after a regular election held pursuant to Sections 3, 4 and 5 of the *Municipal Elections Act*, S. O. 1996 c. 32, as amended, shall be held on the first Monday of December at 7:00 o'clock in the evening. The Inaugural Meeting will be only for the Declarations of Office and Oaths of Allegiance.

### **3.3 Regular Council Meetings**

3.3.1 After the Inaugural meeting, the regular meetings of Council shall be held on the second Monday of each month at 6:00 p.m. local time, unless otherwise approved through a resolution of the Council or at the direction of the Mayor and upon two-thirds (2/3) majority support through a phone or e-mail polling of Council.

3.3.2 Notwithstanding any other provisions of this by-law the scheduling of Council meetings may be altered by Council or the Clerk when deemed necessary to provide for public participation with respect to a specific issue of public interest.

3.3.3 Council shall approve at or before the Regular Meeting in November of each year, the schedule of Council meetings for the following calendar year.

### **3.4 Special Council Meetings**

3.4.1 In addition to Regular Meetings, Special Meetings of the Council shall be held upon a petition of Council or upon direction of the Mayor at any time. The purpose of the special meeting can be to inquire or report on any matter considered of interest to the Council.

3.4.2 Upon receipt of a written petition of the majority of the members of Council or direction of the Mayor, the Clerk shall summon a Special Meeting for the purpose and at the time set out in the petition. Notice shall be given through the Clerk and the notice shall set out the date, time, place and the item(s) to be considered at the Special Meeting.

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- 3.4.3 A minimum of forty-eight (48) hours' notice must be given prior to the holding of a Special Meeting.
- 3.4.4 Notwithstanding any other provisions this by-law, a Special Council Meeting called to deal with an emergency or a matter that impacts on the welfare, health and well-being of the residents or of staff, the notice of provision may be waived by the Mayor.
- 3.4.5 No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

### **4.0 Calling a Meeting to Order**

- 4.1 As soon after the hour fixed for the holding of the meeting of Council or Committee as a quorum is present, the Mayor or Chair shall call the meeting to order.
- 4.2 If no quorum is present ten (10) minutes after the time appointed for a meeting of the Council or Committee, the Clerk or Chair shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting.
- 4.3 If a member is unable to attend a meeting, they are to inform the Clerk or Chair as to the nature of the absence in order that it is recorded as personal business, other municipal business or illness.
- 4.4 In the event that the Mayor or Chair does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council or committee, the Acting Mayor or Vice-Chair shall preside until the arrival of the Mayor or Chair, and while presiding, shall have all the powers of the Mayor or Chair.
- 4.5 In the case the Mayor or Deputy Mayor is unable to attend the meeting, the members will, by resolution duly motioned and seconded, appoint a Chair. While so presiding, the Chair shall have all the powers of the head of Council.
- 4.6 Should the Mayor or Deputy Mayor, as the case may be, arrive after the meeting has been called to order, the presiding officer shall relinquish the position of the Chair to the Mayor or Deputy Mayor, as the case may be, immediately after the current item of business on the Council Orders of the Day is considered or otherwise disposed.
- 4.7 The seat of a member of Council shall be declared vacant if the member is absent from a meeting of Council for three (3) consecutive months without

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being authorized so to do by a resolution of council pursuant to Section 259 (1) of the *Act*.

- 4.8 Except where unavoidable due to circumstances of extreme emergency, no member shall absent himself/herself from any regular meeting of Council without having provided reasonable notice of such absence to the Head of Council or the Clerk prior to the commencement of the meeting from which the member shall be absent.

### **5.0 Duties of the Presiding Officer**

#### **5.1 Roles and Responsibilities**

- 5.1.1 It shall be the duty of the Mayor or other duly appointed presiding officer at a meeting to:

- a) open the meeting by taking the chair and calling the members to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive, in the proper manner, all motions presented by the members of Council and to submit these motions as questions for proper debate;
- d) put to a vote all questions which are duly moved and seconded, when necessary or motions that arise in the course of proceedings and to announce the results;
- e) decline to put to a vote motions which infringe upon the Rules of Procedure;
- f) restrain the members, within the Rules of Procedure, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) call by name any member persisting in breach of the Rules of Procedure, thereby ordering the member to vacate the member place;
- i) do all matters to permit the meetings to proceed in an orderly and efficient manner;
- j) authenticate by his or her signature, when necessary, all by-laws and Minutes of Council;

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- o) inform the member of the Council, when necessary or when referred to for the purpose, on any point of order;
  - p) represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
  - q) ensure that the decisions of the Council are in conformity with the laws and by-laws governing the activities of the Council;
  - r) receive all messages of goodwill and other similar communications and announce them;
  - s) adjourn the meeting without question in the case of grave disorder arising during the meeting, or suspend the sitting of Council, until a time to be named by the Mayor, and,
  - t) adjourn the meeting when the business of Council is concluded.
- 5.1.2 The Mayor may, without leaving the Chair, speak to any question under consideration and prior to the question being disposed of by Council.
- 5.1.3 When the Mayor is called upon to decide a point of order or procedure, the Mayor shall state the rule or authority applicable to the case, and make a ruling, if necessary in consultation with the Clerk; and, if an objection is made to the ruling by at least two members, the Mayor shall submit said ruling to a vote of council, without debate, in the following words:
- “SHALL THE RULING OF THE CHAIR BE SUSTAINED?”
- and the decision of the Council shall be final.
- 5.1.4 When two or more members concurrently request to speak on an issue, the Mayor shall name the member who is first to be heard and the other member(s) shall have the privilege of speaking thereafter in the order named by the Mayor.
- 5.1.5 The Mayor, except when disqualified to vote by reason of pecuniary interest or any other Statute of the Province, may vote on consideration of a motion for Division of the Assembly, and may vote with the other members on all questions.
- 5.1.6 When the Mayor sees fit to exercise the right to vote on any question before the Council, the Mayor may explain the vote.

## **5.2 Deputy Mayor or Acting Mayor**

5.2.1 When the Mayor is unable to carry out his duties through illness or otherwise, when the Mayor is absent from the office in the course of their duties or on vacation or an approved leave or refuses to act or his office is vacant, the Deputy Mayor or Acting Mayor shall have all of the powers and duties of the Mayor and shall chair all meetings, but can only be exercised, pursuant to the Act or any other Statute of the Province.

5.2.2 The duties of the Deputy Mayor may include other duties as defined by Council.

## **6.0 Public Notice**

6.1 The Clerk shall provide the public with notice of the Council meeting schedule by annually posting a calendar of the meetings on the Town of Ingersoll website. Any amendments to or cancellations of the meeting dates shall be posted as required.

6.2 The meeting agenda shall constitute notice of each meeting. The agenda shall include the time, location of the meeting and all relevant material on a matter to be considered by Council.

6.3 Notice shall be provided as per the Public Notice By-law and policy.

6.4 Posting of the Regular Council Meeting agenda will occur, unless due to unforeseen circumstances, at the latest by 5 p.m. on the Friday prior to the Council meeting and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.

6.5 Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting. and subsequent to the agenda being forwarded to the members of Council, the Chief Administrative Officer and to the Department Heads.

## **7.0 Council Meeting Agenda**

### **7.1 Order of Business**

7.1.1 The order of business for the regular meetings of Council shall be as follows:

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1. Call to Order
2. Disclosures of Pecuniary Interest
3. Adoption of Meeting Minutes
  - (a) Regular Council
  - (b) Special Council
  - (c) Committees of Council
  - (d) Other
4. Correspondence – Note and File
5. Consideration of Accounts
6. Consideration of Staff Monthly Reports
7. Consideration of Staff Special Reports
8. Consideration of Correspondence & Resolutions
9. Public Meetings
10. Consideration of Petitions, Delegations & Presentations
11. Consideration of By-laws
12. Notice of Motions
13. Upcoming Council Meeting
14. Closed Meeting
15. Consideration of Matters Arising from Closed Session
16. Adjournment

- 7.1.1 An agenda for a Special Meeting, Council workshop or committee meeting is not required to include all agenda headings listed above.
- 7.1.2 Business shall be considered in the order set forth on the agenda, unless otherwise determined by Council or the committee.
- 7.1.3 A change in the order of items listed on the agenda for the consideration of the regular business items may be permitted on a majority approval of the members.
- 7.1.4 The items on the agenda not dealt with before the meeting is adjourned shall be noted and repeated on the next agenda. This includes items of business not tabled due to lack of time.
- 7.1.5 Any person, member of Council, or member of staff, at any time prior to the preparation of the agenda, may file in writing with the Clerk, an item for inclusion on the Council agenda. Agenda preparation takes place on the Wednesday preceding a Regular Meeting of Council.
- 7.1.6 Not less than forty-eight (48) hours, including weekends and holidays, before the time appointed for the holding of a Regular Meeting of Council, the Clerk shall deliver to each member an agenda and all related materials.

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7.1.7 An agenda for a Special Council Meeting shall be provided prior to at the Special Meeting. If materials are available, it will be the intent of the Clerk to deliver, an agenda and all related materials for a Special Council Meeting, forty-eight (48) hours prior to the time of the Special Council Meeting.

7.1.8 It shall be the duty of the Clerk to ensure that the minutes of the last Regular Meeting and any and all special and committee meetings held more than seven (7) days prior to a Regular Meeting are included on the next Regular Meeting agenda for approval.

### **7.2 Disclosure of Pecuniary Interest**

7.2.1 Any member having a pecuniary interest shall disclose the interest and the general nature thereof prior to any consideration of the matter at the Meeting in accordance with the *Conflict of Interest Act*.

### **7.3 Monthly and Special Staff Reports**

7.3.1 Staff Reports shall be considered by the Council sitting in Committee by resolution.

7.3.2 Staff Reports shall be reviewed by Council and appropriate questions directed to the staff person through the Presiding Officer or Chair.

7.3.3 Staff Reports shall be accepted in Open Council by resolution.

## **8.0 Minutes**

8.1 The Clerk shall prepare minutes for all Council, Committee of the Whole and Closed Meetings and shall receive minutes from all other committees.

8.2 The minutes of a meeting shall record, without note or comment, all resolutions, decisions and other proceedings of the council which shall include the place, date and time of the meeting.

8.3 Such minutes as referred to in 8.1 may be received or received and adopted by Council without having been read at the meeting considering the question of their adoption.

8.4 The Clerk may audio record, to supplement the handwritten notes of the Clerk, the open meeting proceedings of Council or a Council workshop by audio tape, digital recording or other means of recording.



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- 8.5 The audio taped or digital recording of proceedings are not intended to, and do not, replace the written minutes of the proceedings of Council as adopted by resolution by Council.
- 8.6 Any recording of the proceedings will be destroyed upon adoption of the written minutes of the proceedings of Council.
- 8.7 When the minutes have been adopted by Council they shall be signed by the Mayor and the Clerk. All minutes shall be bound in suitable volumes and indexed and filed in accordance with the Record Retention By-law.

### **9.0 Correspondence and Petitions**

- 9.1 All petitions shall be on a form supplied by the Town and/or submitted in accordance with the Town's policy on petitions.
- 9.2 All correspondence or every petition to be presented to the Council shall be legibly written or printed, dated and contain a brief description of the subject matter and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- 9.3 If, in the opinion of the Mayor or presiding officer, the correspondence or petition contains any obscene or improper matter or language, the Mayor or presiding officer shall decide whether it should be included in the agenda for a Council meeting.
- 9.4 To be placed on the upcoming Regular Meeting agenda, any correspondence or petition must be submitted to the Clerk no later than 4:00 p.m. on the Wednesday of the week preceding the Regular Council Meeting.
- 9.5 Upon the decision of the Mayor or presiding officer, subject to the provisions of this by-law, the Clerk shall provide a copy of the correspondence or petition to Council, but may be required to read part or all thereof by any member during the meeting.

### **10.0 Delegations and Presentations**

#### **10.1 Delegations**

- 10.1.1 Persons desiring to appear before Council as a delegation or to present a petition or make a presentation shall submit a request, in writing, to the Clerk no later than 4:00 p.m. on the Wednesday preceding the day of the Council meeting, stating the person's complete name, address, telephone number, reasons for their appearance and if applicable, the name, address,

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and telephone number of any person, corporation or organization which they are representing. Persons addressing Council shall confine their remarks to the stated business.

10.1.2 If a staff report is required to provide further information as a result of a delegation, the matter shall be referred to the appropriate department to report back to Council at the next appropriate meeting.

10.1.3 Any person or persons, not being members of Council, desiring to address the Council, shall be permitted to do so on a motion to that effect being carried by a majority vote of the members present.

10.1.4 A delegation shall be permitted to speak for a maximum of ten (10) minutes and possibly another ten (10) minutes for any questions of clarification.

10.1.5 Notwithstanding 10.1.4, a delegation consisting of two or more persons, shall be permitted to have two speakers only with each speaker being limited to speaking for a maximum of ten (10) minutes and ten (10) minutes for any questions of clarification.

10.1.6 Persons who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, request to be heard and apply in writing to the Clerk may be heard upon majority approval of Council at the time of discussion, if it is considered either (a) urgent business; or, (b) matters listed on the agenda.

10.1.7 The priority in which delegations are heard shall be in accordance with the following:

- a) Known and listed delegations;
- b) Delegations who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, apply in writing to the Clerk by 12:00 p.m. the date of the meeting, to be heard on a particular matter, if the matter is scheduled agenda business or if the matter is as defined under urgent business; and,
- c) Delegations that are heard in accordance with the application of the section regarding the suspension of the rules.

10.1.8 No person(s) shall be permitted to have delegation status to speak to the same subject more than one time unless otherwise requested by Council.

## **10.2 Presentations**

10.2.1 Members of staff, consultants or agencies may be asked to present an oral or written briefing report at the appropriate time during the meeting dealing with a specific item of business. Such information is not classified as a delegation.

10.2.2 Notwithstanding 10.1.4, the Clerk may schedule presentations by staff, staff retained consultants and other government bodies or agencies for the purpose of presenting information to Council which exceed the maximum time limit of ten (10) minutes.

## **11.0 Committee of the Whole**

11.1 Council may, by motion, move into Committee of the Whole, at any time.

11.2 The rules governing the procedure of Council and the conduct of members, shall be observed in Committee of the Whole, so far as they are applicable except that:

(a) Motions may be moved orally;

(b) Motions do not require a seconder;

(c) More discussion may be allowed, as determined by the committee;

(d) Committee of the Whole proceedings shall be ratified by Council prior to action being taken as a result of the proceedings.

11.3 Chairs of the Committee of the Whole, as listed on Regular Meeting agendas, are alternated through the members of Council on a monthly basis.

11.4 A member may by motion to move into the Committee of the Whole to consider Staff Reports.

11.5 The proceedings of the Committee of the Whole shall not be entered into the minutes.

11.6 A motion to "rise and report" shall be decided without debate.

## **12.0 Committees**

12.1 A committee may be established by Council at any time as is deemed necessary for consideration of matters within its jurisdiction.

