



**Corporation of the Town of Ingersoll  
Council Agenda  
Regular Meeting of Council  
Via Video Conference  
Tuesday, October 13, 2020, 6:00 PM**

**Live Stream Link:**

<https://www.youtube.com/channel/UCFvWkWjgaTO54J6wAnnglFQ>

**Call to Order**

**Disclosures of Pecuniary Interest**

**Closed Session Reporting**

1. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board. Council received as information.
2. Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees. Council received as information.
3. Section 239 (2)(d) labour relations or employee negotiations. Council received as information.

**Minutes of Council Meetings**

1. [Minutes - September 14, 2020 Regular meeting](#)

**Minutes of Council Committee Meetings**

1. [BIA Minutes - August 24, 2020](#)
2. [PSB - minutes -July 27, 2020](#)
3. [UTRCA - BOD-minutes-August 25, 2020](#)

**Monthly Cheque Distribution**

1. [August Chq Distribution](#)

## Special Staff Reports

1. North Town Line Update October 2020 [A-032-20](#)
2. County Council Composition [A-033-20](#)
3. 37 Owen St- Fence Variance [B-010-20](#)
4. In Person Council Meetings [C-026-20](#)
5. Seniors Flooring [CS-017-20](#)
6. Seniors Roof Quote [CS-018-20](#)
7. Commercial Vehicle Unloading in Residential Area [F-004-20](#)
8. Petition re: Rain gardens Golf Estates [OP-006-20](#)
9. Interim Financials - 9 months [T-017-20](#)
10. 2021 Budget Meeting Dates [T-018-20](#)

## Delegations & Presentations 7 p.m

David Simpson - North Oxford Intercommunity Transit system [Report PW 2020-29](#)  
[Report PW 2020-37](#)  
[Presentation](#)

## Correspondence & Resolution

[Enbridge Gas - Disposal of account balances](#)

## Consideration of By-Laws

October 13, 2020 Confirmation By-Law [By-Law 20-5108](#)

## Upcoming Council Meetings

**Regular Meeting of Council**  
**Monday, November 9, 2020, 6:00 p.m.**  
**Via Video Conference**

**Council Committee Meetings**

**PLEASE NOTE: NON ESSENTIAL COMMITTEE MEETINGS  
ARE PRESENTLY ON HOLD**

**Closed Session**

**Adjournment**



**Corporation of the Town of Ingersoll  
Regular Meeting of Council Minutes  
Town Centre, Council Chambers  
Monday, September 14, 2020  
Open Session, 6:00 PM**

**Council Members Present:**

Comiskey Freeman, Petrie, Van Kooten-Bossence, Eus, Lesser

**Council Member Regrets:**

Bowman

**Staff Present:**

William Tigert, Chief Administrative Officer

Michael Graves, Clerk/ Deputy CAO/ Director of Corporate Services

John Holmes, Fire Chief

Iryna Koval, Director of Finance/Treasurer

Kyle Stefanovic, Director of Community Services

Ramesh Ummat, Town Engineer and Director of Operations

Devon Staley, Chief Building Official/Property Manager/ By-Law Enforcement Officer

**Media Present:**

Rogers TV

**Call to Order**

Mayor Comiskey is in the chair and opens the regular meeting of Council at 6:11 p.m.

**Disclosures of Pecuniary Interest**

Councillor Petrie declared a pecuniary interest regarding report C-025-20.

**Closed Session Reporting**

Council went into Closed Session on August 10, 2020 regarding:

1. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; Council received as information.
2. Section 239 (2)(d) labour relations or employee negotiations; Council

## **September 14, 2020 Regular Meeting of Council Minutes**

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received as information.

3. Section 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Council received as information.

### **Minutes of Council Meetings**

**Moved by Councillor Petrie; seconded by Councillor Eus**

**20-09-206 THAT** the minutes from the August 10 meeting 1 & 2, Regular meetings of Council be adopted as presented.

**CARRIED**

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

**20-09-207 THAT** the minutes from the September 3, 2020 Special meeting of Council be adopted as presented.

**CARRIED**

### **Minutes of Council Committee Meetings**

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

**20-09-208 THAT** the minutes from the June 23 , July 14 and August 11,2020 BIA meetings be adopted as presented.

**CARRIED**

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

**20-09-209 THAT** the minutes from the Ingersoll Safe Cycling Committee meetings dated December 11, 2019 and June 23, 2020, be adopted as presented.

**CARRIED**

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

**20-09-210 THAT** the minutes from the UTRCA Board meeting dated June 23, 2020, be adopted as presented.

**CARRIED**

### **Monthly Cheque Distribution**

**Moved by Councillor Petrie; seconded by Councillor Eus**

**20-09-211 THAT** the July Cheque distribution be adopted as presented

**CARRIED**

### **Special Staff Reports**

**September 14, 2020 Regular Meeting of Council Minutes**

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1) Digital Sign Policy

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

**20-09-212 THAT** Council for the Town of Ingersoll receives Staff report A-026-20 as information

**AND FURTHER THAT** Council approves the Municipal Digital Sign Content Policy as attached

**AND FURTHER THAT** this policy shall take effect September 15, 2020.

**CARRIED**

2) Physician Recruitment

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

**20-09-213 THAT** Council receives Staff report A-027-20 as information and approves the terms of reference for the Ingersoll Physician Recruitment Committee

**AND FURTHER THAT** Council appoints the Economic Development Officer and Economic Development and Tourism Assistant as Staff Liaisons, and Dr. Jay Taylor and Sandy Jansen as members of the Ingersoll Physician Recruitment Committee

**AND FURTHER THAT** Council appoints the following Council members to the Ingersoll Physician Recruitment Committee:

Name Deputy Mayor Freeman

Name Councillor Van Kooten Bossence

Name Councillor Eus

**AND FURTHER THAT** Council directs staff to advertise for an additional 4 members of the public to apply to be members of the Ingersoll Physician Recruitment Committee.

**CARRIED**

3) Final Consolidated MURC Status and funding options for Discussion

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

**20-09-214 THAT** the council for the Town of Ingersoll receive Staff report A-028-20 for information and deliberation.

**AND THAT** the direction that was given at the September 14, 2020 Regular Council meeting be considered.

**CARRIED**

4) Boundary Adjustment update

**September 14, 2020 Regular Meeting of Council Minutes**

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

**20-09-215 THAT** the Council of the Corporation of the Town of Ingersoll received report A-031- 20 as information;

**AND FURTHER** proceeds to approve the bylaw and authorized the Mayor and Clerk to enter into the agreement with SWOX in substantially the same form as hereto attached to the bylaw as approved by the Town CAO and Solicitor.

A Recorded Vote was held with results as follows:-

Mayor Comiskey	For	Against	Absent
Deputy Mayor Freeman	✓		
Councillor Petrie	✓		
Councillor Van Kooten Bossence	✓		
Councillor Lesser	✓		
Councillor Eus		✓	
Councillor Bowman			✓

**CARRIED**

5) Request from the Cemetery Board

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

**20-09-216 THAT** the Council of the Town of Ingersoll receives staff report C-023-20 as information;

**AND FURTHER THAT** Council advises the Cemetery Board that they are willing to discuss the future needs regarding day to day operations and governance of the Ingersoll Rural Cemetery.

**AND FURTHER THAT** Councillor Petrie & Councillor Eus be appointed to act as Council representatives to the discussions regarding the Cemetery.

**CARRIED**

6) Request for a Crossing Guard

**Moved by Councillor Eus; seconded by Councillor Petrie**

**20-09-217 THAT** the Council of the Town of Ingersoll receive report C-024-20 as information;

**AND FURTHER THAT** Council request that the OPP increase enforcement at the Bell and Thames Street North intersection to ensure pedestrians can cross safely

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Van Kooten Bossence**

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**20-09-218 THAT** Council directs staff to place a crossing Guard at the intersection of Thames St N and Bell Street

**DEFEATED**

**Moved by Councillor Eus; seconded by Councillor Van Kooten Bossence**

**20-09-219 THAT** the Council for the Town of Ingersoll directs staff to bring forward at budget time, a request for budgetary consideration, for a comprehensive study to be carried out on the locations of Crossing Guards within the Town.

**CARRIED**

7) Parking Permit Review

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

**20-09-220 THAT** the Council for the Town of Ingersoll receive staff report C-025-20 as information.

**AND THAT** Council agrees to the relocation of permit parking in the Charles Street Lot from the north row to the south Row, allocating the entire South row as permit parking.

**AND FURTHER THAT** Council agrees to the introduction of a reduced rate 4 month parking permit.

**CARRIED**

### **Planning Report**

1) Planners Report - Clarke Road Subdivision

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

**20-09-221 THAT** the Council of the Town of Ingersoll will advise County Council that they support the application for draft plan of subdivision, File No. 32T-07007, as submitted by the Corporation of the Town of Ingersoll, for lands described as Part Lots 19 & 20, Concession 2 (West Oxford), in the Town of Ingersoll, consisting of:

8 industrial development blocks,  
a stormwater management block,  
6 local streets and  
6 blocks for road widening purposes,

Subject to the conditions of draft approval detailed in report CP2020-210.