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- 12.2 The Mayor shall be an ex-officio member of all committees and shall be entitled to all the rights of membership in a committee.
- 12.3 Membership on a sub-committee shall be from among the members of the committee to which the sub-committee shall report.
- 12.4 Membership on a committee may be extended to non-members from Council.
- 12.5 The Clerk or an employee of the corporation as recognized as a staff liaison shall provide support to a committee.
- 12.6 No committee shall meet while Council is in session.

### **12.7 *Advisory and Ad Hoc Committees***

- 12.7.1 Advisory and Ad Hoc Committees of Council shall be governed by the rules of this by-law as they are applicable.
- 12.7.2 Advisory and Ad Hoc Committees shall be appointed by by-law and such appointment shall be for the term of Council.
- 12.7.3 Advisory and Ad Hoc Committees shall consist of a number of members as set out in their Terms of Reference.
- 12.7.4 Ad Hoc Committees may be appointed for some special purpose, on a motion of a member, duly seconded and carried by the majority of the Council.
- 12.7.5 When an Ad Hoc Committee has completed its mandate with a final report to Council, it dissolves automatically.
- 12.7.6 Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chairperson of such Committee from among the members.
- 12.7.8 A majority of all members of a Committee shall constitute a quorum.
- 12.7.9 Members of Council may attend meetings of any Advisory or Ad Hoc Committees to which they are not appointed members. They shall not be allowed to vote nor take part in discussion or debate, except by the permission of the majority of the members of the committee.

12.7.10 No order or authority to do any matter or thing shall be recognized as emanating from any Committee, unless it is in writing to the Council and approved by Council resolution.

### **13.0 Rules of Conduct of Members and Other Attendees**

13.1 A member or other attendees shall not:

1. Speak disrespectfully of the Reigning Sovereign, of any member of the Royal Family, of the Governor-General of Canada, of the Lieutenant-Governor of any Province, of any member of the Senate, of any member of the House of Commons of Canada, or any member of the Legislative Assembly of the Province of Ontario;
2. Speak on any subject other than the subject under debate;
3. Criticize any decision of the Council or Committee, except for the purpose of moving in accordance with the provision of the applicable section requesting reconsideration of that question;
4. Disturb the Council or Committee by any disorderly deportment or conduct;
5. Use profane or offensive words or insulting expressions;
6. Disobey the rules of the Council or Committee or a decision of the Chair or the Council or Committee on points of order or on the interpretation of the Rules of Procedures;
7. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

13.2 A member shall:

1. Obtain the permission of the Chair to speak, prior to speaking to a question or motion;
2. Have the right to speak first in debate, if he or she is the author of the Question on the Floor or other motion under consideration;
3. When intending to introduce a motion, do so immediately, but may preface the motion with a few words of explanation, of which such words must not become a speech;

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4. When more than one member addresses the Chair at the same time, allow the Chair to name the member entitled to speak first, but may make a motion to change the priority of the speakers;
5. When they are called to order by the Chair, immediately cease speaking unless allowed to explain;
6. Obey the ruling of the Chair, subject to appeal to the Council or Committee in accordance with Section 5.1.3.

13.3 If the Chair desires to leave the position of the presiding officer before adjournment and fail to call some member to the position of the presiding officer, the Council or Committee may appoint a member to preside over the meeting until the business of the meeting is finished.

### **14.0 Rules of Conduct of Staff**

14.1 All staff will act in accordance with the Staff Code of Conduct.

#### **14.2 Clerk**

14.2.1 The Clerk shall, in addition to those duties prescribed by law, or by any by-law or resolution of the Council, perform the following duties:

- a) Supply all information relative to his/her office as the Council may require;
- b) Conform with all directions of the Council consistent with the by-laws of the Town and perform those duties prescribed elsewhere in this by-law;
- c) Notify the members of a committee of any meeting of the committee, when notified by the Head of Council or the Chair of a Committee, a minimum of forty-eight (48) hours in advance of the meeting;
- d) Attend or have a designate attend all meetings of Council and to record the minutes, orders, and requests of all such meetings as required by the Act; and,
- e) Provide, at the request of the chair, points of clarification arising from the interpretation of this by-law.

### **14.3 Staff Members**

- 14.3.1 Each staff member shall act in accordance with all statutory duties and shall act in a professional and respectful manner when addressing Council.

### **15.0 Rules of the Debate in Council**

- 15.1 Every member previous to speaking to any question or motion, shall address the Chair.
- 15.2 Every member present at a meeting of the Council when a question is put to vote (*Putting the Question*), shall vote thereon unless prohibited by any Statute of the Province, in which case the Clerk shall so record in the minutes.
- 15.3 If any member present at a meeting of the Council when a question is put to a vote and a recorded vote is taken, does not vote, he or she shall be deemed as voting in the negative except where he or she is prohibited from voting by any Statute of the Province, pursuant to Section 246(2) of the *Act*.
- 15.4 If a member disagrees with the announcement of the Chair that a question is carried or lost the member may, but only immediately after the declaration of the result by the Chair, object to the Chair's declaration and request a recorded vote to be taken or make a motion for *Division of the Assembly*.
- 15.5 When a recorded vote is requested, either before or after the vote but before proceeding with the next item of business, the Clerk shall call the names of each member starting with the name of the member so requesting, then proceed to the member sitting on the immediate right of the requesting Council Member then continue to move clockwise until each member of Council has voted and the Clerk shall record the name and vote of every member on any matter or question.
- 15.6 When the Chair calls for the vote on a question, each member shall occupy his or her seat and shall remain in his or her seat and shall remain in his or her place until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.
- 15.7 When a member is speaking no other member shall pass between the speaker and the Chair, or interrupt the speaker except to raise a point of order.

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- 15.8 Any member may require the *Question on the Floor* motion under discussion to be read at any time during the debate but no so as to interrupt a member while speaking.
- 15.9 No member shall speak more than once to the same question without leave of the Council, except that a reply shall be allowed to be made only by a member who has presented the motion to the Council, but not by any member who has moved an amendment or a procedural motion.
- 15.10 No member shall speak to the same question, or in reply, for longer than four (4) minutes, without the leave of Council.
- 15.11 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Chair.
- 15.12 Notwithstanding the applicable section, when a member has been recognized as the next speaker, then immediately before speaking, such member may ask a question of or through the Chair on the *Question on the Floor* or matter under discussion but only for the purpose of obtaining information, following which the member may speak.
- 15.13 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provide by these Rules of Procedure:
1. a point of order;
  2. a privileged question;
  3. presentation of a petition;
  4. to adjourn;
  5. to lay on the table;
  6. to put the *Question on the Floor* to a vote.
- 15.14 The following matters and motions with respect thereto may be introduced without notice and without leave, but such motions shall be in writing signed by the mover and seconder, except as otherwise provided by these Rules of Procedure:
1. to amend;
  2. to suspend the Rules of Procedure;
  3. to postpone indefinitely;
  4. to postpone to a certain time;
  5. to go into the Committee of the Whole.



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- 15.15 During the proceedings of the Council or in the Committee of the Whole, the matter or motion shall be decided by the Chair who may, if necessary, consult with the Clerk, subject to an appeal to the Council upon a point or order, in accordance with Section 5.1.3.

### **16.0 Motions and Amendments**

#### **16.1 Notice(s) of Motion**

- 16.1.1 Notice of all new motions, except motions listed in Sections 15.13 and 15.14, shall be given in writing and duly signed at a meeting of Council or Committee, but shall not be debated until the next regular meeting of Council or Committee unless if such motion is delivered to the Clerk at least six (6) full business days preceding the date of the meeting at which such motion is to be introduced; and such motion shall be printed in full in the Agenda for that meeting of the Council or Committee and each succeeding meeting until the motion is considered or otherwise disposed.
- 16.1.2 When a member's *Notice of Motion* has been called from the Chair for two (2) successive meetings and not duly considered or otherwise disposed, it shall be dropped from the Agenda unless the Council or Committee otherwise decides.
- 16.1.3 If, at the third meeting, such notice of motion is put to a question by the Chair and not considered or otherwise disposed, it shall be deemed to have been withdrawn.
- 16.1.4 Any motion may be introduced without notice if the Council, without debate, dispenses with the notice requirements of Section 16.1.1, on the affirmative vote of at least two-thirds of the members present and voting.

#### **16.2 Motion to be Seconded**

- 16.2.1 A motion must be formally seconded before the Chair *States the Question* and can put the *Question* to a vote, or before the Clerk can record the motion and its result in the minutes.

#### **16.3 Stating the Question**

- 16.3.1 When a motion is presented in Council in writing, it shall be read aloud by the Chair.
- 16.3.2 When a motion is presented in Council orally, it shall be stated by the Chair and recorded by the Clerk before debate can occur.

#### **16.4 Motion Ultra Vires**

16.4.1 A motion in respect of a matter which is beyond the jurisdiction of the Council or Committee shall not be in order.

#### **16.5 Question on the Floor**

16.5.1. After a motion is stated by the Chair it shall be deemed to be in the possession of the Council or Committee but the motion may, with the permission of the Council, be withdrawn by the mover and seconder at any time before the Question is put or any amendment(s) made thereto.

16.5.2 A *Question on the Floor* for a decision must duly be considered or otherwise disposed before any other motion can be received, except other matters as listed in the applicable section.

16.5.3 A motion to refer a *Question on the Floor* to Committee of the Whole, a Committee of Council or an Advisory Body shall preclude all amendments of the main question until the motion to refer is duly considered or otherwise disposed.

#### **16.6 Previous Question**

16.6.1 A motion for the *Previous Question* is the motion used to bring the Council to an immediate vote on one or more pending *Questions*. It has the effect of closing debate and preventing any further amendment of the *Question On the Floor*. It does not prevent the making of any *Privileged Question*, nor does it prevent a special order set for a particular hour from interrupting the pending business.

16.6.2 A motion for the Previous Question only can be moved using the following words: "THAT THE QUESTION NOW BE PUT."

16.6.3 A motion for the *Previous Question* cannot be proposed when an amendment, pursuant to Section 16.7, is under consideration.

16.6.4 A motion for the *Previous Question* is not allowed in Committees.

#### **16.7 Amendments**

16.7.1 A motion to *Amend* shall adhere to the following rules:

1. be presented in writing (*Primary Amendment*) and duly seconded;

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2. be relevant or germane to the *Question On the Floor*;
3. not be used to amend something previously adopted;
4. not be worded such as to propose a direct negative of the *Question On the Floor*;
5. be duly considered or otherwise disposed of by Council or Committee before a previous amendment of the same question;
6. be amended only once (Secondary Amendment), and any further amendment must be to the main question;
7. be put to a vote in the reverse order to that in which it is so moved; and,
8. may be used to separate and dispose of distinct parts of a question.

**16.8 Privileged Motion**

16.8.1 A *Privileged Motion* shall receive the immediate consideration of the Chair and when resolved the *Question On the Floor*, so interrupted, shall be resumed at the point where it was suspended.

**16.9 Motion to Adjourn**

16.9.1 A *Motion to Adjourn* shall always be in order, except as provided in Section 16.9.2.

16.9.2 A *Motion to Adjourn* is not in order when:

1. a member is speaking to the *Question on the Floor*;
2. a member has already indicated to the Chair that he or she desires to speak to the *Question on the Floor*;
3. proposed during a vote or during the verification of a vote; or,
4. proposed immediately following the affirmative resolution for the *Previous Question*.

16.9.3 A *Motion to Adjourn* a meeting of Council shall be duly seconded, without debate and put to vote.

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16.9.4 A *Motion to Adjourn* the final regular meeting of Council's term, wherein unfinished business remains at the time of adjournment, has the effect of causing said unfinished business to fall to the ground. Such business may be introduced at the next session of Council, however, the same as if it had never been brought up.

16.9.5 A *Motion to Adjourn*, when resolved in the negative, cannot be made again until after some intermediate proceedings have been considered and disposed of by Council.

16.9.6 Immediately after a *Motion to Adjourn* has been put to a vote, and resolved in the affirmative, the Chair will declare the meeting adjourned, but not before allowing the members the time to motion for *Division of the Assembly*.

### **16.10 Reconsideration**

16.10.1 The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote.

16.10.2 No discussion of a main question, once resolved, shall be allowed unless reconsidered.

16.10.3 After any question has been resolved, except a motion not subject to debate or one of indefinite postponement, any member who voted in the majority may, at the same or the subsequent meeting, make a motion for *Reconsideration* thereof.

16.10.4 A motion for Reconsideration shall include a statement by the mover of at least one valid reason why the main Question, so previously decided, must be reconsidered by Council.

16.10.5 No motion for Reconsideration shall be introduced, unless it is moved and seconded by two members from among those who voted with the majority that carried the main motion or Report.

16.10.6 No motion shall be reconsidered more than once.

### **17.0 Voting on Motions**

17.1 Immediately preceding the taking of the vote, the Chair shall state the *Question On the Floor* in the form introduced, in the precise form in which it will be recorded in the minutes.

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- 17.2 After a *Question On the Floor* is stated by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 17.3 Only members present when the Question On the Floor is stated by the Chair shall be entitled to vote on the question.
- 17.4 The manner of determining the decision of the Council or Committee on a Question On the Floor shall be decided prior to the vote being taken and at the discretion of the Chair, unless otherwise decided by Council
- 17.5 Whenever the vote regarding the Question On the Floor results in a tie, the questions shall be deemed to have been resolved in the negative.

### 18.0 By-Laws

- 18.1 Every By-law, previous to its being adopted by council, shall receive three readings.
- 18.2 Following approval by resolution of the introduction of the by-law(s) and the first and second reading, the by-law(s) shall be referred to the Committee of the Whole by resolution for discussion and amendment.
- 18.3 On the first and second reading following introduction, amendment or debate shall not be permitted. All amendments and debate on the context of the by-law(s) shall be restricted to Committee of the Whole.
- 18.4 The Committee shall rise, by written resolution, to report the by-law(s) passed in Committee with or without amendments. A vote to defeat the by-law(s) shall be taken at this stage.
- 18.5 By resolution, the by-law(s) shall be read a third time as presented or amended.
- 18.6 Every by-law passed by the Council shall:
  - (a) be numbered and dated on which the three readings were given and shall be entered thereupon by the Clerk; and,
  - (b) be under the seal of the Corporation and shall be signed by the Mayor and by the Clerk.

## 19.0 Closed Meeting

- 19.1 Except as provided in the *Municipal Act* s. 239 (2) and (3) all meetings shall be open to the public.
- 19.2 Meetings closed to the public must be closed by a motion to "Proceed into a *Closed Meeting*" with the said motion, duly seconded and passed, stating the general nature of the matter(s) to be considered at the *Closed Meeting*.
- 19.3 Where the public is excluded from a meeting, or portion thereof, no vote may be taken except a vote on a procedural matter or for the giving of directions or instructions to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- 19.4 A meeting held for the purpose of educating or training the members of Council, local board or a committee may be closed to the public, provided that no member discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Council, local board or committee.
- 19.5 For an education or training session, the resolution must state the reason it is to be closed under Section 239, subsection 3.1 of the *Municipal Act*, 2001.
- 19.6 The number of times a member may speak to any question shall not be limited during a *Closed Meeting*, provided that no member shall speak more than once until every member who desires to do so shall have spoken.
- 19.7 A member present at a *Closed Meeting* shall, prior to consideration of any matter, declare any pecuniary interest, direct or indirect, and the general nature thereof; and said member shall leave the *Closed Meeting*, or part thereof, during which the matter is under consideration. Said declaration shall be recorded in the minutes.
- 19.8 Any matter raised by a member, while in a *Closed Meeting* that was not listed on the resolution to "Proceed into "*Closed Meeting*", shall not be considered.
- 19.9 A motion to adjourn a *Closed Meeting* shall always be in order and be decided without debate, except when a member is in possession of the floor.

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- 19.10 A copy of any report or document circulated as part of an agenda regarding a confidential matter shall be returned to the Clerk at the end of the meeting for destruction.
- 19.11 On reconvening in public session, the Chair shall accept a motion to resolve the matter publicly, or alternatively advise that direction had been given to staff during the closed meeting in accordance with the Municipal Act, 2001.

### **20.0 Adjournment**

- 20.1 The Council may adjourn its meeting from time to time.
- 20.2 The Council shall adjourn at the hour of 11:00 p.m. local time, if in session at that hour, unless a motion to continue receives at least two-thirds (2/3) vote of the majority of members present.
- 20.3 A Regular Council Meeting shall not be adjourned until a by-law confirming the proceedings of that meeting to the time of adjournment has been presented to and dealt with by the Council.

### **21.0 Use of Mobile Devices**

- 21.1 With the exception of the Fire Chief, all other cell phones, pagers, radios, etc. shall be switched to "off", silent or non-audible mode upon entry to the Council Chamber or meeting room.

### **22.0 Press Releases**

- 22.1 No individual member of Council or staff shall undertake to issue press releases or claim to speak on behalf of the Council without permission granted by motion in Council or municipal by-law or other direction of Council or the CAO.

### **23.0 Taping and/or Recording of Meetings (by other than the Clerk)**

- 23.1 Council or committee meetings, not held in closed, may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by any other licensed telecommunications company or by any other media at the back of the Council Chambers or meeting room and in such a manner as not to interfere with the proceedings of the meeting.
- 23.2 Should the recording interfere with the proceedings of the meeting, the recording privileges may be withdrawn. The ruling of the Presiding Officer

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or Chair shall be final unless by appeal to the Council which shall decide upon the question without debate.

- 23.2 All media are to advise the Clerk at the beginning of the meeting of their intention to record.

### **24.0 Public Meetings under the *Planning Act***

- 24.1 Public meetings held pursuant to the *Planning Act* shall be held, whenever practical and in accordance with Notice Requirements, at 7:00 pm on the second Monday of every month during a Regular Council Meeting.

### **25.0 Repeal or Amendment of This By-Law**

- 25.1 This By-law is not to be amended or repealed except by a majority of all members of Council present.
- 25.2 No amendment or repeal of this By-law is to be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council.

### **26.0 Miscellaneous**

- 26.1 For the purposes of this By-law, words used in the present tense include the future tense; words in singular number include the plural and words in the plural include the singular number; and the word "shall" is mandatory.





**Corporation of the Town of Ingersoll  
By-Law 18-4980**

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**A by-law to authorize the execution of a transfer payment agreement for the Ontario municipal commuter cycling program with her majesty the queen in the right of Ontario as represented by the minister of transportation for the province of Ontario**

**WHEREAS** the Corporation of the Town of Ingersoll is desirous of entering into a Transfer Payment Agreement for the Ontario Municipal Cycling Program with Her Majesty the Queen in the Right of Ontario as represented by the Minister of Transportation for the Province of Ontario;

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

1. That the Corporation of the Town of Ingersoll enter into a Transfer Payment Agreement for the Ontario Municipal Commuter Cycling Program with Her Majesty the Queen in the Right of Ontario as represented by the Minister of Transportation for the Province of Ontario.
2. That the Mayor and the Clerk are hereby authorized to execute the agreement with The Ministry of Transportation and to affix the seal of The Corporation of the Town of Ingersoll thereto;
3. That a copy of the said amending agreement in substantially the same form shall be annexed to and form part of this by-law.
4. That this By-law shall come into force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are not consistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

**READ** a first and second time this 11<sup>th</sup> day of January, 2018.

**READ** a third time and finally passed this 11<sup>th</sup> day of January, 2018.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**

**ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM  
TRANSFER PAYMENT AGREEMENT**

**THIS TRANSFER PAYMENT AGREEMENT** for the Ontario Municipal Commuter Cycling (OMCC) Program (the “**Agreement**”), made in quadruplicate, is effective as of the Effective Date (both “**Agreement**” and “**Effective Date**” as defined in section A1.2 (Definitions)).

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

**Her Majesty the Queen in right of Ontario**

as represented by the Minister of Transportation for the Province of Ontario

(the “**Province**”)

- and -

**The Corporation of the Town of Ingersoll**

(the “**Recipient**”)

**BACKGROUND**

The Province and the Recipient (the “**Parties**”) recognize that investment in commuter cycling infrastructure is a key component in Ontario’s Climate Change Action Plan.

The Recipient has applied to the Province for funds to assist the Recipient in completing the Projects on the Eligible Projects List (“**Projects**” and “**Eligible Projects List**” as defined in section A1.2 (Definitions)) and further described in Schedule “C” (Eligible Projects List and Timelines).

The Projects support the provincial goals of implementing new or expanded commuter cycling infrastructure to support commuter and frequent cycling.

The Province has agreed, subject to the terms and conditions set out in the Agreement, to financially contribute to the completion of the Projects.

The Agreement sets out the terms and conditions upon which the Province has agreed to provide the Recipient with funding towards the Eligible Costs of each Eligible Project (“**Eligible Costs**” and “**Eligible Project**” as defined in section A1.2 (Definitions)), up to

the maximum set out in the Agreement, and the Recipient has agreed to fund a minimum of 20% of the Eligible Costs of each Eligible Project.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 **Entire Agreement.** The Agreement, including:

Schedule "A" - General Terms and Conditions

Schedule "B" - Recipient Information

Schedule "C" - Eligible Projects List and Timelines

Sub-schedule "C.1" - Eligible Projects List

Schedule "D" - Description of Annual Allocations

Sub-schedule "D.1" - Table of Annual Allocations

Sub-schedule "D.2" - Form of Annual Declaration of OMCC Participation

Schedule "E" - Eligible and Ineligible Costs

Schedule "F" - Reporting and Evaluation

Schedule "G" - Communications Protocol

Schedule "H" - Disposal of and Revenues from Assets

Schedule "I" - Aboriginal Consultation Protocol

Schedule "J" - Certificates and Declarations

Sub-schedule "J.1" - Ontario Municipal Commuter Cycling (OMCC) Program  
Form of Annual Funding Certificate

Sub-schedule "J.2" - Ontario Municipal Commuter Cycling (OMCC) Program  
Form of Annual Eligible Projects Declaration

Sub-schedule "J.3" - Ontario Municipal Commuter Cycling (OMCC) Program  
Form of Solemn Declaration of Substantial Completion,  
and

any amending agreement entered into as provided for in section 4.1  
(Amendments),

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between any of the requirements of:

- (a) the main body of the Agreement and any of the requirements of a schedule or a sub-schedule, the main body of the Agreement will prevail;
- (b) Schedule “A” (General Terms and Conditions) and any of the requirements of another schedule or a sub-schedule, Schedule “A” (General Terms and Conditions) will prevail; or
- (c) a schedule and any of the requirements of a sub-schedule, the schedule will prevail.

### **3.0 COUNTERPARTS**

3.1 **Counterparts.** The 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.

### **4.0 AMENDING THE AGREEMENT**

4.1 **Amendments.** The Agreement may only be amended by a written agreement.

4.2 **Execution of Amending Agreements.** An amending agreement under section 4.1 (Amendments) must be executed by the respective representatives of the Parties listed in the signature page below.

4.3 **Execution of Amending Agreements - Exceptions.** Despite section 4.2 (Execution of Amending Agreements), an amending agreement under section 4.1 (Amendments) for amendments pursuant to sections C3.2 (Amending Agreement for Changes to the Eligible Projects List), D2.2 (Amending Agreement for Changes to Annual Allocations) or F7.2 (Amending Agreement for Changes to the Reporting) may be executed by the respective authorized representatives of the Parties listed in Schedule “B” (Recipient Information).

### **5.0 ACKNOWLEDGEMENT**

5.1 **Acknowledgement.** The Recipient acknowledges that:

- (a) by receiving Funds (as defined in section A1.2 (Definitions)) it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Projects and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Projects; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Projects or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO** as represented by the Minister of  
Transportation for the Province of Ontario

\_\_\_\_\_

Date

\_\_\_\_\_

Name: **Jamie Austin**

Title: **Director, Transportation Policy Branch**

**The Corporation of the Town of Ingersoll**

\_\_\_\_\_

Date

\_\_\_\_\_

Name: **Mr. William Tigert**

Title: **Chief Administrative Officer**

I have authority to bind the Recipient.

\_\_\_\_\_

Date

\_\_\_\_\_

Name: **Ms. Sandra Lawson**

Title: **Town Engineer**

I have authority to bind the Recipient.

**SCHEDULE “A”  
GENERAL TERMS AND CONDITIONS**

**A1.0 INTERPRETATION AND DEFINITIONS**

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**“Aboriginal Community”** has the meaning ascribed to it in section 11.1 (Definitions).

**“Agreement”** means this Transfer Payment Agreement for the Ontario Municipal Commuter Cycling (OMCC) Program entered into between the Province and the Recipient, all of the schedules and sub-schedules listed in section 1.1 (Entire Agreement), and any amending agreement entered into pursuant to section 4.1 (Amendments).

**“Annual Allocation”** means an annual allocation set out in Sub-schedule “D.1” (Table of Annual Allocations).

**“Annual Declaration of OMCC Participation”** means an annual declaration of OMCC participation, in the form set out in Sub-schedule “D.2” (Form of Annual Declaration of OMCC Participation).

**“Annual Eligible Projects Declaration”** means an annual Eligible Projects declaration, in the form set out in Sub-schedule “J.2” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Annual Eligible Projects Declaration).

**“Annual Financial Reports”** means the Annual Financial Reports described in Article F1.0 (Annual Financial Reports).

**“Annual Funding Certificate”** means an Annual Funding Certificate, in the form set out in Sub-schedule “J.1” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Annual Funding Certificate).

**“Annual Implementation Reports”** means the Annual Implementation Reports described in section F2.1 (Annual Implementation Reports).

**“Asset”** means any real or personal property or immovable or movable asset acquired, constructed, repaired, rehabilitated, renovated or improved, in whole or in part, with the Funds.

**“Authorities”** means any government authority, agency, body or department, whether federal, provincial or municipal, having or claiming jurisdiction over the Agreement or any Eligible Project, or both.

**“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 has elected to be closed for business.

**“Cap and Trade Program”** means Ontario’s Cap and Trade Program.

**“Contract”** means a contract between the Recipient and a Third Party whereby the Third Party agrees to supply goods or services, or both, for an Eligible Project in return for financial consideration.

**“Effective Date”** means the date of signature by the last signing party to the Agreement.

**“Eligible Costs”** means the costs that are eligible for funding under the Agreement and that are described in Article E2.0 (Eligible Costs).

**“Eligible Project”** means a commuter cycling project that is listed on the Eligible Projects List.

**“Eligible Projects List”** means the list of Eligible Projects in Sub-schedule “C.1” (Eligible Projects List).

**“Environmental Laws”** means all applicable federal, provincial or municipal laws, regulations, by-laws, orders, rules, policies or guidelines respecting the protection of the natural environment, public or occupational health or safety, and the manufacture, importation, handling, transportation, storage, disposal and



treatment of environmental contaminants and include, without limitation, the *Environmental Protection Act* (Ontario), *Environmental Assessment Act* (Ontario), *Ontario Water Resources Act* (Ontario), *Canadian Environmental Protection Act, 1999* (Canada), *Canadian Environmental Assessment Act, 2012* (Canada), *Fisheries Act* (Canada) and *Navigation Protection Act* (Canada).

“**ERS**” means the Ontario Enterprise Registration System.

“**Event of Default**” has the meaning ascribed to it in section A13.1 (Events of Default).

“**Expiry Date**” means March 31, 2021.

“**Final Report**” means the Final Report described in Article F3.0 (Final Report).

“**Funding Year**” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“**Funds**” means the money the Province provides to the Recipient pursuant to the Agreement.

“**Generally Accepted Auditing Standards**” means Canadian Generally Accepted Auditing Standards as adopted by the Canadian Institute of Chartered Accountants applicable as of the date on which such record is kept or required to be kept in accordance with such standards.

“**GHG**” means greenhouse gas.

“**Government of Ontario**” includes any ministry, agency or Crown corporation of the Government of Ontario.

“**Indemnified Parties**” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“**Ineligible Costs**” means the costs that are ineligible for funding under the Agreement, and that are described in Article E3.0 (Ineligible Costs).

“**Notice**” means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to paragraph A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4 (Recipient Not Remediating).

**“OMCC”** means Ontario Municipal Commuter Cycling.

**“OMCC Program”** means the Ontario Municipal Commuter Cycling Program.

**“Parties”** means the Province and the Recipient.

**“Partner”** means any entity, other than a Third Party, participating in and contributing to the Project, other than financially only, as described in the Recipient’s application submitted to the Province or, with the written consent of the Province, as subsequently permitted to participate or contribute to the Project.

**“Partner Agreement”** means a legally binding agreement between the Recipient and a Partner.

**“Party”** means either the Province or the Recipient.

**“Projects”** means, collectively, the Eligible Projects.

**“Projects End Date”** means, in respect of the Projects, December 30, 2020.

**“Reports”** means the reports described in Schedule “F” (Reporting and Evaluation).

**“Requirements of Law”** means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all Authorities, and includes the Environmental Laws.

**“Solemn Declaration of Substantial Completion”** means the Solemn Declaration of Substantial Completion, in the form set out in Sub-schedule “J.3” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Solemn Declaration of Substantial Completion).

**“Substantial Completion”** means substantially performed, as described in and will be determined in accordance with, subsection 2(1) of the *Construction Lien Act* (Ontario) for each Eligible Project, and for the purposes of the Projects, means the substantial completion of the last Eligible Project on or before December 30, 2020.

**“Substantial Completion Date”** means the substantial completion date indicated on the Solemn Declaration of Substantial Completion.

**“Term”** means the period of time described in section A3.1 (Term).

**“Third Party”** means any legal entity, other than a Party, who supplies goods or services, or both, to the Recipient for any of the Eligible Projects.