**CARRIED**



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### Correspondence & Resolution

- 1) County Council Composition and Election of Head of Council (Warden)

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

**20-09-222** THAT the council for the Town of Ingersoll receive County report CS 2020-33 and survey results as information

**CARRIED**

- 2) BIA Resolution

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

**20-09-223** THAT the Council for the Town of Ingersoll accepts the resolution from the Ingersoll BIA.

**AND FURTHER AGREES** to the request for Thames Street to be closed from King Street to Charles Street from 7:00pm to 8:00pm on November 19th, 2020 for the lighting of the lights subject to adherence to public health, Town and Provincial guidelines.

**CARRIED**

- 3) Rotary Christmas Parade Correspondence

**Moved by Councillor Eus; seconded by Councillor Petrie**

**20-09-224** THAT the Council for the Town of Ingersoll receives the correspondence from the Rotary Club of Ingersoll regarding the Christmas Parade as information.

**CARRIED**

- 4) West Grey Resolution

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

**20-09-225** THAT the council for the Town of Ingersoll receives the resolution regarding Anti-racism from West Grey as information.

**CARRIED**

### Consideration of By-Laws

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

**20-09-226** THAT the mover have leave to introduce and go into Committee of the Whole on the following by- laws:

1. By-Law 20-5103 –Gas Tax By-Law
2. By-Law 20-5104 - Dedicate part of Minler Street
3. By-Law 20-5106 - Appointment of CBO
4. By-Law 20-5107 - Confirmation By-law

## **September 14, 2020 Regular Meeting of Council Minutes**

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Council in Committee of the Whole, Mayor Comiskey in the Chair.

On motion, the by-laws are accepted as circulated.

That constitutes the first and second reading of the by-laws.

**CARRIED**

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

**20-09-227 THAT** the mover have leave to introduce and go into Committee of the Whole on the following by- law:

1. By-Law 20-5105 - Boundary Adjustment Agreement

**CARRIED**

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

**20-09-228 THAT** the Committee do now rise out of Committee of the Whole.

**CARRIED**

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

**20-09-229 THAT** By-law's 20-5103, 20-5104, 20-5106 & 20-5107 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

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

**20-09-230 THAT** By-law 20-5105 be now read a third time, passed, signed and sealed and that this constitutes the third reading of the by-laws.

**CARRIED**

### **Notices of Motion**

**Moved by Councillor Lesser; seconded by Councillor Eus**

**20-09-231 THAT** staff be directed to bring forward a report outlining the necessary steps and procedural requirements of conducting an in person Council meeting while complying with Southwestern Public Health Guidelines during the COVID-19 pandemic

**CARRIED**

- 2)

### **Upcoming Council Meetings**

**September 14, 2020 Regular Meeting of Council Minutes**

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**Regular Meeting of Council  
Monday, October 12, 2020, 6:00 p.m.  
Via Video Conference  
OR  
Town Centre, Council Chambers**

**Council Committee Meetings**

**PLEASE NOTE: NON ESSENTIAL COMMITTEE MEETINGS  
ARE PRESENTLY ON HOLD**

**Closed Session**

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

**20-09-232 THAT** Council do now go into a Closed Meeting at 8:06p.m. pursuant to Section 239 (2) of the Municipal Act, 2001, as amended to discuss the following matters:

1. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board;
2. Section 239 (2)(d) labour relations or employee negotiations;

**CARRIED**

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

**20-09-233 THAT** the minutes from the closed session meeting on August 10, 2020 be adopted as presented

**CARRIED**

**Moved by Councillor Eus; seconded by Councillor Petrie**

**20-09-234 THAT** Council do now rise out of the Closed Session meeting at 8:54 p.m.

**CARRIED**

**Adjournment**

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

**20-09-235 THAT** the Council for the Corporation of the Town of Ingersoll adjourns the September 14, 2020 Regular Meeting of Council, Meeting at 8:55 p.m.

**CARRIED**

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

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



**5. Financial Statements and Report ending July 31, 2020**

Board received as information

**6. Correspondence**

Board received as information

**7. Business Arising**

a) BIA Bucks – Update

Board received update from Gord Lesser

THAT The BIA Board of Directors extend the BIA Buck Program contributing an additional \$10,000 subsidy to result in \$50,000 in spending in the participating stores.

Moved by: Gord Lesser, Seconded by: Steve Walker; Carried

b) Advertising – Bell Media Proposal

THAT The BIA Board of Directors continue advertising with Bell Media as outlined in the proposal at an amount of \$5,375 plus the BIA bucks for giveaways.

Moved by: Gord Lesser Seconded By: Andrea Mulder

c) E-Marketplace – Update

Received as information

d) Parking enforcement – General Discussion

President Kathleen and Dom to meet with Town CAO to discuss public notice and parking concerns.

e) Community Calendar – Update from Mike Bowman

Report from Mike Bowman deferred to next meeting.

f) Moonlight Madness & Lighting of the Lights – General Discussion

Request for road closure from August 11 meeting to go to Council September 14, 2020 for consideration. Planning to take place following this.

**8. Adjournment**

THAT the August 24, 2020 meeting of the Board of Directors of the Ingersoll Downtown BIA adjourns.

Moved by:Chris Radford

**NEXT MEETING: September 28, 2020 7:00pm - Zoom**



## INGERSOLL POLICE SERVICES BOARD

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

### MINUTES OF GENERAL BOARD MEETING

OF

July 27, 2020

Minutes of the General Board Meeting of Ingersoll Police Services Board held on Monday July 27, 2020 at 5:00 pm as a conference Virtual Zoom call.

**Present:**

Rick Eus, Member  
Mhairi Kersel, Chair  
Darell Parker, Vice chair  
Ted Comiskey, Mayor  
Sam Horton, Member  
Sherri Wiebe, Secretary

**Also Present:**

Inspector Tony Hymers, OPP Oxford  
Adam Funnell, Visitor

**1. CALL TO ORDER**

The Vice Chair called meeting to order at 5:02pm.

**2. ADOPTION OF AGENDA**

July 27, 2020 Police Services Board Meeting.

**Moved by: D. Parker**

**Seconded by: T. Comiskey**

**That the July 27, 2020 Ingersoll Police Services Board meeting agenda be approved as printed and circulated with additions. CARRIED.**

**3. Delegations declared – There were none.**

*“Dedicated to Excellence”*

**4. DECLARATIONS OF CONFLICT OF INTEREST** – There were none.

**5. ADOPTION OF MINUTES**

a) June 22, 2020 Police Services Board meeting minutes.

The Board reviewed the minutes of June 22, 2020 meeting.

**Moved by: S. Horton**

**Seconded by: R. Eus**

**That the June 22, 2020 Police Services Board Meeting Minutes be approved as printed and circulated. CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES-** There were none.

**7. DETACHMENT REPORTS**

That the following Detachment reports as presented by the Detachment Commander, be received for information:

- a) Public complaints, daily activity reporting patrol hours, staffing updates, detachment initiatives
- b) Motor vehicle collisions, violent crime, property crime, drug crime, clearance rates
- c) Provincial offenses
- d) Calls for Service Billing summary
- e) High School resource officer report
- f) Crimestoppers
- g) See reports attached.

Inspector T. Hymers provided a comprehensive review of the Police Services report for June 2020. June calls for service is reported 245 and year to date 1341 and 2019 352 for month and year to date 1898 with operational 2 calls still trending downward compared to last year. Inspector's action list items to report to: 1. Inspector completed press release, "what number do I call for what purpose? Who do I call? And secretary added to our web site as well.

*"Dedicated to Excellence"*

**Moved by: R. Eus**

**Seconded by: T. Comiskey**

**That the Town of Ingersoll Police Services Board Report for June were received.**

**CARRIED.**

**8. POLICE BUSINESS**

A) The board members reviewed the Town of Ingersoll Committee Financial Analysis Report for June 2020 and reviewed reply from town on numbers.

B) The board members reviewed the expenses for secretary in the amount of \$61.01 (secretary's internet next bill \$61.01)

**Moved by: D. Parker**

**Seconded by: T. Comiskey**

**The Town of Ingersoll Police Services Board accepts and approves to pay the expenses for the secretary in the amount \$61.01 for internet for secretary.**

**CARRIED.**

**9. OTHER BUSINESS**

A) next OAPSB meeting in 2020 is September 29 in Norfolk OPP.

B) A cheque received by Inspector for auction proceeds in the amount of \$13101.50, which he will arrange to get to town hall, unsure of the split funds among other boards?

C) Inspector asked secretary to give him an action listing with each meeting as to things the board wishes for him to follow up on. 1. Asked to continue patrolling for parking in bike lanes around town, especially Clarke Rd near Wellington St

D) T. Comiskey brought up citizens concerns with security cameras in backyard of neighbor that actually surveillance some of their yard. Police were called but he wanted to notify the board. Discussion with Inspector regarding this and bylaw, he will research this and report to next meeting.

E) Next council meeting is going to look at the municipality following Southwestern Health Units requirement for masks being enforced in our community. Asked Inspector how to enforce and he explained that police would action it as trespassing and he is being invited to Aug 10 town meeting for further discussion.



F) S. Horton discussed the Childrens Safety Village, all children of Oxford County will partake in visiting this to present rail, street, and fire safety. The Fire Department, Kiwanis and O.P.P. are involved and all volunteers. The money was provided for this purpose from the main sponsor Kiwanis Club, Ingersoll Safe Cycling and others.