**“Timelines”** means the date set out in section C2.1 (Timelines).

**“Usage Data Report”** means the Usage Data Report described in Article F4.0 (Usage Data Report).

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Projects;
- (c) it is in compliance with, and will continue to comply with, all Requirements of Law related to any aspect of an Eligible Project, the Funds, or both;
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds including, without limitation, information relating to any eligibility requirements and Eligible Project, and the Timelines was true and complete at the time the Recipient provided it and will continue to be true and complete;
- (e) it is registered with the ERS and the information it provided for the ERS was true and complete at the time it provided it and will continue to be true and complete;
- (f) it is not in default of any term, condition or obligation under any transfer payment or loan agreement with Her Majesty the Queen in right of Ontario or one of Her agencies; and
- (g) its past performance with respect to any project under a transfer payment agreement with Her Majesty the Queen in right of Ontario or one of Her agencies was considered satisfactory by that party.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and

(b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete each Eligible Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of each Eligible Project, and strategies to address the identified risks to meet the Projects End Date, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0 (Reporting, Accounting, and Review); and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon request of the Province and within the timelines set out in the request, the Recipient will provide the Province with proof of the matters referred to in this Article A2.0 (Representations, Warranties and Covenants).

### **A3.0 TERM OF THE AGREEMENT AND EXTENSION**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 (Termination on Notice), Article A12.0 (Termination Where No Appropriation or Funds under the Cap and Trade Program) or Article A13.0 (Events of Default, Corrective Action, and Termination for Default).

## **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will, in respect of the Projects:

- (a) provide Funds to the Recipient up to the aggregate of each Annual Allocation for the Recipient to use towards the Eligible Costs of any Eligible Project;
- (b) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1 (Funds Provided):

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient complies with the conditions precedent set out in paragraphs A32.1(a) and (b);
- (b) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon any of the following:
  - (i) the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1 (Preparation and Submission);
  - (ii) the number of recipients, other than the Recipient, participating in the OMCC Program; or
- (c) if, pursuant to the *Financial Administration Act* (Ontario) or the Cap and Trade Program, the Province does not receive the necessary appropriation from the Ontario Legislature or the necessary funds for payment under the 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 change the Projects; or
  - (ii) terminate the Agreement pursuant to section A12.1 (Termination Where No Appropriation or Funds under the Cap and Trade Program).

**A4.3 Carry Out the Eligible Projects.** The Recipient will, in respect of the Projects and each Eligible Project:

- (a) determine which Eligible Projects, from the Eligible Projects List, the Recipient will carry out;
- (b) carry out each Eligible Project in accordance with the Agreement; and
- (c) complete each Eligible Project the Recipient has chosen to carry out pursuant to paragraph A4.3(a) by the Projects End Date.

**A4.4 Use of Funds and Carry out the Projects.** The Recipient will, in respect of each Eligible Project, do all of the following:

- (a) use the Funds only for the purpose of carrying out the Eligible Project;
- (b) spend the Funds only in accordance with the Agreement, including the Annual Allocations;
- (c) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario; and
- (d) contribute a minimum amount of 20% towards the total Eligible Costs of each Eligible Project, irrespective of any contribution received from any third party source, including any Partner.

**A4.5 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.

**A4.6 Interest.** If the Recipient earns any interest on the Funds:

- (a) the Recipient may use the interest earned toward the Eligible Costs of any Eligible Project but cannot reduce the 20% minimum amount towards Eligible Costs for each Eligible Project;
- (b) the Recipient will annually declare the amount of interest earned and describe its use in the Annual Funding Certificate; and
- (c) the Province may demand from the Recipient the payment of an amount equal to any interest:
  - (i) remaining in the possession or under the control of the Recipient by the Projects End Date; or
  - (ii) the Recipient failed to use in accordance with the terms and conditions of the Agreement.

**A4.7 Rebates, Credits and Refunds.** The Province, in calculating Funds, will deduct from any Annual Allocation any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.

**A4.8 Recipient's Acknowledgement of Responsibility for Projects.** The Recipient will assume full responsibility for each Eligible Project including, without limitation:

- (a) complete, diligent and timely implementation in accordance with the terms and conditions of the Agreement;
- (b) the entire costs of the Eligible Project including, without limitation, overruns if any;
- (c) subsequent operation, maintenance, repair, rehabilitation, demolition or reconstruction, as required and as per appropriate standards, and any related costs for the full lifecycle of the Eligible Project; and
- (d) undertaking, or causing to be undertaken, any engineering and construction work in accordance with industry standards.

**A4.9 Disclosure of Other Financial Assistance and Adjustments.** The Recipient agrees:

- (a) to inform the Province promptly of any financial assistance received, other than from the Province pursuant to the Agreement, for any Eligible Project; and
- (b) if the Recipient receives or is owed financial assistance from the Government of Ontario, other than from the Province pursuant to the Agreement, in respect of the Eligible Costs of an Eligible Project, the Province may reduce the Funds or demand the repayment of Funds in an amount up to the financial assistance received or owed.

**A4.10 Inability to Complete Eligible Projects.** If, at any time during the Term, the Recipient determines that it may not be possible for it to complete an Eligible Project on or before December 30, 2020 for any reason including, without limitation, lack of funding available for the Eligible Project (the "**Issue**"), the Recipient will immediately notify the Province of that determination and provide the Province with a summary of the measures that the Recipient proposes to remedy the Issue. If the Province is not satisfied that the measures proposed will be adequate to remedy the Issue, then the Province may initiate any one or more of the actions provided for in section A13.2 (Consequences of Events of Default and Corrective Action).

## **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, RELATED CONTRACTS AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply to the extent applicable with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease or otherwise dispose of any Asset other than in accordance with the terms and conditions set out in Schedule "H" (Disposal of and Revenues from Assets).

A5.3 **Contract Provisions.** The Recipient will ensure that all Contracts are consistent with, and incorporate, the applicable terms and conditions of the Agreement. More specifically, but without limiting the generality of the foregoing, the Recipient agrees to include provisions in all Contracts to:

- (a) ensure that proper and accurate accounts and records are maintained for at least 7 years after the expiry or early termination of the Agreement;
- (b) ensure compliance with all applicable Requirements of Law including, without limitation, labour and human rights legislation; and
- (c) secure the respective rights of the Province, any authorized representative and any independent auditor identified by the Province in paragraph A7.3(b), and the Auditor General in section A7.6 (Auditor General).

## **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out each Eligible Project and use the Funds without an actual, potential or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of this Article A6.0 (Conflict of Interest), a conflict of interest includes any circumstances where, in respect of each Eligible Project:

- (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 Eligible Project, the use of the Funds, or both.

**A6.3 Disclosure to 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 prescribe as a result of the disclosure.

**A7.0 REPORTING, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1 (Notice in Writing and Addresses), all Reports in accordance with the timelines and content requirements as provided for in Schedule "F" (Reporting and Evaluation), or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1 (Notice in Writing and Addresses), any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by the Recipient's chief administrative officer or, as set out otherwise in the Agreement or with the consent of the Province, another authorized signing officer.

**A7.2 Record Maintenance and Audit.**

- (a) The Recipient will, in respect of each Eligible Project, keep and maintain:
  - (i) all financial records including, without limitation, invoices relating to the Funds or otherwise the Eligible Project in a manner consistent with generally accepted accounting principles; and
  - (ii) all non-financial documents and records relating to the Funds or otherwise to the Eligible Project, including without limitation, all Contracts and Partner Agreements.

- (b) Unless otherwise specifically set out in the Agreement, the Recipient will request and manage the undertaking of all audits for each Eligible Project by accredited external independent auditors and the delivery of corresponding audit reports, at its own expense, in accordance with Generally Accepted Auditing Standards and in the timeframe set out in the Agreement.

### **A7.3 Inspection and Data Collection .**

- (a) The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense and at any time, during normal business hours, enter upon the Recipient's premises to review the progress of any Eligible Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:
  - (i) inspect and copy the records and documents referred to in section A7.2 (Record Maintenance and Audit);
  - (ii) remove any copies made pursuant to paragraph A7.3(a) from the Recipient's premises; and
  - (iii) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, any Eligible Project, or both.
- (b) The Recipient will ensure all Contracts and Partner Agreements include the right of the Province, any authorized representative, any independent auditors identified by the Province, or the Auditor General to carry out the inspection and audits contemplated pursuant to the Agreement and will coordinate the access of the Province with any Third Party and Partner for the purpose of such inspections and audits.
- (c) The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense and at any time, during normal business hours, may direct the Recipient to undertake an intercept survey of cyclists for a completed Eligible Project.
  - i. Where the Province exercises this right, the Recipient's must distribute a copy of intercept survey documentation to individuals cycling on completed Eligible Project.
  - ii. The Province will be responsible for providing all required intercept survey documentation to the Recipient and for collecting any information obtained through this survey.

- iii. The Recipient will be required to distribute the intercept survey documentation on the specified day from 07:00 and 10:00; from 12:00 and 14:00, which will be at least 12 months but no more than 24 months after Substantial Completion of an Eligible Project.
- (d) The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense and at any time, during normal business hours, may undertake an intercept survey of cyclists using any completed Eligible Project.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3 (Inspection), the Recipient will disclose any information requested by the Province, any authorized representative, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under this Article A7.0 (Reporting, Accounting, and Review) are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A7.7 **Calculations.** The Recipient will make all calculations and prepare all financial data to be submitted in accordance with the generally accepted accounting principles in effect in Canada. These will include, without limitation, those principles and standards approved or recommended from time to time by the Canadian Institute of Chartered Accountants or the Public Sector Accounting Board, as applicable, or any successor institute, applied on a consistent basis.

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledgement of Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province as set out in Schedule "G" (Communications Protocol).

A8.2 **Publication.** The Recipient will indicate, in any of its Projects-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

**A9.1 Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all 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 any Eligible Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Projects 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 \$2,000,000.00 per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide the Province, prior to Funds being provided in each Funding Year, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1 (Recipient's Insurance); or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1 (Recipient's Insurance); and
- (b) upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1 (Termination on Notice), the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds;
- (b) demand from the Recipient the payment of any 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 do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount owing pursuant to paragraph A11.2(b); and
  - (ii) subject to paragraph A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION OR FUNDS UNDER THE CAP AND TRADE PROGRAM**

**A12.1 Termination Where No Appropriation or Funds under the Cap and Trade Program.** If, as provided for in paragraph A4.2(c), the Province does not receive the necessary appropriation from the Ontario Legislature or funds under the Cap and Trade Program for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation or Funds under the Cap and Trade Program.** If the Province terminates the Agreement pursuant to section A12.1 (Termination Where No Appropriation or Funds under the Cap and Trade Program), the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand the payment of any 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 paragraph A12.2(b).

**A12.3 No Additional Funds.** If pursuant to paragraph A12.2(c), the Province determines that the costs to wind down the Projects exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

### **A13.0 EVENTS OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 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 material term of the Agreement including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out any Eligible Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1 (Preparation and Submission), Reports or such other reports as may have been requested pursuant to paragraph A7.1(b).
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the OMCC Program;
- (c) 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;
- (d) the Recipient ceases to operate; or
- (e) the Recipient fails to require a Partner or a Third Party to remedy an event such as an Event of Default listed above and the failure is not remedied within, at the latest and if any, the Notice Period given to the Recipient pursuant to section 13.4 (Recipient Not Remediating).

**A13.2 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 any Eligible Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used and interest earned, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A13.3 Opportunity to Remedy.** If, in accordance with paragraph A13.2(b), 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.

**A13.4 Recipient Not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to paragraph A13.2(b), 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 paragraphs A13.2(a), (c), (d), (e), (f), (g), (h) and (i).

**A13.5 When Termination Effective.** Termination under this Article A13.0 (Events of Default, Corrective Action, and Termination for Default) will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0 (Events of Default, Corrective Action, and Termination for Default) and subject to Article D2.0 (Changes to Annual Allocations), if the Recipient has not spent all of the Funds allocated for a Funding Year as provided for in the Annual Allocation for that year, the Province will allow the Recipient to keep the Funds in the account specified under paragraph A4.1(b) and use the Funds in any subsequent Funding Year, up to the Projects End Date, for any Eligible Project in accordance with the Agreement.

#### **A15.0 FUNDS UPON PROJECTS END DATE**

**A15.1 Funds Upon Projects End Date.** The Recipient will, upon the Projects End Date, pay to the Province any Funds and interest earned on the Funds remaining in its possession or under its control.

**A15.2 Return of Funds for Incomplete Eligible Project.** The Recipient will, if Funds have been used towards an Eligible Project and the Recipient has not completed the Eligible Project by the Projects End Date, pay to the Province an amount equal to any Funds the Recipient used for that Eligible Project.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds, included interest earned, from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

**A16.2 Debt Due.** If, pursuant to the Agreement:



- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment, 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 the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **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.

A16.4 **Payment of Money to 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 as provided for in Schedule “B” (Recipient Information).

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## **A17.0 NOTICE**

A17.1 **Notice in Writing and Addresses.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule “B” (Recipient Information), or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite paragraph A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will provide Notice by email, personal delivery or by

fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision in Article A17.0 (Notice) ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 (Waiver Request) will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient 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.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The 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 the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **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 the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **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 the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (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 for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles, sections and paragraphs, and all applicable cross-referenced Articles, sections, paragraphs, Schedules, and Sub-schedules, will continue in full force and effect for a period of 7 years from the date of expiry or termination of the Agreement: Articles 1.0 (Entire Agreement), 3.0 (Counterparts), and A1.0 (Interpretation and Definitions) and any other applicable definitions, paragraphs A2.1(a) and A4.2(c), sections A4.6 (Interest), A4.8 (Recipient's Acknowledgement of Responsibility for Projects), A5.2 (Disposal), A7.1 (Preparation and Submission) (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), A7.2 (Record Maintenance and Audit), A7.3 (Inspection), A7.4 (Disclosure), A7.5 (No Control of Records), A7.6 (Auditor General), and A7.7 (Calculations), Articles A8.0 (Communications Requirements), and 9.0 (Indemnity), sections A11.2 (Consequences of Termination on Notice by the Province), A12.2 (Consequences of Termination Where No Appropriation or Funds Under the Cap Trade Program), A12.3 (No Additional Funds), and A13.1 (Events of Default), paragraphs A13.2(d), (e), (f), (g) and (h), Articles A15.0 (Funds Upon Projects End Date), A16.0 (Debt Due and Payment), A17.0 (Notice), and A19.0 (Severability of Provisions), section A22.2 (Agreement Binding), Articles A23.0 (Governing Law), A25.0 (Joint and Several Liability), A26.0 (Rights and Remedies Cumulative), and A27.0 (Failure to Comply with Other Agreements), this Article A28.0 (Survival), and Articles 29.0 (Aboriginal Consultation), A30.0 (Partners), and Article A31.0 (Agreements for Use of Land).

## **A29.0 ABORIGINAL CONSULTATION**

**A29.1 Aboriginal Consultation Protocol.** The Parties agree to be bound by the terms of the Aboriginal Consultation Protocol set out in Schedule "I" (Aboriginal Consultation Protocol).

**A29.2 Funding Conditional upon Meeting Aboriginal Consultation Obligations.** The Recipient agrees that the funding under the Agreement is conditional upon the Province being satisfied that its obligations with respect to the legal duty to consult and, if applicable, accommodate Aboriginal Communities have been met.

## **A30.0 PARTNERS**

**A30.1 Recipient Representation re. Partner Agreements.** If the Recipient has one or more Partners for any Eligible Project, the Recipient:

- (a) warrants that it is entitled to represent each of its Partners, and represents that each Partner has committed itself to undertake all steps necessary to support the Recipient in fulfilling its obligations as specified in the Agreement; and
- (b) agrees to bind each of its Partners to the applicable terms and conditions of the Agreement including, without limitation, those listed in section A5.3 (Contract Provisions) through a Partner Agreement.

**A30.2 Copy of Partner Agreement.** The Recipient agrees to make accessible to the Province at all times and, upon the Province's request, provide the Province with a copy of any Partner Agreement.

**A30.3 Responsibilities of Recipient.** Despite having one or more Partners for any Eligible Project and entering into a Partner Agreement with each of its Partners, the Recipient assumes the sole responsibility towards the Province for the implementation, management and coordination of the entire Eligible Project and the fulfilment of all obligations arising from the Agreement. Accordingly, the Recipient agrees that it bears the financial and legal responsibility for the entire Eligible Project and for each of its Partners. The Recipient will be held liable, in the same way as for its own conduct, if obligations as laid out in the Agreement or in applicable Requirements of Laws are not fulfilled by any of its Partners.

**A30.4 Liability.** Without limiting the requirements of the indemnity and insurance obligations under the Agreement, the Recipient agrees to ensure that each Partner agrees that the Province will not, under any circumstances or for any reason whatsoever, be held liable for damage or injury sustained by the staff or property of the Partner while any of the Eligible Project is being carried out. The Province can therefore not accept any claim for compensation or increases in payment in connection with such damage or injury.

**A30.5 Public Disclosure.** The Recipient will ensure that each Partner agrees to the Province publicly disclosing, in communications concerning any Eligible Project, any of the Recipient's Partner's name and address, and the purpose and amount of funds, if any, provided to the Partners.

## **A31.0 AGREEMENTS FOR USE OF LAND**

**A31.1 Agreements with Land Owners or Lessees.** If the Recipient does not own the land on which an Eligible Project is located, either in whole or in part, the Recipient agrees to enter into a legally binding agreement with each of the land owners or lessees that sets out the terms and conditions under which the land

owner or lessee, as applicable, agrees to allow the Recipient to use the land for the Project until, at a minimum, 5 years from the Eligible Project start date.

**A31.2 Agreements with Lessees.** If an agreement described in paragraph (a) is with a lessee, the agreement shall include representations and warranties that the lessee has the right, pursuant to its agreement with the lessor, or has obtained the necessary consent from the lessor to allow the Recipient to use the land for the Project until, at a minimum, 5 years from the Eligible Project start date.

## **A32.0 CONDITIONS PRECEDENT**

**A32.1 List of Conditions Precedent.** The Province's funding under the Agreement is conditional upon each of the following conditions precedent being met to the Province's satisfaction:

- (a) on or before the Effective Date and annually thereafter, the Recipient providing the Province with, in form and substance satisfactory to the Province:
  - (i) a copy of the annual enabling by-law(s) and, if applicable, any council resolution(s) confirming that the council approves each Eligible Project and the Agreement including, without limitation, the Recipient's contribution under the Agreement, and confirming the authorized representatives of the Recipient for the Agreement;
  - (ii) if the authorized representatives under paragraph (i) are not the head of council and clerk of the municipality, or it is unclear, in the Province's opinion, from the by-law(s) and, if applicable, council resolution(s) that the council has approved each Eligible Project and the Agreement, or both, a legal opinion from the Recipient's legal counsel confirming such authorized representatives and any approval;
  - (iii) the certificate(s) of insurance or other proof as the Province may request pursuant to section A10.2 (Proof of Insurance); and
  - (iv) an Annual Declaration of OMCC Participation; and
- (b) prior to any Funds being provided to the Recipient:
  - (i) the necessary information, pursuant to section A4.5 (Interest Bearing Account), to facilitate an electronic funds transfer to an interest bearing account in the name of the Recipient at a Canadian financial institution; and

- (ii) written confirmation of the street address at which Projects documents are kept at both the premises of the Recipient and each of the Partners; and
- (c) prior to the Recipient using any Funds for an Eligible Project:
  - (i) written confirmation that the Recipient has entered into a Partner Agreement with each of its Partners, if any, for the Eligible Project;
  - (ii) if the Recipient does not own the land on which an Eligible Project is located, written confirmation that the Recipient has entered into a legally binding agreement as described in Article A31.0 (Agreements for Use of Land); and
  - (iii) to the extent that any environmental assessment or any other approval is required for an Eligible Project for which Funds were received, a warranty that the assessment has been completed and the approval has been obtained.

For greater certainty, if the Province provides any Funds to the Recipient prior to any of the conditions set out in this Article A32.0 (Conditions Precedent) having been met, and has not otherwise waived compliance with such condition as set out in Article A20.0 (Waiver), the Province may initiate any one or more of the actions provided for in section A13.2 (Consequences of Events of Default and Corrective Action).

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**RECIPIENT INFORMATION**

|   |   |
|---|---|
| <p><b>Contact information for the purposes of Notice to the Province</b></p>  | <p><b>Position:</b> Manager, Division Services and Program Management Office</p> <p><b>Address:</b> Division Services and Program Management Office<br/>Ontario Municipal Commuter Cycling (OMCC) Program<br/>Ontario Ministry of Transportation<br/>777 Bay Street, 30<sup>th</sup> Floor<br/>Toronto ON M7A 2J8</p> <p><b>Phone:</b> 1-844-671-7438</p> <p><b>Fax:</b> 416-585-7204</p> <p><b>Email:</b> <a href="mailto:cycling@ontario.ca">cycling@ontario.ca</a></p> |
| <p><b>Contact information for the purposes of Notice to the Recipient</b></p> | <p><b>Position:</b> Ms. Sandra Lawson<br/>Town Engineer</p> <p><b>Address:</b> 130 Oxford Street, 2<sup>nd</sup> Floor,<br/>Ingersoll, ON N5C 2V5</p> <p><b>Phone:</b> (519) 485-0120</p> <p><b>Fax:</b> n/a</p> <p><b>Email:</b> <a href="mailto:wtigert@ingersoll.ca">wtigert@ingersoll.ca</a></p>  |



|  |   |
|--|---|
| <p><b>Authorized Representative of the Province for the purpose of sections C3.2 (Amending Agreement for Changes to the Eligible Projects List), D2.2 (Amending Agreement for Changes to Annual Allocations) and F7.2 (Amending Agreement for Changes to the Reporting)</b></p>  | <p><b>Position:</b> Manager, Division Services and Program Management Office</p> <p><b>Address:</b> Division Services and Program Management Office<br/>Ontario Municipal Commuter Cycling (OMCC) Program<br/>Ontario Ministry of Transportation<br/>777 Bay Street, 30<sup>th</sup> Floor<br/>Toronto ON M7A 2J8</p> <p><b>Phone:</b> 1-844-671-7438</p> <p><b>Fax:</b> 416-585-7204</p> <p><b>Email:</b> <a href="mailto:cycling@ontario.ca">cycling@ontario.ca</a></p> |
| <p><b>Authorized Representative of the Recipient for the purpose of sections C3.2 (Amending Agreement for Changes to the Eligible Projects List), D2.2 (Amending Agreement for Changes to Annual Allocations) and F7.2 (Amending Agreement for Changes to the Reporting)</b></p> | <p><b>Position:</b> Mr. William Tigert<br/>Chief Administrative Officer</p> <p><b>Address:</b> 130 Oxford Street, 2<sup>nd</sup> Floor,<br/>Ingersoll, ON N5C 2V5</p> <p><b>Phone:</b> (519) 485-0120</p> <p><b>Fax:</b> n/a</p> <p><b>Email:</b> <a href="mailto:wtigert@ingersoll.ca">wtigert@ingersoll.ca</a></p>  |

|  |  |
|--|--|
| <b>Senior Financial Officer of the Recipient</b> | <p><b>Position:</b> Ms. Iryna Koval<br/>Treasurer</p> <p><b>Address:</b> 130 Oxford Street, 2<sup>nd</sup> Floor,<br/>Ingersoll, ON N5C 2V5</p> <p><b>Phone:</b> (519) 485-0120</p> <p><b>Fax:</b> n/a</p> <p><b>Email:</b> <a href="mailto:iryna.koval@ingersoll.ca">iryna.koval@ingersoll.ca</a></p> |
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**SCHEDULE “C”**  
**ELIGIBLE PROJECTS LIST AND TIMELINES**

**C1.0 ELIGIBLE PROJECTS LIST**

**C1.1 Eligible Project Eligibility Requirements.** To be eligible for funding under the OMCC Program and to be considered for approval as an Eligible Project by the Province for the Eligible Projects List, a project must, in addition to being listed in section C1.2 (Eligible Cycling Infrastructure Project Types), meet all of the following requirements:

- (a) be primarily for and increase commuter cycling, as opposed to being primarily for recreational or touring, and reduce vehicle trips;
- (b) reduce GHGs;
- (c) connect to significant trip origins and destinations, in the opinion of the Province, with commuter cycling infrastructure;
- (d) have its cycling infrastructure designed in accordance with the guidelines in the Ontario Traffic Manual - Book 18 - Cycling Facilities;
- (e) if the Recipient has a population of 15,000 individuals or greater, be identified on a municipal council approved i) cycling plan, or ii) active transportation plan;
- (f) be a standalone infrastructure project or an identifiable commuter cycling component of a larger infrastructure project; and
- (g) if the project impacts provincial or federal transportation infrastructure, it must have received all necessary prior approvals from the provincial or federal government prior to its implementation.

**C1.2 Eligible Cycling Infrastructure Project Types.** The following types of commuter cycling infrastructure projects, if they meet the eligibility requirements set out under section C1.1 (Eligible Project Eligibility Requirements), may be approved by the Province for the Eligible Projects List:

- Shared roadway with signed bicycle route;
- Signed bicycle route with paved shoulder;
- Conventional bicycle lane;
- Contraflow bicycle lane;
- Separated bicycle lane (with painted buffer or physical barrier);
- Raised cycle track;
- Bicycle priority street;

- Construction/modification of bridges, tunnels and access ramps for cycling;
- Bike specific signage, signalling and pavement markings;
- Automated bike counters;
- Bicycle-only facility;
- Intersection modification;
- Bike racks or other bike storage;
- Off-road multi-use paths; and
- Any other project the Province may, at its sole discretion, approve.

**C1.3 Projects on the Eligible Projects List.** Subject to a project meeting the requirements set out in section C1.1 (Eligible Project Eligibility Requirements) and any applicable terms and conditions of the Agreement, and being one of the types listed under section C1.2 (Eligible Cycling Infrastructure Project Types), a project listed in Sub-schedule “C.1” (Eligible Projects List) is considered an Eligible Project.

The Recipient is responsible for submitting Eligible Projects that meet any applicable terms and conditions of the Agreement. The Ministry, may, at its sole discretion, approve any or all projects submitted by the Recipient for the Eligible Projects List.

## **C2.0 TIMELINES**

**C2.1 Timelines.** The Recipient will complete any Eligible Project it chooses to implement no later than December 30, 2020.

## **C3.0 CHANGES TO THE ELIGIBLE PROJECTS**

**C3.1 Changes to the Eligible Projects List.** Subject to Section C3.2 (Amending Agreement for Changes to the Eligible Projects List) and unless the Province agrees otherwise, the Recipient can request changes to the Eligible Projects List:

- (a) in the case of the first Funding Year, by February 1, 2018; and
- (b) in the case of Funding Years subsequent to the first Funding Year, by May 1 and October 1.

**C3.2 Amending Agreement for Changes to the Eligible Projects List.** Any change made to the Eligible Projects List, pursuant to section C3.1 (Changes to the Eligible Projects List), must be documented through a written agreement executed as set out in section 4.3 (Execution of Amending Agreements - Exceptions).

**SUB-SCHEDULE "C.1"  
ELIGIBLE PROJECTS LIST**

**Ontario Municipal Commuter Cycling (OMCC) Program  
2018 Application - INGERSOLL  
Potential Eligible Project List**

| ELIGIBLE PROJECT TITLE                   | ELIGIBLE PROJECT DESCRIPTION   | ELIGIBLE PROJECT LOCATION | PROJECT TYPE                                    | POTENTIAL START DATE | POTENTIAL COMPLETION DATE | POTENTIAL COMMUTER RIDERSHIP   | COMMUTER OR FREQUENT CYCLING BENEFITS  |
|--|--|---------------------------|---|----------------------|---------------------------|--|--|
| Ingersoll Street Multi-Use Path: Phase 1 | The scope of this project is to create a new 3 meter wide paved and separated multi-use path along Ingersoll Street in the Town of Ingersoll. Ingersoll Street (Oxford Rd 10) is a 4-lane Arterial County Road which services Commercial and Industrial lands including the GM CAMI Automotive plant. Phase one of this project will start at Clark Road which currently has a sidewalk and dedicated bicycle lanes, and will stop at the second entrance to CAMI, roughly 750 meters North of Clark Road. Phases 2 and 3 will see the path extended to King Street West (roughly 2 km total). This project will be a joint project between the Town of Ingersoll, the County of Oxford and GM CAMI Automotive and is a vital part of our Cycling Master Plan which was a crucial aspect of receiving our Bronze Designation as a Bicycle Friendly Community as well as a route in Oxford County's Trails Master Plan. | 300 Ingersoll Street      | New multi-use path, separated from the roadway. | Jun-18               | Oct-18                    | Approximately 2,750 employees work along the proposed route in Commercial and Industrial facilities. At a 5% cycling commute rate, that equates to 137 daily commutes on the proposed trail. | <p>1 - This route will connect a large Industrial/Commercial district with the Town of Ingersoll as identified in the Town's Cycling Master Plan. With roughly 2750 employees along the proposed route, it is our hope this path will allow for commuter cycling for these employees.</p> <p>2 - Ingersoll Street is a 4-lane Arterial County Roadway with an AADT of 7130 in 2015 and is a designated truck route. This new separated path will give cyclists and pedestrians a safe way to commute this roadway. Included in this project is also a signalized crossing at Underwood Rd. for the path to reach the West side of Ingersoll Street.</p> <p>3 - The Commercial and Industrial facilities along Ingersoll Street and Underwood Road are currently only easily accessible by vehicles. The proposed path will provide a safe, effective way to commute to work via cycling, therefore reducing greenhouse gases from vehicles and increasing the health of the employees.</p> |



**SCHEDULE "D"**  
**DESCRIPTION OF ANNUAL ALLOCATIONS**

**D1.0 ANNUAL ALLOCATIONS**

**D1.1 Annual Declaration of OMCC Participation.** The Recipient will provide to the Province, on or before the Effective Date and annually thereafter, regardless of whether or not the Recipient chooses to participate in the OMCC Program in any Funding Year, an Annual Declaration of OMCC Participation in the form set out in Sub-schedule "D.2" (Form of Annual Declaration of OMCC Participation).