G) T. Comiskey is going to approach the Clerk to clarify and get updates on the policy and procedures of implementing the speed spy equipment in a timely manner and report back to the board with findings.

10. **CLOSED SESSION**-There were no closed session items.

11. **NEXT MEETING**

The next meeting of the Police Services Board will take place on Monday September 28, 2020 via public Zoom conference call or at the call of the Chair.

12. **ADJOURNMENT**

**That the meeting of the Ingersoll Police Service Board held Monday July 27, 2020 be adjourned at 6:37 p.m.**

**CARRIED.**

MINUTES APPROVED September 28, 2020

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

MINUTES  
BOARD OF DIRECTORS' MEETING  
Virtual Meeting Due to COVID-19 Pandemic  
TUESDAY, AUGUST 25, 2020

Members Present:	M.Blosh A.Dale A.Hopkins T.Jackson S.Levin N.Manning P.Mitchell	A.Murray B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	H.McDermid	D.Edmiston
Solicitor:	G.Inglis	
Staff:	T.Annett C.Harrington T.Hollingsworth J.Howley B.Mackie C.Saracino	J.Schnaithmann A.Shivas C.Tasker M.Viglianti – Recorder S.Viglianti I.Wilcox

1. Approval of Agenda

The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors approve the Agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting  
June 23, 2020

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Hopkins

Secunder: M.Blosh

THAT Annamarie be corrected to read A.Murray in item one of the June 23, 2020 minutes.

Mover: A.Hopkins

Secunder: B.Petrie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated June 23, 2020 as amended.

Carried.

4. Business Arising from the Minutes

Board members requested updates from staff on the two resolutions from the June meeting, where staff were directed to summarize and circulate information to the member Municipalities. Staff informed the Board of their intent to write and circulate the financial and Targets update to Municipalities after Board guidance is given regarding the 2021 budget. The Board agreed to the plan.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Re-Appointment of Auditors  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.2 2020 Mid-Year Results & Revised Budget  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff introduced the report and clarified that the cost savings measures implemented to mitigate the financial impact of the COVID-19 pandemic this year are not sustainable beyond 2020, particularly those related to staffing levels.

Staff explained that due to the unexpected number of contracts secured so far in 2020, revenue from this source was higher than anticipated.

In response to a Member's question, staff explained the \$5.2 million "2020 Year to Date Actual" figure for the Net Cash Surplus (deficit) is the levy money received at the beginning of the year, which gets spent as the year progresses.

While the 2020 camping season exceeded attendance expectations, and demand continues to be high, existing water infrastructure does not allow for an extended season into colder months. All three UTRCA parks are scheduled to closed for the 2020 season the Sunday following Thanksgiving, unless a second wave of COVID-19 forces an early closure.

Staff explained that the PH&N investment portfolio figure represents the cost of the portfolio, not the market value, due to direction received by the UTRCA auditors.

Staff clarified that the Special Benefiting Levy was a request specific to the City of London for Growth Assessment Funding to allow for additional planning staff. The request was not approved and it was removed from the budget.

Staff confirmed National Disaster Mitigation Funding was awarded to the UTRCA in 2020 that had not be expected or included in the original budget. The UTRCA is still waiting for \$1.4 million from the Federal Government as part of past contract commitments. If the money is not received by the end of 2020, staff will request written confirmation of pending payment from the Federal Government to satisfy UTRCA Auditors.

The Canada Emergency Wage Subsidy funds are currently accounted for as a liability and will remain as such until staff are given further instruction by the Federal Government.

The vote on the motion below was called and a point of order was raised. The member questioned whether a weighted vote should be used because the motion on the floor pertained to the approval of a revised budget. The Chair agreed and asked for the Recording Secretary to call the weighted vote.

Mover: A.Hopkins  
Seconder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Municipality and Representative	CVA Apportionment Percentage	Voting Weight	Weight Per Member	For	Against	Absent
<b>County of Oxford</b>	16.6248	23.4				
Brian Petrie			4.68	X		
Mark Schadenberg			4.68	X		
Paul Mitchell			4.68	X		
Don Edmiston			4.68			X
Alan Dale			4.68	X		
<b>City of London</b>	64.698	50.0				
Anna Hopkins			12.50	X		
Marie Blosch			12.50	X		
Jim Reffle			12.50	X		
Sandy Levin			12.50	X		
<b>Lucan - Biddulph</b>	0.3277		0.5	X		
Alex Westman						
<b>Thames - Centre</b>	3.2126		4.50	X		
Alex Westman						
<b>Middlesex Centre</b>	2.3441		3.3	X		
Nancy Manning						
<b>Stratford</b>	7.2473		10.2	X		
Joe Salter						
<b>Perth East</b>	1.4206		2.0			X
Hugh McDermid						
<b>West Perth</b>	1.4523		2.0	X		
Annamarie Murray						
<b>St. Marys</b>	1.4767		2.1	X		
Tony Jackson						
<b>Perth South</b>	1.1961		1.7	X		
Tony Jackson						
<b>South Huron</b>	0.2023		0.30	X		
Tony Jackson						
Results				93.32%	0%	6.68%
<b>CARRIED WITH 93.32% SUPPORT OF THE WEIGHTED VOTE</b>						
*Based on UTRCA share of assessment						
Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.						

The motion carries with 93.32% of the weighted vote supporting the recommendation, with two members (6.68% of the weighted vote) absent.

6.3 Administrative By-Law update – Electronic Meetings & Participation  
(Report attached)

Staff introduced the report and clarified that the Watershed Conservation Centre (WCC) must be open to the public before in person Board meetings can resume. Staff will slowly begin to return to the WCC in late September. Depending on the progression of the COVID-19 pandemic over the next few months, in person Board meetings may resume in the New Year. The Board room does not currently have the infrastructure to hold meetings with some members participating electronically and some present at the WCC, but staff will revisit the research done on this topic in 2019 and investigate further.

Staff reported that while Hearings continue to be suspended on the advice of Conservation Ontario, as the current Hearing procedure does not allow for electronic meetings, Conservation Ontario is working on amendments and a draft is anticipated in September.

Mover: A.Murray

Seconder: B.Petrie

THAT the Board of Directors approve the recommendation as presented in the report.  
Carried.

**7. Business for Information**

7.1 Section 28 Status Report  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: J.Reffle

Seconder: P.Mitchell

THAT the Board of Directors receives the report as presented.  
Carried.

7.2 Benefits Renewal  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: M.Schadenberg

Seconder: A.Westman

THAT the Board of Directors receives the report as presented.  
Carried.

7.3 Conservation Areas Update  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Board members have received many compliments regarding Wildwood Conservation Area staff for their understanding, co-operation and enthusiasm this summer. The Board thanked them for their hard work.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors receives the report as presented.  
Carried.

8. August 2020 For Your Information Report

The August FYI was presented for the Member's information.

9. Watershed Planning, Research & Monitoring Unit Orientation Presentation

C.Harrington presented an overview of the Watershed Planning, Research & Monitoring unit. Staff clarified that all of the natural heritage information gathered by the UTRCA through aerial photography is available, with guidance for interpreting the data, to any interested Municipalities.

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

Budget concepts for the 2021 UTRCA budget will be presented at the September meeting.

The Watershed Conservation Centre (WCC) remains closed to the public and most staff continue to work from home. Plans are underway for up to a quarter of staff to return to the WCC in late September. It is very likely the remainder of the 2020 Board meetings will be held electronically.

11. Closed Session – In Camera

The Chair confirmed the mover and seconder were willing to let their names stand. There being matters to follow up on the June discussion regarding the plan to be applied to negotiations,

Mover: B.Petrie

Seconder: A.Hopkins

THAT the Board of Directors adjourn to Closed Session – In Camera  
Carried.

#### 11.1 Plan to be Applied to Negotiations – Follow Up

##### Progress Reported

The follow up report regarding the plan to be applied to negotiations, requested at the June meeting in closed session, was reviewed and discussed.

Mover: T.Jackson

Seconder: N.Manning

THAT the Board of Directors approve the recommendations as presented in the closed session report.

Mover: B.Petrie

Seconder: A.Hopkins

THAT the Board of Directors defer this matter to the September meeting and defer any action on the previous decision.  
Carried.

#### 12. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:58 am on a motion by A.Murray.



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Ian Wilcox  
General Manager  
Att.