**D1.2 Province's Review and Approval of Annual Declaration of OMCC Participation.** Upon receipt, the Province will review the Annual Declaration of OMCC Participation, together with any other declarations, reports or documents received from the Recipient pursuant to the Agreement, and may take one of the following actions: 1) approve it; 2) request for it to be modified and resubmitted for approval; or 3) refuse to approve it. Upon approval, at the Province's sole discretion, Sub-schedule "D.1" (Table of Annual Allocations) will be amended and the Table of Annual Allocations deleted and replaced with a new table to capture any required changes.

**D1.3 Annual Allocation Maximum Amount.** The Annual Allocation in any Funding Year will be up to the amount set out in the updated Table of Annual Allocations, pursuant to section D1.2 (Province's Review and Approval of Annual Declaration of OMCC Participation), for that Funding Year.

**D2.0 CHANGES TO ANNUAL ALLOCATIONS**

**D2.1 Changes to Annual Allocations.** Subject to section D2.2 (Amending Agreement for Changes to Annual Allocations), the Parties agree that changes including, without limitation, the deletion and replacement of the Table of Annual Allocations in Sub-schedule "D.1" (Table of Annual Allocations) on a yearly basis pursuant to section D1.2 (Province's Review and Approval of Annual Declaration of OMCC Participation) will be made to the Annual Allocations.

**D2.2 Amending Agreement for Changes to Annual Allocations.** Any change made to the Annual Allocations, pursuant to section D2.1 (Changes to Annual Allocations), must be documented through a written agreement executed as set out in section 4.3 (Execution of Amending Agreements - Exceptions).

**SUB-SCHEDULE "D.1"**  
**TABLE OF ANNUAL ALLOCATIONS**

| FUNDING YEAR     | PARTICIPATION<br>IN THE OMCC<br>PROGRAM FOR<br>THE FUNDING<br>YEAR (YES/NO) | ANNUAL<br>ALLOCATION FOR<br>THE PROJECTS | RECIPIENT<br>CONTRIBUTION | OTHER FINANCIAL<br>CONTRIBUTION |
|------------------|---|--|---------------------------|---------------------------------|
| <b>2017-2018</b> | YES   | \$ 25,000.00                             |                           |                                 |
| <b>2018-2019</b> |   |  |                           |                                 |
| <b>2019-2020</b> |   |  |                           |                                 |
| <b>2020-2021</b> |   |  |                           |                                 |
| <b>TOTAL</b>     |   | \$ 25,000.00                             |                           |                                 |



**SUB-SCHEDULE “D.2”  
FORM OF ANNUAL DECLARATION OF OMCC PARTICIPATION**

**ANNUAL DECLARATION OF OMCC PARTICIPATION**

**TO:** Transportation Policy Branch  
Ontario Ministry of Transportation  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto, ON M7A 2J8  
Telephone: 1-844-671-7438  
Facsimile: (416) 585-7204  
E-mail: cycling@ontario.ca

**FROM:** Name/Title: **[Enter the name and title of the authorized representative of the Recipient.]**  
Address: **[Enter the address of the authorized representative of the Recipient.]**  
Telephone: **[Enter the telephone number of the authorized representative of the Recipient.]**  
Facsimile: **[Enter the facsimile number of the authorized representative of the Recipient.]**  
Email: **[Enter the email address of the authorized representative of the Recipient.]**

**RE: Ontario Municipal Commuter Cycling Program (“OMCC Program”) - Annual Declaration of OMCC Participation**

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In the matter of the Ontario Municipal Commuter Cycling (OMCC) Program Transfer Payment Agreement entered into between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the **[Enter the legal name of the municipality.]** (the “Recipient”), on \_\_\_\_\_, \_\_\_\_\_ (the “Agreement”).

I, \_\_\_\_\_ **[Enter the name and title of the authorized representative of the Recipient listed in Schedule “B” (Recipient Information).]**, having made such inquiries as I have deemed necessary for this declaration, hereby certify that to the best of my knowledge, information and belief:

1. The Recipient will participate in the OMCC Program for the **[Enter the Funding Year.]** and requests funding for each of the projects listed in this declaration.

2. The Recipient has a population, as indicated in the applicable box at the end of each of the following statements:

a) of 15,000 individuals or greater.

yes                      no

b) less than 15,000 individuals.

yes                      no

3. The Recipient, as indicated in the applicable box at the end of each of the following statements:

a) has a municipal council approved cycling plan, a copy of which can be accessed at **[Enter the link.]** or is attached to this declaration, or both, and all the projects listed in this declaration for consideration for OMCC funding are supported by this plan.

yes                      no

b) if the Recipient's answer under a) above is no, will develop a cycling plan. Once the municipal council has approved the plan, the Recipient will submit a copy of it to the Province. The Recipient will then also provide to the Province a list of projects supported by the plan for the Province's consideration for OMCC funding.

yes                      no

4. If the Recipient has a population of 15,000 individuals or greater, the Recipient has not and will not use OMCC Funds for any project until the municipal council has approved the cycling plan under which the project is supported, and the Province has approved and added the project on the Eligible Projects List.

5. The Recipient is submitting the following projects for the Province's consideration for OMCC funding for the **[Enter the Funding Year.]**:

| PROJECT TITLE | PROJECT LOCATION AND LENGTH | POTENTIAL START DATE | POTENTIAL COMPLETION DATE | CURRENT ESTIMATED WEEKDAY RIDERSHIP IN PROJECT AREA | POTENTIAL COMMUTER RIDERSHIP OF COMPLETED PROJECT | COMMUTER OR FREQUENT CYCLING BENEFITS | MAJOR ORIGIN/ DESTINATION | POTENTIAL VEHICLE TRIP REDUCTION |
|---------------|-----------------------------|----------------------|---------------------------|---|---|---------------------------------------|---------------------------|----------------------------------|
|               |                             |                      |                           |   |   |                                       |                           |                                  |
|               |                             |                      |                           |   |   |                                       |                           |                                  |
|               |                             |                      |                           |   |   |                                       |                           |                                  |
|               |                             |                      |                           |   |   |                                       |                           |                                  |

Declared at \_\_\_\_\_ (city), in the Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signatures)

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Witness Name:

Title:

Title:

**SCHEDULE “E”  
ELIGIBLE AND INELIGIBLE COSTS**

**E1.0 DEFINITION**

E1.1 **Definition.** For the purposes of this Schedule “E” (Eligible and Ineligible Costs):

“**Eligible Costs Date of Effect**” means:

- (a) the Effective Date; or
- (b) in the case of the 2017-18 Funding Year for Eligible Projects included in applications submitted by September 8, 2017, May 30, 2017.

**E2.0 ELIGIBLE COSTS**

E2.1 **Eligible Costs Date of Effect.** Eligible Costs can begin to accrue as of the Eligible Costs Date of Effect.

E2.2 **Scope of Eligible Costs.** Eligible Costs are the direct capital costs which are, in the Province’s opinion, properly and reasonably incurred and paid by the Recipient for the design and construction of an Eligible Project. Eligible Costs include, unless the Province otherwise provides in writing, only the following capital costs that are directly attributable to the commuter cycling component of the Eligible Project:

- (a) municipal council approved initial cycling plan and any update to the initial plan, up to a maximum of 80% of the total Funds to be provided under the Agreement towards the Eligible Costs of the Projects;
- (b) municipal council approved active transportation plan, up to a maximum of 80% of the total Funds to be provided under the Agreement towards the Eligible Costs of the Projects;
- (c) design and engineering;
- (d) materials to construct an Eligible Project;
- (e) labour to construct an Eligible Project; and
- (f) costs not listed in paragraphs E2.2 (a), (b), (c), (d) and (e) that the Province considers necessary for the successful implementation of an Eligible Project and which have received the prior written approval of the Province.

## **E3.0 INELIGIBLE COSTS**

**E3.1 Scope of Ineligible Costs.** Unless a cost is considered an Eligible Cost pursuant to Article E2.0 (Eligible Costs), all other costs will be considered an Ineligible Cost. Without limitation, indirect costs listed in section E3.2 (Indirect Costs), the costs that are over and above the OMCC Program scope listed in section E3.3 (Costs Above Projects Scope), and the following costs will be considered, at the sole discretion of the Province, Ineligible Costs:

- (a) planning costs;
- (b) data collection;
- (c) tourism cycling infrastructure;
- (d) recreation cycling infrastructure;
- (e) low frequency cycling infrastructure;
- (f) multi-use infrastructure, unless it is primarily for commuter cycling and not primarily for other cycling, active transportation or other modes of transportation;
- (g) planning;
- (h) property acquisition, property costs, ancillary property acquisition costs and any interest in land;
- (i) administration/overhead by the Recipient, municipal staff and municipal project management;
- (j) legal;
- (k) maintenance or minor capital improvements to existing commuter cycling infrastructure;
- (l) landscaping;
- (m) maintenance work;
- (n) roadway works (if constructed at the same time as the Eligible Project, only the Eligible Project's Eligible Costs will be funded);
- (o) operational costs;
- (p) data collection required for the Usage Data Report;
- (q) communications events, including educational or promotional signage;
- (r) roadway lighting not specifically for commuter cycling infrastructure;
- (s) end of route or in-route support facilities, including but not limited to showers, change rooms, benches for resting;
- (t) data collection (other than capital costs associated with purchasing automatic bicycle counters) costs;
- (u) Recipient's regular business costs;
- (v) environmental assessment and other approval costs;
- (w) storage costs for projects which extend for more than one year;
- (x) financing charges;
- (y) pedestrian-only or motor vehicle infrastructure;
- (z) GIS mapping;
- (aa) in-kind contributions, including labour and materials;
- (bb) work initiated prior to May 30, 2017;

- (cc) non-commuter cycling infrastructure or other works located on or adjacent to the Eligible Project that is part of an Eligible Project;
- (dd) addition/modification of roadways, intersections or turning lanes for motor vehicles and that are not part of an Eligible Project;
- (ee) infrastructure additions/modifications that do not increase commuter cycling (e.g., decorative lighting and paving); and
- (ff) any other costs which are not specifically listed as Eligible Costs in section E2.2 (Scope of Eligible Costs) and which, in the opinion of the Province, are considered to be ineligible.

**E3.2 Indirect Costs.** Without limitation, the following indirect costs are Ineligible Costs and are not eligible for funding under the OMCC Program:

- (a) applying for provincial funding;
- (b) OMCC Program evaluation and audit, unless otherwise explicitly set out in the Agreement;
- (c) office space in a facility, including a maintenance and storage facility;
- (d) obtaining necessary approvals, licenses or permits where the Recipient is the entity providing the approval, license or permit;
- (e) costs associated with planning studies and project planning, other than those specified in the Eligible Projects List, including the Recipient's Official Plan and Transportation Master Plan;
- (f) salaries and other employment benefits of any employees, overhead costs as well as other direct or indirect operating or administrative costs of the Recipient, and more specifically these costs as related to planning, engineering, architecture, supervision, management and other services provided by the Recipient's permanent staff and funded under the Recipient's operating budget;
- (g) any activities that are part of the regular operation and maintenance of municipal assets, including operation and maintenance costs related to the Projects;
- (h) carrying costs incurred on the funding share of any funding partner;
- (i) municipal staff travel;
- (j) litigation costs, including any litigation costs, incurred by the Recipient in proceedings against the Province or the Recipient;
- (k) costs not expressly approved by the Province; and
- (l) refundable portion of the Harmonized Sales Tax (HST) or other taxes and fees.

**E3.3. Costs Above Projects Scope.** The Province will not fund expenditures related to activities undertaken as part of the Projects that are over and above the scope

of the Projects on the Eligible Projects List. These costs include, but are not limited to:

- (a) upgrading municipal services and utilities;
- (b) relocating municipal services and utilities unless specifically required for the Eligible Project;
- (c) upgrades to materials beyond pre-existing municipal standards; and
- (d) costs for Eligible Projects not completed by December 30, 2020.

## **SCHEDULE "F"** **REPORTING AND EVALUATION**

### **F1.0 ANNUAL FINANCIAL REPORTS**

- F1.1 Annual Financial Reports.** Unless the Province otherwise specifies in writing to the Recipient, the Recipient will submit to the Province an Annual Financial Report, in the form provided in section F5.3 (Form of Annual Financial Reports), on or before January 28 of each Funding Year. The Annual Financial Report will:
- (a) be certified by the senior financial officer of the Recipient listed in Schedule "B" (Recipient Information), and identify any actual or potential financial issues in carrying out any of Eligible Projects, and corresponding mitigating strategies;
  - (b) account for all Eligible Costs incurred for each Eligible Project completed or in the process of being completed, and include appropriate confirmation that the Recipient has provided its 20% share of Eligible Costs for each Eligible Project;
  - (c) declare any interest earned on the Funds and the use of that interest for the implementation of any Eligible Project; and
  - (d) include, if required pursuant to section I3.1 (Requirements for Aboriginal Consultation Record), an Aboriginal Consultation Record and any update to it.

### **F2.0 ANNUAL IMPLEMENTATION REPORTS**

- F2.1 Annual Implementation Reports.** Unless the Province specifies otherwise in writing to the Recipient, the Recipient will submit to the Province an Annual Implementation Report, in the form provided in section F5.2 (Form of Annual Implementation Reports and Final Report) certified by the senior financial officer of the Recipient identified in Schedule "B" (Recipient Information) and a professional engineer, identifying any actual or potential project, its current status and implementation issues in carrying out any Eligible Project and corresponding mitigating strategies, on or before January 28 in each Funding Year.
- F2.2 Annual Eligible Projects Declaration.** The Recipient will submit, together with each Annual Implementation Report, an Annual Eligible Projects Declaration in accordance with Article J3.0 (Annual Eligible Projects Declaration).

### **F3.0 FINAL REPORT**



F3.1 **Final Report.** Unless the Province otherwise specifies in writing to the Recipient, the Recipient will submit to the Province a Final Report, in the form provided in section F5.2 (Form of Annual Implementation Reports and Final Report), on or before February 28, 2021.

F3.2 **Aboriginal Consultation Reporting.** The Final Report will also include, if required pursuant to section I3.1 (Requirements for Aboriginal Consultation Record), an Aboriginal Consultation Record, as defined in section I1.1 (Definitions), and any update to it.

#### **F4.0 USAGE DATA REPORTING**

##### **F4.1 Completion of post-project Evaluation.**

- (a) Unless the Province otherwise agrees, at its sole discretion and in writing, the Recipient agrees to conduct a post-project evaluation of each Eligible Project for the first 24 months after each Eligible Project is opened for use.
- (b) The purpose of the post-project evaluations in paragraph (a) is to assist the Province in assessing the increase in commuter cycling resulting from each Eligible Project and the resultant GHG benefits.