Town of Ingersoll  
 Monthly Cheque Disbursements  
 August 2020

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 309,674.61

<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
291 CONSTRUCTION LTD.						
96,325	54780	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	2% HOLDBACK RELEASE	\$10,266.66	
96,325	54780	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	2% HOLDBACK RELEASE	\$1,133.99	
96,325	54780	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	2% HOLDBACK RELEASE	\$0.00	\$11,400.65
CANADIAN PACIFIC RAILWAY						
96,327	54781	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	CEASE WHISTLING 2019-2020	\$1,092.39	
96,327	54781	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CEASE WHISTLING 2019-2020	\$0.00	\$1,092.39
COPPERTREE SOLUTIONS INC.						
96,411	54782	01-1002-4000-41500	CONTRACTED SERVICES	CYBER SECURITY ASSESSMENT	\$13,330.57	
96,411	54782	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CYBER SECURITY ASSESSMENT	\$1,472.43	
96,411	54782	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CYBER SECURITY ASSESSMENT	\$0.00	\$14,803.00
DIRECTOR OF FAMILY RESPONSIBILITY						
96,347	54783	01-0000-2100-00718	FAMILY SERVICES	SUPPORT CASE 1005697	\$1,994.00	
96,347	54783	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SUPPORT CASE 1005697	\$0.00	\$1,994.00
FRANKLIN SANDBLASTING & PAINTING						
96,379	54784	01-5100-6070-41530	EQUIP REPAIRS & MAINT	FITNESS EQUIP REPAIR	\$260.00	
96,379	54784	01-0000-0200-00325	HST RECEIVABLE100%	FITNESS EQUIP REPAIR	\$33.80	
96,379	54784	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FITNESS EQUIP REPAIR	\$0.00	\$293.80
HARRISFIELD PUBLIC SCHOOL						
96,356	54785	01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
96,356	54785	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
THE INFORMATION PROFESSIONALS						
96,359	54786	01-1000-4000-41530	EQUIP REPAIRS & MAINTENANCE	ANNUAL COMPLIANCE SERVICES	\$356.16	
96,359	54786	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANNUAL COMPLIANCE SERVICES	\$39.34	
96,359	54786	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANNUAL COMPLIANCE SERVICES	\$0.00	\$395.50
INGERSOLL HOME CENTRE LTD						
96,321	54787	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP STN SHOWER REPAIR	\$19.99	
96,321	54787	01-0000-0200-00325	HST RECEIVABLE100%	OPP STN SHOWER REPAIR	\$2.60	
96,321	54787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP STN SHOWER REPAIR	\$0.00	\$22.59
96,322	54787	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT BLDG MAINT.	\$47.80	
96,322	54787	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BLDG MAINT.	\$5.28	
96,322	54787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BLDG MAINT.	\$0.00	\$53.08
96,323	54787	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG REPAIR	\$47.49	
96,323	54787	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG REPAIR	\$6.17	
96,323	54787	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG REPAIR	\$0.00	\$53.66
INGERSOLL VACUUM						
96,417	54788	01-2000-4025-40210	JANITORIAL SUPPLIES	VACUUM BAGS	\$14.98	
96,417	54788	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VACUUM BAGS	\$0.00	\$14.98
IRC BUILDING SCIENCES GROUP IN						

Town of Ingersoll  
 Monthly Cheque Disbursements  
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PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 309,674.61

VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
96,391	54789	10-0000-3661-80100	PRIME CONTRACT	CONDITION ASSESSMENT OF FLOORS	\$1,150.00	
96,391	54789	01-0000-0200-00325	HST RECEIVABLE100%	CONDITION ASSESSMENT OF FLOORS	\$149.50	
96,391	54789	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONDITION ASSESSMENT OF FLOORS	\$0.00	\$1,299.50
PROPERTY OWNER						
96,358	54790	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2020-0082	\$1,000.00	
96,358	54790	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2020-0082	\$0.00	\$1,000.00
LAURIE HAWKINS PUBLIC SCHOOL						
96,355	54791	01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
96,355	54791	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
LESSER BROTHERS JEWELLERS						
96,320	54792	40-8000-6900-40500	SPECIAL EVENT	BIA BUCKS	\$3,670.00	
96,320	54792	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA BUCKS	\$0.00	\$3,670.00
LIND LUMBER LIMITED						
96,330	54793	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWALK FORMS WOOD	\$574.77	
96,330	54793	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWALK FORMS WOOD	\$63.49	
96,330	54793	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWALK FORMS WOOD	\$0.00	\$638.26
MINISTRY OF FINANCE (OPP)***						
96,352	54794	01-3200-4000-40450	OPP CONTRACTED SERVICES	JULY OPP SEVICES	\$217,312.00	
96,352	54794	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY OPP SEVICES	\$0.00	\$217,312.00
MOBILE SERVICES INC.						
96,329	54795	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	MAIN ST SWEEPING	\$381.60	
96,329	54795	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAIN ST SWEEPING	\$42.15	
96,329	54795	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAIN ST SWEEPING	\$0.00	\$423.75
MRC SYSTEMS INC.						
96,409	54796	01-3000-4000-41520	COMMUNICATION	FIRE DEPT RADIO REPLACEMENTS	\$1,890.68	
96,409	54796	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT RADIO REPLACEMENTS	\$208.84	
96,409	54796	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT RADIO REPLACEMENTS	\$0.00	\$2,099.52
P M HYDRAULICS ***						
96,406	54797	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUMP#2 COMPRESSOR REPAIR	\$36.99	
96,406	54797	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP#2 COMPRESSOR REPAIR	\$4.09	
96,406	54797	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP#2 COMPRESSOR REPAIR	\$0.00	\$41.08
ROYAL ROADS PUBLIC SCHOOL						
96,357	54798	01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$100.00	
96,357	54798	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$100.00
THAMES VALLEY EDUCATION FOUNDA						
96,354	54799	01-1000-4000-41160	HONOURS & AWARDS	THOMPSON MEM'L SCHOLARSHIP	\$250.00	
96,354	54799	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THOMPSON MEM'L SCHOLARSHIP	\$0.00	\$250.00
TILLSONBURG GLASS & MIRROR						
96,392	54800	10-0000-3590-80000	MATERIALS	EXTRA REMOVAL TIME	\$600.00	

Town of Ingersoll  
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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
96,392	54800	01-0000-0200-00325	HST RECEIVABLE100%	EXTRA REMOVAL TIME	\$78.00	
96,392	54800	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	EXTRA REMOVAL TIME	\$0.00	\$678.00
BATTRAM GOAL EQUIPMENT						
96,481	54801	01-3000-4000-41520	COMMUNICATION	FIRE DEPT PAGER CASE	\$437.57	
96,481	54801	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT PAGER CASE	\$48.33	
96,481	54801	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT PAGER CASE	\$0.00	\$485.90
BIDWELL'S TOWING & RADIATOR						
96,494	54802	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	VPCC TOWING TRUCK SERVICES	\$55.75	
96,494	54802	01-0000-0200-00325	HST RECEIVABLE100%	VPCC TOWING TRUCK SERVICES	\$7.25	
96,494	54802	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC TOWING TRUCK SERVICES	\$0.00	\$63.00
CANADA BROKERLINK (ONTARIO)						
96,419	54803	01-1300-4000-40280	INSURANCE	INSURANCE JUL 1'20-JUL 1'21	\$132,775.14	
96,419	54803	01-0000-0400-00280	PREPAID EXPENSES	INSURANCE JUL 1'20-JUL 1'21	\$132,171.42	
96,419	54803	01-3200-4100-40280	INSURANCE	INSURANCE JUL 1'20-JUL 1'21	\$603.72	
96,419	54803	01-0000-0090-99999	SUSPENSE - CLEARING	INSURANCE JUL 1'20-JUL 1'21	\$250.56	
96,419	54803	40-0000-0400-00280	BIA - PREPAID EXPENSES	INSURANCE JUL 1'20-JUL 1'21	\$419.04	
96,419	54803	40-8000-4000-40280	INSURANCE	INSURANCE JUL 1'20-JUL 1'21	\$419.04	
96,419	54803	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	INSURANCE JUL 1'20-JUL 1'21	\$0.00	\$266,638.92
TOWN RESIDENT						
96,483	54804	01-5100-6090-01636	PRE-SCHOOL PROGRAM REV	PRESCHOOL PROG REFUND	\$52.00	
96,483	54804	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PRESCHOOL PROG REFUND	\$0.00	\$52.00
TOWN RESIDENT						
96,484	54805	01-5100-6090-01636	PRE-SCHOOL PROGRAM REV	PROGRAM REG REFUND	\$26.00	
96,484	54805	01-5100-6060-01637	YOUTH PROGRAM REVENUES	PROGRAM REG REFUND	\$25.00	
96,484	54805	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PROGRAM REG REFUND	\$0.00	\$51.00
DUFFERIN CONSTRUCTION COMPANY						
96,424	54806	10-0000-3265-80100	PRIME CONTRACT	CHARLES ST E MILL & PAVE	\$40,644.21	
96,424	54806	01-0000-0250-61925	C20-612-CHARLES E-SANITARY	CHARLES ST E MILL & PAVE	\$11,866.87	
96,424	54806	01-0000-0250-61924	C20-611-CHARLES E- WATERMAIN	CHARLES ST E MILL & PAVE	\$8,736.32	
96,424	54806	01-0000-0250-62019	UG20-702-CHARLES E-ST SEWER REPAIR	CHARLES ST E MILL & PAVE	\$2,399.51	
96,424	54806	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	CHARLES ST E MILL & PAVE	\$0.00	\$6,364.69
96,424	54806	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CHARLES ST E MILL & PAVE	\$6,327.04	
96,424	54806	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHARLES ST E MILL & PAVE	\$0.00	\$63,609.26
FOREST CITY FIRE PROTECTION						
96,485	54807	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	SENIOR CENTRE PANEL REPAIR	\$321.00	
96,485	54807	01-0000-0200-00325	HST RECEIVABLE100%	SENIOR CENTRE PANEL REPAIR	\$41.73	
96,485	54807	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SENIOR CENTRE PANEL REPAIR	\$0.00	\$362.73
LESSER BROTHERS JEWELLERS						
96,523	54808	40-8000-6900-40500	SPECIAL EVENT	BIA BUCKS	\$5,805.00	