##### **F4.2 Usage Data Reports.**

- (a) An Eligible Projects Usage Data Report will be submitted after each Eligible Project within 30 days of completing the required counts.
- (b) The Recipient will submit to the Province a Final Usage Data Report that summarizes all Eligible Projects Usage Data Reports no later than 60 days after March 31, 2023. Despite the above, if all of the data collection requirements in the Agreement have been met, the Recipient can submit the Final Usage Data Report earlier.
- (c) The Recipient will, in accordance with section F4.3 (Required Counts for an Eligible Projects Usage Data Report) and for the purpose of the Usage Data Reports, count the number of cyclists using the infrastructure built for each Eligible Project.
- (d) For each collection period, the Recipient will specify the day of the week, date and time of day the count was conducted, as well as the weather conditions at the time of the count.
- (e) The Recipient must submit two Eligible Projects Usage Data Report for each Eligible Project, one for first 12 months of operation and one for the

second 12 months of operation.

- (f) If the Recipient already has an established counting program, the Recipient can use it and submit extra data.

**F4.3 Required Counts for an Eligible Projects Usage Data Report.** The Recipient will collect the data for an Eligible Projects Usage Data Report using the following counting methods:

**Automated Counters (Permanent and Portable)**

- (a) If automated counters are installed for any Eligible Project, the Recipient will collect data for that Eligible Project using the automated counters.
- (b) The Recipient will collect data, under (a) above, on a 24-hour daily continuous basis for the timeframes specified in F4.4 (Data Collection Timeframe).

**Manual Counts**

If manual counts are carried out for a completed Eligible Project, the Recipient agrees to complete 3 counts in the same month for the timeframes specified in F4.4 (Data Collection Timeframe) as follows:

- (a) one count on a Tuesday, Wednesday or Thursday between 07:00 and 10:00;
- (b) a second count on the Tuesday, Wednesday or Thursday used for paragraph F4.3(a) for any two consecutive hours between 15:00 and 19:00; and
- (c) a third count on the Saturday preceding or following the counts in paragraphs F4.3(a) and (b) between 12:00 and 14:00.

**F4.4 Data Collection Timeframe.** The Recipient will collect data for the Usage Data Report after Substantial Completion of each Eligible Project. The Recipient will submit an Eligible Projects Usage Data Report for that Eligible Project to the Province..

**Automated Counters (Permanent and Portable)**

- (a) Recipients with automated counters will collect data for 24 consecutive months after an Eligible Project is opened for use, and aggregate those data as directed by the Province.
- (b) Recipients with permanent automated counters on the site of an Eligible

Project will collect data continuously for the first 24 months.

- (c) Recipients with portable automated counters, whether purchased with Funds or not, will collect data continuously 24 hours per day for seven consecutive days, twice in the first 12 months of operation at least five months apart, and twice in the second 12 months of operation at least five months apart..

### **Manual Counts**

- (a) The Recipient will collect data as follows:
  - (i) If the Recipient's population is less than 15,000 individuals, the Recipient will collect data in September and May or July of each year for 24 months.
  - (ii) If the Recipient's population is 15,000 individuals or greater, the Recipient will collect data once per season (4 times per year) for 24 months.

F4.5 **Costs.** The Recipient will be responsible for its own costs in relation to the data collection, and the preparation and submission of the Usage Data Report.

## **F5.0 ADMINISTRATIVE PROCEDURE AND FORM**

F5.1 **Administrative Procedures.** The Recipient will, when submitting Reports, follow the administrative procedures specified by the Province.

F5.2 **Form of Annual Implementation Reports and Final Report.** The Annual Implementation Reports and Final Report will be in a form satisfactory to the Province and will include all of the following:

- (a) a detailed description and status of work for each Eligible Project, whether under development or completed, for which Funds will be or have been used, including photographs;
- (b) projected completed date of each Eligible Project under construction or for which Funds are projected to be used to complete the Eligible Project by December 30, 2020;
- (c) how the communications requirements set out in Schedule "G" (Communications Protocol) have been implemented or applied in the Funding Year;
- (d) copies of certificates of Substantial Completion for each Eligible Project;

- (e) a warrant for each Eligible Project that any required approval including, without limitation, land approval has been obtained and complied with;
- (f) details of how the objectives of the Province have been met;
- (g) if required pursuant to section I3.1 (Requirements for Aboriginal Consultation Record), an Aboriginal Consultation Record, as defined in section I1.1 (Definitions), and any update to it; and
- (h) any other information respecting the Projects the Province may, at its sole discretion, request.

**F5.3 Form of Annual Financial Report.** The Annual Financial Report will be in a form satisfactory to the Province and will include all of the following:

- (a) the Funds spent on each Eligible Project;
- (b) Eligible Costs of each Eligible Project;
- (c) funding provided by the Recipient and received from third party sources for each Eligible Project;
- (d) the amount of Funds in the interest bearing account at the beginning and end of each Funding Year;
- (e) the interest earned on the Funds and the use of the interest for the Eligible Costs of Eligible Projects;
- (f) Funds remaining in the interest bearing account by December 30, 2020; and
- (g) details on how the Province's interests, with respect to climate change by reducing vehicle trips and GHGs through increased commuter cycling, have been met.

## **F6.0 PUBLIC DOCUMENTS**

**F6.1 Public Documents.** The Recipient acknowledges and agrees that the Reports and any other report will be public documents.

## **F7.0 CHANGES TO REPORTING**

- F7.1 **Changes to the Reporting.** Subject to section F7.2 (Amending Agreement for Changes to the Reporting), the Parties agree that changes, as determined by the Province at its sole discretion, may be made to the reporting.
- F7.2 **Amending Agreement for Changes to the Reporting.** Any change made to the reporting, pursuant to section F7.1 (Changes to the Reporting), must be documented through a written agreement executed as set out in section 4.3 (Execution of Amending Agreements - Exceptions).

## **SCHEDULE “G” COMMUNICATIONS PROTOCOL**

### **G1.0 PURPOSE**

G1.1 **Purpose.** This Schedule “G” (Communications Protocol) describes the Recipient’s responsibilities and financial obligations involved in communications activities and products to recognize the contributions of the Government of Ontario and the Recipient.

### **G2.0 GENERAL PRINCIPLES**

G2.1 **Promotion.** The Recipient must promote each Eligible Project when opened for use by cyclists through communications activities and products as being funded by the province through Climate Action Plan funding. The Recipient must also promote that each Eligible Project’s purpose is to support GHG reduction by supporting increase commuter cycling.

G2.2 **Joint Communications.** The Recipient agrees to obtain the Province approval for all communications products and to undertake joint communications activities and collaborate on products to ensure open, effective, and proactive communications.

G2.3 **Recognition and Prominence.** Unless the Province specifies otherwise, the financial contribution of the Province will receive equal recognition and prominence in any Eligible Project related communications, including when logos, symbols, flags, and other types of identification are incorporated into events signs.

G2.4 **Announcements and Ceremonies.** All announcements and ceremonies will be organized jointly with equal participation from the Recipient and the Province.

G2.5 **Electronic Media.** All communications through electronic media such as web sites or management information systems are subject to the terms and conditions of this Schedule “G” (Communications Protocol).

G2.6 **Communications Protocol and Other Requirements.** All events and signage will follow the communications protocols set out in this Schedule “G” (Communications Protocol) and any other requirements that may be specified by the Province from time to time.

G2.7 **Approval of Province.** All communications must reference the Government of Ontario and must be submitted a minimum of 15 days in advance and approved by the Province prior to release.

### **G3.0 PROJECT COMMUNICATIONS**

G3.1 **General.** All written communications concerning the Agreement and any Eligible Project will be prepared in a manner that supports the communications objectives and branding of each Party to the Agreement.

G3.2 **Provincial Funding Statement.** All public information material made by the Recipient concerning the Agreement and any Eligible Projects will clearly indicate that the Eligible Project is partially funded by the Government of Ontario.

#### **G3.3 Project Promotion.**

- (a) The Recipient is responsible for the promotion and its activities and objectives within their jurisdiction. The Recipient will provide for each Eligible Project, as appropriate, project communications such as: a project web site, print, audiovisual and other communications about the Eligible Project as it proceeds. The Recipient will inform the Province of any such promotional communication a minimum of 15 days before it takes place. The Recipient will also ensure appropriate recognition of the Province's contribution in annual reports, speeches or other opportunities, as appropriate.
- (b) The Recipient is solely responsible for operational communications including calls for tender, construction, design, property, emergency and public safety notices.
- (c) The Recipient will share information promptly with the Province on significant emerging media and stakeholder issues concerning the Agreement and any Eligible Project. The Province will advise the Recipient, where appropriate, about media inquiries.
- (d) The Recipient and the Province reserve the right to refer to the Funding provided in their own separate, and non-OMCC Program specific communications. Each commits to acknowledging the other's involvement in the OMCC Program.
- (e) The Recipient will provide, whenever possible, professional quality audio-visual material about each Eligible Project to the Province to support wider communications about the provincial funding.

### **G4.0 COMMUNICATING WITH THE PUBLIC**

#### **G4.1 General.**

- (a) The Recipient will provide Notice to and consult with the Province, a

minimum of 15 days in advance, about all proposed news releases, new media communications activities, or public announcements relating to any Eligible Project. This is to provide the Province with sufficient notice of key communications and, if the Province so desires, the time that is necessary to determine a course of action, line up principals and prepare joint material. Notwithstanding the advance Notice requirement, the Province will not unreasonably withhold its consent if the Recipient must issue a news release or public announcement in less than 15 days due to unforeseeable circumstances, including matters of public safety or the need for emergency response.

- (b) The Recipient will advise the Province regularly of upcoming public events or community relations activities relating to the Agreement. The Recipient commits to acknowledging the Province's involvement.
- (c) The Province will monitor the Recipient's performance with respect to the communications provisions of the Agreement and order appropriate remedies, as it sees fit, where deficiencies are found.
- (d) In the event of an election call that affects a riding that a completed Eligible Project is located in, whether federal, provincial or municipal, no public announcements will be permitted. For clarification, this does not include announcements and communications made under paragraph G3.3(b).

**G4.2 Signing of the Agreement.** The Recipient and the Province may issue a joint news release when the Agreement is signed. The Recipient and the Province agree to hold, where appropriate, an official ceremony on this occasion.

**G4.3 Public Information Kits.** The Recipient and the Province may develop joint information kits, brochures, public reports, new media products, and web site material to inform the public about the OMCC Program and any Eligible Project. Such material will be prepared in a manner consistent with this Schedule "G" (Communications Protocol) and any core messages developed by the Recipient or the Province. The choice of colour will be neutral in nature and not identified with any political party.

**G4.4 News Releases.** The Recipient and the Province will issue joint news releases at relevant times in the life of each Eligible Project. In all such news releases, the Recipient and the Province will receive equal prominence and all will mutually agree on the use of quotes from the designated representatives of the Province or the Recipient in the news releases.

**G4.5 News, Conferences, Public Announcements, Official Events or Ceremonies.**

- (a) The Recipient and the Province agree to hold news conferences at the



request of the other. The designated representative of each of the Recipient and the Province will be provided the opportunity to participate in such news conferences.

- (b) No public announcement relating to any Eligible Project, with the exception of those Notices described in paragraph G3.3(b), will be made by the Recipient without the prior consent of the Province.
- (c) The Recipient and the Province will cooperate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon. The Province may recommend special events and ceremonies be held where and when appropriate.

#### **G4.6 Signage.**

- (a) Prior to initiating construction and after the signing of the Agreement, the Recipient agrees to produce and erect temporary signage acknowledging the Province's contribution to each Eligible Project. The signage will be at least equivalent in size and prominence to the Recipient's and other contributors' signage. The signage will remain in place until 90 days after construction is completed.
- (b) The Recipient will provide and install, upon completion of each Eligible Project, where feasible, a plaque, permanent sign or other suitable identifier bearing an appropriate inscription. The design, wording and specifications of such permanent signs will respect the general provisions of the Agreement for two years after the completion of the Eligible Project.
- (c) Except for signage acknowledging any Eligible Project funding, traffic control, safety devices, contractor signage, retail signage or normal construction related signage, no additional signage will be erected at each site by the Recipient.

**G4.7 Communications Events.** Subject to the terms of the Agreement, the Recipient or the Province may, at its own costs and upon 90 days Notice to the other Party prior to the event, carry out project-related communications events, including educational and promotional signage.

**G4.8 Joint Communications Events.** If the Parties agree to carry out a joint communications event, the costs of such event will be shared equally between the Province and the Recipient.

**G4.9 Monitoring and Compliance.** The Province will monitor the Recipient's compliance with this Schedule "G" (Communications Protocol), and may, at its discretion, advise the Recipient of issues and required adjustments.

**SCHEDULE “H”  
DISPOSAL OF AND REVENUES FROM ASSETS**

**H1.0 DEFINITION**

H1.1 **Definition.** For the purposes of this Schedule “H” (Disposal of and Revenues from Assets):

“**Local Government**” means a single-tier, lower-tier or upper-tier municipality established by or under an Ontario provincial statute, and also includes a municipal service corporation established by such a single-tier, lower-tier or upper-tier municipality.

**H2.0 DISPOSAL OF ASSETS**

H2.1 **Payment If Early Disposal.** The Recipient undertakes to notify the Province in writing, 180 days in advance, if at any time on or before December 30, 2031, the Recipient proposes to sell, lease, encumber or use any Asset in a manner other than described in the Agreement, or otherwise dispose of, directly or indirectly, any Asset other than to the Province, a Local Government or a Crown agent of the Province. Upon disposal of the Asset, the Recipient hereby undertakes to pay an amount equal to the percentage of Funds received from the Province for the Asset, forthwith on demand, as set out in the table below:

| DISPOSAL PERIOD  | PERCENTAGE OF FUNDS (IN CURRENT DOLLARS) |
|--|--|
| On or before December 30, 2022                             | 100%                                     |
| After December 30, 2022 and on or before December 30, 2025 | 75%                                      |
| After December 30, 2025 and on or before December 30, 2029 | 50%                                      |
| After December 30, 2029 and on or before December 30, 2031 | 25%                                      |
| After December 30, 2031                                    | 0%                                       |

## SCHEDULE "I" ABORIGINAL CONSULTATION PROTOCOL

### 11.0 DEFINITIONS

11.1 **Definitions.** For the purposes of this Schedule "I" (Aboriginal Consultation Protocol):

**"Aboriginal Consultation Plan"** means the Aboriginal Consultation Plan described in section 12.1 (Development of Plan).

**"Aboriginal Consultation Record"** means a document that records and describes, as the Province may require, the consultation activities carried out during the Project and the results of that consultation.

**"Aboriginal Community"** includes First Nation, Métis and Inuit communities or peoples of Canada.

### 12.0 ABORIGINAL CONSULTATION PLAN

12.1 **Development of Plan.** The Province, based on the scope and nature of the Project, may require the Recipient to, in consultation with the Province, develop and comply with an Aboriginal consultation plan ("**Aboriginal Consultation Plan**").