Town of Ingersoll  
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96,523	54808	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA BUCKS	\$0.00	\$5,805.00
LIND LUMBER LIMITED						
96,434	54809	10-0000-3292-80000	MATERIALS	GEORGE ST STAKES	\$54.95	
96,434	54809	10-0000-3293-80000	MATERIALS	GEORGE ST STAKES	\$54.95	
96,434	54809	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE ST STAKES	\$6.07	
96,434	54809	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE ST STAKES	\$6.07	
96,434	54809	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE ST STAKES	\$0.00	\$122.04
TOWN RESIDENT						
96,482	54810	01-5100-6060-01293	MEMBERSHIPS	AQUATIC MEMBERSHIP REFUND	\$27.72	
96,482	54810	01-0000-2020-00666	H.S.T. PAYABLE	AQUATIC MEMBERSHIP REFUND	\$3.60	
96,482	54810	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AQUATIC MEMBERSHIP REFUND	\$0.00	\$31.32
MCKIM HARDWARE						
96,436	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PARKS BLDG REPAIR	\$21.12	
96,436	54811	01-0000-0200-00325	HST RECEIVABLE100%	PARKS BLDG REPAIR	\$2.75	
96,436	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARKS BLDG REPAIR	\$0.00	\$23.87
96,437	54811	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG PARTS	\$41.36	
96,437	54811	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG PARTS	\$5.38	
96,437	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG PARTS	\$0.00	\$46.74
96,438	54811	01-3200-4100-41700	BLDG REPAIRS & MAINTENANCE	OPP BLDG PARTS	\$39.79	
96,438	54811	01-0000-0200-00325	HST RECEIVABLE100%	OPP BLDG PARTS	\$5.17	
96,438	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OPP BLDG PARTS	\$0.00	\$44.96
96,439	54811	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	SIDEWLK SUPPLIES	\$44.49	
96,439	54811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SIDEWLK SUPPLIES	\$4.91	
96,439	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SIDEWLK SUPPLIES	\$0.00	\$49.40
96,440	54811	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PLIERS	\$12.10	
96,440	54811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PLIERS	\$1.34	
96,440	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLIERS	\$0.00	\$13.44
96,441	54811	01-4500-4160-80000	MATERIALS-SAFETY DEVICES, SIGNS, GUIDE RAIL	ANCHOR SLEEVE	\$18.56	
96,441	54811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ANCHOR SLEEVE	\$2.05	
96,441	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ANCHOR SLEEVE	\$0.00	\$20.61
96,442	54811	01-4500-4100-40210	JANITORIAL SUPPLIES	VACUUM BAGS	\$38.04	
96,442	54811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VACUUM BAGS	\$4.20	
96,442	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VACUUM BAGS	\$0.00	\$42.24
96,443	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	VINEGAR	\$35.64	
96,443	54811	01-0000-0200-00325	HST RECEIVABLE100%	VINEGAR	\$4.63	
96,443	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VINEGAR	\$0.00	\$40.27
96,444	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	VINEGAR	\$17.82	
96,444	54811	01-0000-0200-00325	HST RECEIVABLE100%	VINEGAR	\$2.32	
96,444	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VINEGAR	\$0.00	\$20.14

Town of Ingersoll  
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 August 2020

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96,445	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	SHOVEL	\$22.09	
96,445	54811	01-0000-0200-00325	HST RECEIVABLE100%	SHOVEL	\$2.87	
96,445	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SHOVEL	\$0.00	\$24.96
96,446	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BALL VALVE	\$16.99	
96,446	54811	01-0000-0200-00325	HST RECEIVABLE100%	BALL VALVE	\$2.21	
96,446	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BALL VALVE	\$0.00	\$19.20
96,447	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PAINTING SUPPLIES	\$11.89	
96,447	54811	01-0000-0200-00325	HST RECEIVABLE100%	PAINTING SUPPLIES	\$1.55	
96,447	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PAINTING SUPPLIES	\$0.00	\$13.44
96,448	54811	01-5000-6050-41700	BLDG REPAIRS AND MAINT	PLUMBING SUPPLIES	\$15.12	
96,448	54811	01-0000-0200-00325	HST RECEIVABLE100%	PLUMBING SUPPLIES	\$1.97	
96,448	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PLUMBING SUPPLIES	\$0.00	\$17.09
96,518	54811	10-0000-3265-80000	MATERIALS	CALCIUM CHLORIDE	\$19.96	
96,518	54811	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CALCIUM CHLORIDE	\$2.21	
96,518	54811	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CALCIUM CHLORIDE	\$0.00	\$22.17
OXFORD FEED SUPPLY LTD						
96,489	54812	01-5100-4100-41710	CHEMICALS	SALT	\$22.25	
96,489	54812	01-0000-0200-00325	HST RECEIVABLE100%	SALT	\$2.89	
96,489	54812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SALT	\$0.00	\$25.14
96,490	54812	01-5100-4100-41710	CHEMICALS	CHLORIDE FLAKES	\$69.60	
96,490	54812	01-0000-0200-00325	HST RECEIVABLE100%	CHLORIDE FLAKES	\$9.05	
96,490	54812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CHLORIDE FLAKES	\$0.00	\$78.65
96,491	54812	01-5100-4100-41710	CHEMICALS	POOL CHEMICAL	\$96.89	
96,491	54812	01-0000-0200-00325	HST RECEIVABLE100%	POOL CHEMICAL	\$12.60	
96,491	54812	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POOL CHEMICAL	\$0.00	\$109.49
OXFORD MOBILE FLEET SERVICE						
96,480	54813	01-3000-4000-41530	EQUIP REPAIRS & MAINTENANCE	PUMP#2 COMPRESSOR	\$1,168.74	
96,480	54813	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP#2 COMPRESSOR	\$129.10	
96,480	54813	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP#2 COMPRESSOR	\$0.00	\$1,297.84
P M HYDRAULICS ***						
96,449	54814	01-4500-4230-46431	VEHICLE MAINTENANCE	PARTS	\$87.79	
96,449	54814	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	PARTS	\$430.03	
96,449	54814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$9.70	
96,449	54814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$47.50	
96,449	54814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$575.02
96,464	54814	01-4500-4230-46393	939300 2011 CAT FRONT END LOADER	PARTS	\$86.56	
96,464	54814	01-4500-4230-46387	938700 T7-09 DODGE 3500	PARTS	\$41.35	
96,464	54814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$9.56	
96,464	54814	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$4.57	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
96,464	54814	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$142.04
PRECISION CURB CUTTING LTD.						
96,432	54815	01-0000-0250-61931	GC20-618-212 CHERRY-CCUT	CURB CUTS	\$272.47	
96,432	54815	01-0000-0250-61919	GC20-606-170 KING E-CCUT	CURB CUTS	\$102.18	
96,432	54815	01-0000-0250-61927	GC20-614-139 SKYE-CCUT	CURB CUTS	\$34.06	
96,432	54815	01-0000-0250-62023	GC20-706-42 WELLINGTON ST-CURBCT	CURB CUTS	\$51.09	
96,432	54815	01-0000-0250-62021	GC20-704-3 CEDAR-CCUT	CURB CUTS	\$68.12	
96,432	54815	01-0000-0250-62022	GC20-705-312 THAMES S-CCUT	CURB CUTS	\$374.65	
96,432	54815	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CURB CUTS	\$204.35	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$30.10	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$11.28	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$3.76	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$5.65	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$7.52	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$41.38	
96,432	54815	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CURB CUTS	\$22.58	
96,432	54815	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CURB CUTS	\$0.00	\$1,229.19
RESQTECH SYSTEMS INC ***						
96,478	54816	01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUPM#2 ON BOARD COMPRESSOR	\$301.46	
96,478	54816	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUPM#2 ON BOARD COMPRESSOR	\$33.30	
96,478	54816	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUPM#2 ON BOARD COMPRESSOR	\$0.00	\$334.76
SANTARELLI ENGINEERING SERVICE						
96,428	54817	01-3400-4000-41500	CONTRACTED SERVICES	BELL ST ENGINEER CONSULTING	\$864.02	
96,428	54817	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BELL ST ENGINEER CONSULTING	\$95.44	
96,428	54817	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BELL ST ENGINEER CONSULTING	\$0.00	\$959.46
SHOPPERS DRUG MART						
96,514	54818	01-5200-6090-40420	PROGRAM SUPPLIES	FUSION PRIZES	\$4.98	
96,514	54818	01-0000-0200-00325	HST RECEIVABLE100%	FUSION PRIZES	\$0.65	
96,514	54818	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUSION PRIZES	\$0.00	\$5.63
PROPERTY OWNER						
96,426	54819	01-0000-2000-00755	BUILDING PERMITS - DEPOSIT	DAMDP REFUND 2020-0134	\$1,000.00	
96,426	54819	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DAMDP REFUND 2020-0134	\$0.00	\$1,000.00
SUNBELT RENTALS OF CANADA INC.						
96,469	54820	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$1,685.80	
96,469	54820	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	CONCRETE	\$1,685.81	
96,469	54820	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$186.20	
96,469	54820	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$186.20	
96,469	54820	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$3,744.01
TAPLAY FIRE PROTECTION						

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96,479	54821	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE EXTINGUISHER REPAIR	\$98.71	
96,479	54821	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE EXTINGUISHER REPAIR	\$10.90	
96,479	54821	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE EXTINGUISHER REPAIR	\$0.00	\$109.61
TECH.STANDARDS & SAFETY AUTH *						
96,512	54822	01-5000-6020-41550	MAINTENANCE CONTRACTS	ARENA LIC OCT 2020-OCT 2021	\$17.50	
96,512	54822	01-0000-0400-00280	PREPAID EXPENSES	ARENA LIC OCT 2020-OCT 2021	\$87.50	
96,512	54822	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA LIC OCT 2020-OCT 2021	\$0.00	\$105.00
UPPER THAMES RIVER CON.AUTH.						
96,516	54823	10-0000-3652-80000	MATERIALS	CLARK RD STORMWTR PROPOSAL	\$2,200.00	
96,516	54823	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLARK RD STORMWTR PROPOSAL	\$0.00	\$2,200.00
ROYAL BANK VISA						
96,525 EFT		01-0000-0090-99999	SUSPENSE - CLEARING	VISA JULY 2020-BLDG INSPECT	\$29.00	
96,525 EFT		01-0000-0100-00100	BANK	VISA JULY 2020-BLDG INSPECT	\$0.00	\$29.00
ROYAL BANK VISA						
96,526 EFT		01-5200-6090-42900	MISCELLANEOUS EXPENSE	VISA JUL 2020-FUSION	\$60.00	
96,526 EFT		01-0000-0100-00100	BANK	VISA JUL 2020-FUSION	\$0.00	\$60.00
ROYAL BANK VISA						
96,527 EFT		01-4500-4000-40630	STAFF TRAINING	VISA JUL 2020-PUBLIC WORKS	\$61.00	
96,527 EFT		01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	VISA JUL 2020-PUBLIC WORKS	\$37.63	
96,527 EFT		01-4500-4120-80000	MATERIALS-ROADSIDE MAINT, MOWING, WEED SPRA	VISA JUL 2020-PUBLIC WORKS	\$40.69	
96,527 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-PUBLIC WORKS	\$6.74	
96,527 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-PUBLIC WORKS	\$4.15	
96,527 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-PUBLIC WORKS	\$4.50	
96,527 EFT		01-0000-0100-00100	BANK	VISA JUL 2020-PUBLIC WORKS	\$0.00	\$154.71
ROYAL BANK VISA						
96,528 EFT		01-0000-0090-99999	SUSPENSE - CLEARING	VISA JUL 2020-CLERK	\$882.40	
96,528 EFT		01-0000-0100-00100	BANK	VISA JUL 2020-CLERK	\$0.00	\$882.40
ROYAL BANK VISA						
96,529 EFT		01-0000-0090-99999	SUSPENSE - CLEARING	VISA JUL 2020-MUSEUM	\$979.40	
96,529 EFT		01-0000-0100-00100	BANK	VISA JUL 2020-MUSEUM	\$0.00	\$979.40
ROYAL BANK VISA						
96,530 EFT		01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	VISA JUL 2020-PUBLIC WORKS	\$1,250.63	
96,530 EFT		01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-PUBLIC WORKS	\$138.14	
96,530 EFT		01-0000-0100-00100	BANK	VISA JUL 2020-PUBLIC WORKS	\$0.00	\$1,388.77
ROYAL BANK VISA						
96,531 EFT		01-5000-6020-40430	CANTEEN SUPPLIES	VISA JUL 2020-PARKS & REC	\$7.95	
96,531 EFT		01-5100-4100-40430	CANTEEN SUPPLIES	VISA JUL 2020-PARKS & REC	\$7.95	
96,531 EFT		01-5200-6090-40420	PROGRAM SUPPLIES	VISA JUL 2020-PARKS & REC	\$7.95	
96,531 EFT		01-5100-6070-41500	CONTRACTED SERVICES	VISA JUL 2020-PARKS & REC	\$260.77	

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	96,531 EFT	01-5100-6060-40630	STAFF TRAINING	VISA JUL 2020-PARKS & REC	\$75.00	
	96,531 EFT	01-5100-6060-40600	MEMBERSHIP FEES	VISA JUL 2020-PARKS & REC	\$7.49	
	96,531 EFT	01-5100-6070-40600	MEMBERSHIP FEES	VISA JUL 2020-PARKS & REC	\$7.50	
	96,531 EFT	01-5000-6020-41550	MAINTENANCE CONTRACTS	VISA JUL 2020-PARKS & REC	\$375.00	
	96,531 EFT	01-5100-4100-41550	MAINTENANCE CONTRACTS	VISA JUL 2020-PARKS & REC	\$384.93	
	96,531 EFT	01-5100-6060-41450	LEADERSHIP	VISA JUL 2020-PARKS & REC	\$19.60	
	96,531 EFT	01-5100-6060-40420	PROGRAM SUPPLIES	VISA JUL 2020-PARKS & REC	\$202.64	
	96,531 EFT	01-5000-6020-41590	EQUIPMENT FUEL	VISA JUL 2020-PARKS & REC	\$87.93	
	96,531 EFT	01-5100-6060-40630	STAFF TRAINING	VISA JUL 2020-PARKS & REC	\$13.88	
	96,531 EFT	01-5100-6060-41450	LEADERSHIP	VISA JUL 2020-PARKS & REC	\$53.92	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$1.03	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$1.03	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$1.03	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$33.90	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$9.75	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$48.75	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$50.05	
	96,531 EFT	01-0000-0200-00300	G.S.T. INPUT RECEIVABLE	VISA JUL 2020-PARKS & REC	\$0.98	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$26.34	
	96,531 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-PARKS & REC	\$11.43	
	96,531 EFT	01-0000-0100-00100	BANK	VISA JUL 2020-PARKS & REC	\$0.00	\$1,696.80
ROYAL BANK VISA						
	96,532 EFT	01-5100-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$222.65	
	96,532 EFT	01-3000-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$186.96	
	96,532 EFT	01-5000-6020-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-5100-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-5000-6020-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-5200-6090-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-5000-6050-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-5100-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.88	
	96,532 EFT	01-2000-4025-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$79.65	
	96,532 EFT	01-1002-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$246.51	
	96,532 EFT	01-1000-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$191.46	
	96,532 EFT	01-5200-6090-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$101.51	
	96,532 EFT	01-5100-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$142.12	
	96,532 EFT	01-5000-6050-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$20.30	
	96,532 EFT	01-5000-6020-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$60.91	
	96,532 EFT	01-1000-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$516.50	
	96,532 EFT	01-3000-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$165.28	



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	96,532 EFT	01-4500-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$103.30	
	96,532 EFT	01-6200-4000-40220	TELEPHONE	VISA JUL 2020-TREASURY	\$20.66	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$28.95	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$20.66	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.91	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$8.79	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$27.23	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$21.15	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$13.20	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$18.48	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$2.64	
	96,532 EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-TREASURY	\$7.92	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$57.05	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$18.26	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$11.41	
	96,532 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-TREASURY	\$2.28	
	96,532 EFT	01-0000-0100-00100	BANK	VISA JUL 2020-TREASURY	\$0.00	\$2,708.57
ROYAL BANK VISA						
	96,533 EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$14.55	
	96,533 EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$14.55	
	96,533 EFT	01-1300-4000-40220	TELEPHONE EXPENSE	VISA JUL 2020-IT	\$19.39	
	96,533 EFT	01-4500-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.39	
	96,533 EFT	01-5000-6020-40220	TELEPHONE	VISA JUL 2020-IT	\$19.22	
	96,533 EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.39	
	96,533 EFT	01-1002-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.39	
	96,533 EFT	01-0100-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$20.94	
	96,533 EFT	01-5200-6090-40220	TELEPHONE	VISA JUL 2020-IT	\$19.38	
	96,533 EFT	01-0900-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.84	
	96,533 EFT	01-4500-4000-41520	COMMUNICATION	VISA JUL 2020-IT	\$14.55	
	96,533 EFT	01-4500-4000-41520	COMMUNICATION	VISA JUL 2020-IT	\$14.55	
	96,533 EFT	01-4500-4000-41520	COMMUNICATION	VISA JUL 2020-IT	\$24.15	
	96,533 EFT	01-5100-4100-40220	TELEPHONE	VISA JUL 2020-IT	\$19.10	
	96,533 EFT	01-5100-4100-40220	TELEPHONE	VISA JUL 2020-IT	\$24.15	
	96,533 EFT	01-5000-6050-40220	TELEPHONE	VISA JUL 2020-IT	\$49.83	