12.2 **Procedural Aspects of Consultation.** If consultation with Aboriginal Communities is required, the Province may:

- (a) delegate certain procedural aspects of the consultation to the Recipient; and
- (b) provide the Recipient with an initial list of the communities the Recipient may consult.

12.3 **Provision of Plan to Province.** If, pursuant to section 12.1 (Development of Plan), the Province provides Notice to the Recipient that an Aboriginal Consultation Plan is required, the Recipient will, within the timelines provided in the Notice, provide the Province with a copy of the Aboriginal Consultation Plan.

12.4 **Changes to Plan.** The Province, in the Province's sole discretion and from time to time, may require the Recipient to make changes to the Aboriginal Consultation Plan.

### **I3.0 ABORIGINAL CONSULTATION RECORD**

**I3.1 Requirements for Aboriginal Consultation Record.** If consultation with Aboriginal Communities is required, the Recipient will maintain an Aboriginal Consultation Record and provide such record to the Province, and any update to it, as part of its reporting to the Province pursuant to paragraph F1.1(d), subsection F3.2 (Aboriginal Consultation Reporting) and paragraph F5.2(g).

### **I4.0 RESPONSIBILITIES OF THE RECIPIENT**

**I4.1 Notification to and Direction from the Province.** The Recipient will immediately notify the Province:

- (a) of contact by any Aboriginal Communities regarding the Project; or
- (b) if any Aboriginal archaeological resources are discovered in the course of the Project,

and, in either case, the Province may direct the Recipient to take such actions as the Province may require. The Recipient will comply with the Province's direction.

**I4.2 Direction from the Province and Contracts.** The Recipient will provide in any Contract and Partner Agreement for the Recipient's right and ability to respond to direction from the Province as the Province may provide in accordance with section I4.1 (Notification to and Direction from the Province).

**SCHEDULE “J”  
CERTIFICATES AND DECLARATIONS**

**J1.0 PROCEDURES**

J1.1 **Procedures.** The Recipient agrees that this Schedule “J” (Certificates and Declarations) will apply to the Projects.

**J2.0 ANNUAL FUNDING CERTIFICATES**

J2.1 **Timing and Documents.** The Recipient will submit Annual Funding Certificates to the Province, in the form provided in Sub-schedule “J.1” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Annual Funding Certificate), signed by the senior financial of the Recipient identified in Schedule “B” (Recipient Information) and completed to the Province’s satisfaction, attesting, amongst other matters, that all Funds have been spent on Eligible Projects and Eligible Costs.

J2.2 **Timing of Annual Funding Certificate.** The Recipient will submit an Annual Funding Certificate to the Province, together with the Annual Financial Report, in each Funding Year.

**J3.0 ANNUAL ELIGIBLE PROJECTS DECLARATION**

J3.1 **Timing and Documents.** The Recipient will submit an Annual Eligible Projects Declaration to the Province, in the form provided in Sub-schedule “J.2” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Annual Eligible Projects Declaration), signed by an approved Recipient representative and completed to the satisfaction of the Province.

J3.2 **Timing of Annual Eligible Projects Declaration.** The Recipient will submit the Annual Eligible Projects Declaration as a component of the Annual Implementation Report to the Province.

**J4.0 SOLEMN DECLARATION OF SUBSTANTIAL COMPLETION**

J4.1 **Timing and Documents.** The Recipient will submit to the Province, in the form provided in Sub-schedule “J.3” (Ontario Municipal Commuter Cycling (OMCC) Program Form of Solemn Declaration of Substantial Completion), a Solemn Declaration of Substantial Completion for each Eligible Project. The Recipient will include all of the documentation required in the Solemn Declaration of Substantial Completion and fully complete and execute the declaration.

J4.2 **Submission of Declarations of Substantial Completion.** The Recipient will submit the declaration(s) in each Funding Year as attachment(s) to the Annual Implementation Reports.

#### **J5.0 FINAL ADJUSTMENTS**

J5.1 **Final Adjustments.** After the Recipient has submitted its Final Report and before the Expiry Date, the Parties will jointly carry out a final reconciliation of all Funds in respect of the Project and make any adjustments required in the circumstances.

**SUB-SCHEDULE "J.1"**  
**ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM**  
**FORM OF ANNUAL FUNDING CERTIFICATE**

**ANNUAL FUNDING CERTIFICATE**

**TO:** Transportation Policy Branch  
Ontario Ministry of Transportation  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto, ON M7A 2J8  
Telephone: 1-844-671-7438  
Facsimile: (416) 585-7204  
E-mail: cycling@ontario.ca

**FROM:** Name/Title: **[Enter the name and title of the Senior Financial Officer of the Recipient.]**  
Address: **[Enter the address of the Senior Financial Officer of the Recipient.]**  
Telephone: **[Enter the telephone number of the Senior Financial Officer of the Recipient.]**  
Facsimile: **[Enter the facsimile number of the Senior Financial Officer of the Recipient.]**  
Email: **[Enter the email address of the Senior Financial Officer of the Recipient.]**

**ON BEHALF OF:** **[Enter the Recipient's name.]**

**RE:** **Ontario Municipal Commuter Cycling (OMCC) Program - Annual Funding Certificate**

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In the matter of the Ontario Municipal Commuter Cycling (OMCC) Program Transfer Payment Agreement entered into between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the **[Enter the legal name of the municipality.]** (the "Recipient"), on \_\_\_\_\_, \_\_\_\_\_ (the "Agreement").

I, \_\_\_\_\_ **[Enter the name and title of the senior financial officer of the Recipient listed in Schedule "B" (Recipient Information).]**, an authorized representative of the Recipient, having made such inquiries as I have deemed

necessary for this certificate, hereby certify that to the best of my knowledge, information and belief for Funding Year **[Enter the Funding Year.]**:

On and as of the date set out below:

1. Funds have only been expended on Eligible Projects listed on the Eligible Projects List, as described in Sub-schedule "C.1" (Eligible Projects List) of the Agreement, and the Eligible Projects funded this Funding Year are as listed in Appendix A (Eligible Projects for Funding Year) to this certificate.
2. Funds were solely used towards the Eligible Costs of implementing the Eligible Projects listed in Appendix A (Eligible Projects for Funding Year) to this certificate.
3. The Eligible Projects listed in Appendix A (Eligible Projects for Funding Year) to this certificate will be completed by December 30, 2020.
4. The work undertaken for Eligible Projects conforms with the requirements set out in paragraph A4.8(d) of Schedule "A" (General Terms and Conditions) of the Agreement to comply with industry standards.
5. Any Funds the Recipient received before the Recipient's immediate need were placed in an interest bearing account in accordance with section A4.5 (Interest Bearing Account) of the Agreement, and any interest earned on the Funds is noted in Appendix A (Eligible Projects Funding Year) to this certificate and was used only as noted in the appendix.

Declared at \_\_\_\_\_ (city), in the Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signatures)

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Witness Name:

Title:

Title:



**APPENDIX A**  
**ELIGIBLE PROJECTS FOR FUNDING YEAR [Note: Enter the Funding Year.]**

| FUNDING YEAR | ELIGIBLE PROJECT | ELIGIBLE PROJECT START DATE | ELIGIBLE PROJECT END DATE | ELIGIBLE COSTS |            | RECIPIENT FUNDS EXPENDED |                                   | FUNDING FROM OTHER SOURCES USED |                                   | TOTAL ELIGIBLE PROJECT COSTS |
|--------------|------------------|-----------------------------|---------------------------|----------------|------------|--------------------------|-----------------------------------|---------------------------------|-----------------------------------|------------------------------|
|              |                  |                             |                           | \$             | % of Funds | \$                       | % of Total Eligible Project Costs | \$                              | % of Total Eligible Project Costs |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
|              |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |
| Total        |                  |                             |                           |                |            |                          |                                   |                                 |                                   |                              |

**INTEREST ON FUNDS**

- (a) The interest earned on the Funds for the Funding Year to which this Annual Funding Certificate relates is **[\$x dollars]**.
- (b) The interest earned on the Funds since the Effective Date of the Agreement is **[\$x dollars]**.
- (c) The interest used towards the Eligible Costs of Eligible Projects in the Funding Year to which this Annual Funding Certificate relates is **[\$x dollars]**.
- (d) The interest used for the Eligible Costs of Eligible Projects since the Effective Date of the Agreement is **[\$x dollars]**.

**SUB-SCHEDULE "J.2"**  
**ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM**  
**FORM OF ANNUAL ELIGIBLE PROJECTS DECLARATION**

**ANNUAL ELIGIBLE PROJECTS DECLARATION**

**TO:** Transportation Policy Branch  
Ontario Ministry of Transportation  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto, ON M7A 2J8  
Telephone: 1-844-671-7438  
Facsimile: (416) 585-7204  
E-mail: cycling@ontario.ca

**FROM:** Name/Title: **[Enter the name and title of the authorized representative of the Recipient.]**  
Address: **[Enter the address of the authorized representative of the Recipient.]**  
Telephone: **[Enter the telephone number of the authorized representative of the Recipient.]**  
Facsimile: **[Enter the facsimile number of the authorized representative of the Recipient.]**  
Email: **[Enter the email address of the authorized representative of the Recipient.]**  
Email: **[Enter the email address of the authorized representative of the Recipient.]**

**RE: Ontario Municipal Commuter Cycling Program - Annual Eligible Projects Declaration**

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In the matter of the Ontario Municipal Commuter Cycling (OMCC) Program Transfer Payment Agreement entered into between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the **[Enter the legal name of the municipality.]** (the "Recipient"), on \_\_\_\_\_, \_\_\_\_\_ (the "Agreement").

I, \_\_\_\_\_ **[Enter the name and title of the authorized representative of the Recipient listed in Schedule "B" (Recipient Information).]**, having made such inquiries as I have deemed necessary for this declaration, hereby certify that to the best of my knowledge, information and belief:

1. On and as of the date set out below:
  - a. all representations and warranties contained in Article A2.0 (Representations, Warranties, and Covenants) of Schedule "A" (General Terms and Conditions) to the Agreement are true and correct;
  - b. the Recipient is in compliance with all the terms and conditions of the Agreement and no event of default, as described in the Agreement, has occurred and is continuing;
  - c. and prior to the Recipient having used any of the Funds for an Eligible Project, the Recipient has complied with all of the requirements set out in paragraphs A32.1(c)(i), (ii) and (iii).
  - d. the Recipient has attached a valid certificate of insurance for the current Funding Year;
  - e. the Recipient has attached the municipal council approved enabling by-law for the current Funding Year;
  - f. the Recipient has met the 20% funding requirements for each Eligible Project implemented with Funds;
  - g. the Recipient has complied with all provisions of the *Construction Lien Act* (Ontario) and is not aware of any claims for liens under that Act.
  
2. Funds were solely used towards the Eligible Costs of implementing the Eligible Projects listed on the Eligible Projects List

Declared at \_\_\_\_\_ (city), in the Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signatures)

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Witness Name:

Title:

Title:

**SUB-SCHEDULE "J.3"**  
**ONTARIO MUNICIPAL COMMUTER CYCLING (OMCC) PROGRAM**  
**FORM OF SOLEMN DECLARATION OF SUBSTANTIAL COMPLETION**

**SOLEMN DECLARATION OF SUBSTANTIAL COMPLETION**

**TO:** Transportation Policy Branch  
Ontario Ministry of Transportation  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto, ON M7A 2J8  
Telephone: 1-844-671-7438  
Facsimile: (416) 585-7204  
E-mail: cycling@ontario.ca

**FROM:** Name/Title: **[Enter the name and title of the professional engineer.]**  
Address: **[Enter the address of the professional engineer.]**  
Accreditation: **[Enter the accreditation number of the professional engineer.]**  
Telephone: **[Enter the telephone number of the professional engineer.]**  
Facsimile: **[Enter the facsimile number of the professional engineer.]**  
Email: **[Enter the email address of the professional engineer.]**

**RE: Ontario Municipal Commuter Cycling Program - Solemn Declaration of Substantial Completion**

In the matter of the Ontario Municipal Commuter Cycling (OMCC) Program Transfer Payment Agreement entered into between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the **[Enter the legal name of the municipality.]** (the "Recipient"), on \_\_\_\_\_, \_\_\_\_\_ (the "Agreement").

I, \_\_\_\_\_ **[Enter the name and title of the professional engineer.]**, a professional engineer duly licensed in the Province of Ontario, having made such inquiries as I have deemed necessary for this certificate, hereby certify that to the best of my knowledge, information and belief:

On and as of the date set out below:

1. I am the \_\_\_\_\_ **[Enter the title, department, or**

**organization.],** and as such have knowledge of the matters set forth in this declaration.

2. The projects listed below in this declaration are listed in Sub-schedule “C.1” (Eligible Projects List) to the Agreement as Eligible Projects. These Eligible Projects have reached Substantial Completion, as defined in the Agreement, as follows:

| ELIGIBLE PROJECT NAME | ELIGIBLE PROJECT DESCRIPTION | ELIGIBLE PROJECT LOCATION | SUBSTANTIAL COMPLETION DATE FOR THE ELIGIBLE PROJECT |
|-----------------------|------------------------------|---------------------------|--|
|                       |                              |                           |  |

3. The value of the Eligible Costs for substantially completed work on each Eligible Project listed in section 2 above is as noted below:

| ELIGIBLE PROJECT NAME | ELIGIBLE COSTS FOR THE ELIGIBLE PROJECT | RECIPIENT’S CONTRIBUTION TOWARDS THE ELIGIBLE COSTS OF THE ELIGIBLE PROJECT |
|-----------------------|---|---|
|                       |   |   |

4. The work for all Eligible Projects described in this declaration:
- a. was supervised and inspected by qualified staff;
  - b. conforms with the plans, specifications and other documentation for the work;
  - c. conforms with the Environmental Laws (as defined in the Agreement), and appropriate mitigation measures have been implemented; and
  - d. conforms with the requirements set out in paragraph A4.8(d) of Schedule “A” (General Terms and Conditions) of the Agreement to comply with industry standards.

Declared at \_\_\_\_\_ (city), in the Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Signatures)

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Witness Name:

Title:

Title:



**Corporation of the Town of Ingersoll  
By-Law 18-4981**

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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 December 12, 2017, January 5, 2018 and January 8, 2018**

**WHEREAS** Section 5 (3) of The Municipal Act, Chapter, S.O. 2001, c. M.25 as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council or Committee of Council does not lend itself to or require an individual by-law

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

- 1) **THAT** all actions and proceedings of the Council of The Corporation of the Town of Ingersoll at the meetings held on December 12, 2017, January 5, 2018 and January 8, 2018 hereby be adopted.
- 2) **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
- 3) **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
- 4) **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
- 5) **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 8th day of January, 2018.

**READ** a third time in Open Council and passed this 8th day of January, 2018.

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**Edward (Ted) Comiskey, Mayor**

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**Michael Graves, Clerk**