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96,533	EFT	01-5000-6050-40220	TELEPHONE	VISA JUL 2020-IT	\$19.05	
96,533	EFT	01-5000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$36.11	
96,533	EFT	01-4500-4150-80000	MATERIALS-WINTER CONTROL, PLOWING, SANDING,	VISA JUL 2020-IT	\$19.39	
96,533	EFT	01-4500-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.94	
96,533	EFT	01-0100-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.41	
96,533	EFT	01-1002-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$51.89	
96,533	EFT	01-1000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$20.50	
96,533	EFT	01-3000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.39	
96,533	EFT	01-3000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.39	
96,533	EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.47	
96,533	EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$22.06	
96,533	EFT	01-7000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$34.40	
96,533	EFT	01-3400-4000-40310	FAX OPERATIONS	VISA JUL 2020-IT	\$19.75	
96,533	EFT	01-4000-4000-40220	TELEPHONE	VISA JUL 2020-IT	\$19.40	
96,533	EFT	01-5200-6090-40220	TELEPHONE	VISA JUL 2020-IT	\$19.05	
96,533	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-IT	\$53.71	
96,533	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-IT	\$26.79	
96,533	EFT	01-1002-4000-40410	LICENCES, TAGS, ETC.	VISA JUL 2020-IT	\$1,021.02	
96,533	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2020-IT	\$101.75	
96,533	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2020-IT	\$961.47	
96,533	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2020-IT	\$113.05	
96,533	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2020-IT	\$814.03	
96,533	EFT	01-1002-4000-40270	NEW EQUIPMENT	VISA JUL 2020-IT	\$196.84	
96,533	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-IT	\$11.24	
96,533	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-IT	\$12.49	
96,533	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-IT	\$89.91	
96,533	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-IT	\$21.75	
96,533	EFT	01-0000-0100-00100	BANK	VISA JUL 2020-IT	\$0.00	\$4,115.62
ROYAL BANK VISA						
96,534	EFT	10-0000-3161-80000	MATERIALS	VISA JUL 2020-FIRE DEPT	\$56.96	
96,534	EFT	01-3200-4100-40340	WATER AND SEWAGE	VISA JUL 2020-FIRE DEPT	\$58.95	
96,534	EFT	01-3000-4000-41205	FIRE PREVENTION	VISA JUL 2020-FIRE DEPT	\$978.42	
96,534	EFT	01-3000-4000-40300	UTILITIES	VISA JUL 2020-FIRE DEPT	\$129.23	
96,534	EFT	01-3000-4000-42900	MISCELLANEOUS EXPENSE	VISA JUL 2020-FIRE DEPT	\$130.64	
96,534	EFT	01-3000-4000-41470	VEHICLE FUEL	VISA JUL 2020-FIRE DEPT	\$44.67	
96,534	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-FIRE DEPT	\$6.29	
96,534	EFT	01-0000-0200-00325	HST RECEIVABLE100%	VISA JUL 2020-FIRE DEPT	\$7.66	
96,534	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-FIRE DEPT	\$108.08	
96,534	EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-FIRE DEPT	\$14.28	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	96,534 EFT	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	VISA JUL 2020-FIRE DEPT	\$4.94	
	96,534 EFT	01-0000-0100-00100	BANK	VISA JUL 2020-FIRE DEPT	\$0.00	\$1,540.12
ABC RECREATION LTD ***						
	96,376 EFT000000001910	01-5100-4100-41532	SPLASH PAD REPAIRS & MAINTENANCE	BOLLARD CAP	\$449.01	
	96,376 EFT000000001910	01-0000-0200-00325	HST RECEIVABLE100%	BOLLARD CAP	\$58.37	
	96,376 EFT000000001910	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLLARD CAP	\$0.00	\$507.38
ABELL PEST CONTROL INC						
	96,377 EFT000000001911	01-5000-6040-41550	MAINTENANCE CONTRACTS	SR CNTR PEST CNTRL AUG-JAN'21	\$291.50	
	96,377 EFT000000001911	01-0000-0400-00280	PREPAID EXPENSES	SR CNTR PEST CNTRL AUG-JAN'21	\$58.30	
	96,377 EFT000000001911	01-0000-0200-00325	HST RECEIVABLE100%	SR CNTR PEST CNTRL AUG-JAN'21	\$37.90	
	96,377 EFT000000001911	01-0000-0200-00325	HST RECEIVABLE100%	SR CNTR PEST CNTRL AUG-JAN'21	\$7.57	
	96,377 EFT000000001911	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SR CNTR PEST CNTRL AUG-JAN'21	\$0.00	\$395.27
AKIRA STUDIO LTD						
	96,412 EFT000000001912	01-1002-4000-41550	MAINTENANCE CONTRACTS	WEBSITE SUPPORT	\$305.28	
	96,412 EFT000000001912	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEBSITE SUPPORT	\$33.72	
	96,412 EFT000000001912	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEBSITE SUPPORT	\$0.00	\$339.00
ARCADIS CANADA INC.						
	96,324 EFT000000001913	01-0900-4000-40710	LEGAL FEES	LANDFILL EA REVIEW	\$1,465.34	
	96,324 EFT000000001913	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LANDFILL EA REVIEW	\$161.86	
	96,324 EFT000000001913	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDFILL EA REVIEW	\$0.00	\$1,627.20
ART BLAKE REGRIGERATION LTD						
	96,369 EFT000000001914	01-5000-6040-41530	EQUIPMENT REPAIRS & MAINT	HVAC REPAIR	\$515.74	
	96,369 EFT000000001914	01-0000-0200-00325	HST RECEIVABLE100%	HVAC REPAIR	\$67.05	
	96,369 EFT000000001914	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HVAC REPAIR	\$0.00	\$582.79
	96,370 EFT000000001914	01-5000-6020-41530	EQUIPMENT REPAIRS & MAINTENANCE	AC REPAIR	\$332.50	
	96,370 EFT000000001914	01-0000-0200-00325	HST RECEIVABLE100%	AC REPAIR	\$43.23	
	96,370 EFT000000001914	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AC REPAIR	\$0.00	\$375.73
BELL MEDIA						
	96,349 EFT000000001915	40-8000-6900-40500	SPECIAL EVENT	BIA AD	\$508.80	
	96,349 EFT000000001915	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA AD	\$56.20	
	96,349 EFT000000001915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA AD	\$0.00	\$565.00
	96,350 EFT000000001915	40-8000-6900-40500	SPECIAL EVENT	BIA AD	\$203.52	
	96,350 EFT000000001915	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA AD	\$22.48	
	96,350 EFT000000001915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA AD	\$0.00	\$226.00
	96,351 EFT000000001915	40-8000-6900-40500	SPECIAL EVENT	BIA AD	\$559.68	
	96,351 EFT000000001915	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA AD	\$61.82	
	96,351 EFT000000001915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA AD	\$0.00	\$621.50
	96,400 EFT000000001915	40-8000-6900-40500	SPECIAL EVENT	BIA BUCKS AD	\$1,273.02	
	96,400 EFT000000001915	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA BUCKS AD	\$140.61	

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96,400	EFT000000001915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA BUCKS AD	\$0.00	\$1,413.63
96,401	EFT000000001915	40-8000-6900-40500	SPECIAL EVENT	BIA BUCKS AD	\$127.20	
96,401	EFT000000001915	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA BUCKS AD	\$14.05	
96,401	EFT000000001915	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA BUCKS AD	\$0.00	\$141.25
BLUE-CON CONSTRUCTION						
96,413	EFT000000001916	01-0000-0250-61983	C20-670-GEORGE-SANITARY	GEORGE,WILLIAM,ALMA RECON	\$92,546.80	
96,413	EFT000000001916	01-0000-0250-61982	C20-669-GEORGE-WTRMN	GEORGE,WILLIAM,ALMA RECON	\$34,022.51	
96,413	EFT000000001916	10-0000-3293-80100	PRIME CONTRACT	GEORGE,WILLIAM,ALMA RECON	\$1,035.41	
96,413	EFT000000001916	10-0000-3292-80100	PRIME CONTRACT	GEORGE,WILLIAM,ALMA RECON	\$8,652.43	
96,413	EFT000000001916	10-0000-3257-80100	PRIME CONTRACT	GEORGE,WILLIAM,ALMA RECON	\$2,447.33	
96,413	EFT000000001916	10-0000-3301-80100	PRIME CONTRACT	GEORGE,WILLIAM,ALMA RECON	\$376.51	
96,413	EFT000000001916	01-0000-2020-00650	ACCOUNTS PAYABLE-HOLDBACKS	GEORGE,WILLIAM,ALMA RECON	\$0.00	\$13,908.10
96,413	EFT000000001916	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GEORGE,WILLIAM,ALMA RECON	\$13,825.82	
96,413	EFT000000001916	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GEORGE,WILLIAM,ALMA RECON	\$0.00	\$138,998.71
CAMPBELL STRATEGIES						
96,363	EFT000000001917	01-0900-4000-40710	LEGAL FEES	JULY RETAINER	\$14,246.41	
96,363	EFT000000001917	01-0900-4000-40710	LEGAL FEES	JULY RETAINER	\$1,729.46	
96,363	EFT000000001917	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY RETAINER	\$1,573.59	
96,363	EFT000000001917	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY RETAINER	\$0.00	\$17,549.46
CIMCO REFRIGERATION						
96,371	EFT000000001918	01-5000-6020-41531	REFRIGERATION PLANT REPAIRS & MAINTENANCE--	REPAIR GLYCOL LEAK	\$1,056.79	
96,371	EFT000000001918	01-0000-0200-00325	HST RECEIVABLE100%	REPAIR GLYCOL LEAK	\$137.39	
96,371	EFT000000001918	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REPAIR GLYCOL LEAK	\$0.00	\$1,194.18
EMPLOYEE REIMBURSEMENT						
96,403	EFT000000001919	01-3000-4000-42900	MISCELLANEOUS EXPENSE	DRIVER LIC PHYSICAL	\$100.00	
96,403	EFT000000001919	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRIVER LIC PHYSICAL	\$0.00	\$100.00
EASY WAY CLEANING PRODUCTS LIM						
96,373	EFT000000001920	01-5100-4100-40210	JANITORIAL SUPPLIES	DISINFECTANT SPRAY	\$323.67	
96,373	EFT000000001920	01-0000-0200-00325	HST RECEIVABLE100%	DISINFECTANT SPRAY	\$42.08	
96,373	EFT000000001920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT SPRAY	\$0.00	\$365.75
96,374	EFT000000001920	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	CERTAINTY PLUS WIPES	\$490.28	
96,374	EFT000000001920	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CERTAINTY PLUS WIPES	\$54.15	
96,374	EFT000000001920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CERTAINTY PLUS WIPES	\$0.00	\$544.43
96,375	EFT000000001920	01-5100-4100-40210	JANITORIAL SUPPLIES	RESTROOM CLEANER	\$781.87	
96,375	EFT000000001920	01-0000-0200-00325	HST RECEIVABLE100%	RESTROOM CLEANER	\$101.64	
96,375	EFT000000001920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	RESTROOM CLEANER	\$0.00	\$883.51
96,415	EFT000000001920	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	COVID SUPPLIES	\$189.13	
96,415	EFT000000001920	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COVID SUPPLIES	\$20.89	
96,415	EFT000000001920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COVID SUPPLIES	\$0.00	\$210.02

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96,416	EFT000000001920	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	COVID SUPPLIES	\$856.58	
96,416	EFT000000001920	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COVID SUPPLIES	\$94.61	
96,416	EFT000000001920	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COVID SUPPLIES	\$0.00	\$951.19
ERTH HOLDINGS INC.						
96,343	EFT000000001921	01-0000-0250-61983	C20-670-GEORGE-SANITARY	OVERHEADE POWER LINE FLAGS	\$945.55	
96,343	EFT000000001921	01-0000-0250-61982	C20-669-GEORGE-WTRMN	OVERHEADE POWER LINE FLAGS	\$945.55	
96,343	EFT000000001921	10-0000-3257-80000	MATERIALS	OVERHEADE POWER LINE FLAGS	\$945.55	
96,343	EFT000000001921	10-0000-3292-80000	MATERIALS	OVERHEADE POWER LINE FLAGS	\$945.76	
96,343	EFT000000001921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEADE POWER LINE FLAGS	\$104.45	
96,343	EFT000000001921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEADE POWER LINE FLAGS	\$104.45	
96,343	EFT000000001921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEADE POWER LINE FLAGS	\$104.45	
96,343	EFT000000001921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEADE POWER LINE FLAGS	\$104.45	
96,343	EFT000000001921	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OVERHEADE POWER LINE FLAGS	\$0.00	\$4,200.21
96,344	EFT000000001921	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	CLARKE RD ST LIT FEEDER REPAIR	\$2,143.94	
96,344	EFT000000001921	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLARKE RD ST LIT FEEDER REPAIR	\$236.81	
96,344	EFT000000001921	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLARKE RD ST LIT FEEDER REPAIR	\$0.00	\$2,380.75
FASTENAL CANADA ***						
96,342	EFT000000001922	01-4500-4000-41650	SMALL TOOLS & SAFETY EQUIP	PARTS	\$61.92	
96,342	EFT000000001922	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$6.84	
96,342	EFT000000001922	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$68.76
96,396	EFT000000001922	01-5000-6020-41700	BLDG REPAIRS & MAINT	BLDG SUPPLIES	\$7.25	
96,396	EFT000000001922	01-0000-0200-00325	HST RECEIVABLE100%	BLDG SUPPLIES	\$0.94	
96,396	EFT000000001922	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BLDG SUPPLIES	\$0.00	\$8.19
FREW ENERGY						
96,405	EFT000000001923	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$777.84	
96,405	EFT000000001923	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$85.92	
96,405	EFT000000001923	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$863.76
GRA - HAM ENERGY						
96,336	EFT000000001924	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$303.32	
96,336	EFT000000001924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$33.50	
96,336	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$336.82
96,337	EFT000000001924	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORLED DIESEL	\$209.95	
96,337	EFT000000001924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORLED DIESEL	\$23.19	
96,337	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORLED DIESEL	\$0.00	\$233.14
96,338	EFT000000001924	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$692.94	
96,338	EFT000000001924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$76.54	
96,338	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$769.48
96,385	EFT000000001924	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FUEL	\$45.97	
96,385	EFT000000001924	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$5.98	

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96,385	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$51.95
96,386	EFT000000001924	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$232.66	
96,386	EFT000000001924	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$30.25	
96,386	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$262.91
96,387	EFT000000001924	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$475.10	
96,387	EFT000000001924	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$61.76	
96,387	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$536.86
96,388	EFT000000001924	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$858.60	
96,388	EFT000000001924	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$111.62	
96,388	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$970.22
96,389	EFT000000001924	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$78.17	
96,389	EFT000000001924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$8.64	
96,389	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$86.81
96,390	EFT000000001924	01-3000-4000-41470	VEHICLE FUEL	FUEL	\$56.91	
96,390	EFT000000001924	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FUEL	\$6.29	
96,390	EFT000000001924	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$63.20
GROWER'S CHOICE LANDSCAPE PROD						
96,384	EFT000000001925	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	MULCH	\$1,610.00	
96,384	EFT000000001925	01-0000-0200-00325	HST RECEIVABLE100%	MULCH	\$209.30	
96,384	EFT000000001925	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MULCH	\$0.00	\$1,819.30
INGERSOLL GLASS & MIRROR ***						
96,372	EFT000000001926	01-5000-6020-41700	BLDG REPAIRS & MAINT	ARENA GLASS MODIFY	\$255.00	
96,372	EFT000000001926	01-0000-0200-00325	HST RECEIVABLE100%	ARENA GLASS MODIFY	\$33.15	
96,372	EFT000000001926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ARENA GLASS MODIFY	\$0.00	\$288.15
96,410	EFT000000001926	01-3000-4100-41700	BLDG REPAIRS & MAINTENANCE	FIRE DEPT BLDG REPAIR	\$89.79	
96,410	EFT000000001926	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT BLDG REPAIR	\$9.92	
96,410	EFT000000001926	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT BLDG REPAIR	\$0.00	\$99.71
INGERSOLL RENT-ALL ***						
96,331	EFT000000001927	01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	CONCRETE GRINDER RENTAL	\$6.32	
96,331	EFT000000001927	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE GRINDER RENTAL	\$411.92	
96,331	EFT000000001927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE GRINDER RENTAL	\$0.70	
96,331	EFT000000001927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE GRINDER RENTAL	\$45.50	
96,331	EFT000000001927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE GRINDER RENTAL	\$0.00	\$464.44
96,332	EFT000000001927	01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	SPRING	\$2.11	
96,332	EFT000000001927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SPRING	\$0.23	
96,332	EFT000000001927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SPRING	\$0.00	\$2.34
96,333	EFT000000001927	01-4500-4230-46409	940900 LAWN MOWER/WEED CUTTERS	WEED WACKER SPOOL INSERT	\$17.25	
96,333	EFT000000001927	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	WEED WACKER SPOOL INSERT	\$1.90	
96,333	EFT000000001927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	WEED WACKER SPOOL INSERT	\$0.00	\$19.15

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	96,382	EFT000000001927	01-5000-6050-41530	EQUIP REPAIRS & MAINT	TRIMMER LINE	\$85.80	
	96,382	EFT000000001927	01-0000-0200-00325	HST RECEIVABLE100%	TRIMMER LINE	\$11.15	
	96,382	EFT000000001927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TRIMMER LINE	\$0.00	\$96.95
	96,383	EFT000000001927	01-5000-6050-41540	RENTAL	FILLER CAP	\$11.77	
	96,383	EFT000000001927	01-0000-0200-00325	HST RECEIVABLE100%	FILLER CAP	\$1.53	
	96,383	EFT000000001927	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILLER CAP	\$0.00	\$13.30
EMPLOYEE REIMBURSEMENT							
	96,414	EFT000000001928	01-4000-4000-40620	MILEAGE	JULY MILEAGE	\$15.67	
	96,414	EFT000000001928	01-0000-0250-61983	C20-670-GEORGE-SANITARY	JULY MILEAGE	\$73.12	
	96,414	EFT000000001928	10-0000-3257-80010	LABOUR & BURDEN	JULY MILEAGE	\$15.67	
	96,414	EFT000000001928	10-0000-3292-80010	LABOUR & BURDEN	JULY MILEAGE	\$21.41	
	96,414	EFT000000001928	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$1.73	
	96,414	EFT000000001928	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$8.08	
	96,414	EFT000000001928	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$1.73	
	96,414	EFT000000001928	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$2.37	
	96,414	EFT000000001928	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY MILEAGE	\$0.00	\$139.78
LECLAIR & ASSOCIATES							
	96,361	EFT000000001929	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$483.36	
	96,361	EFT000000001929	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$53.39	
	96,361	EFT000000001929	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$536.75
	96,362	EFT000000001929	01-0900-4000-40710	LEGAL FEES	LEGAL FEES	\$120.84	
	96,362	EFT000000001929	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LEGAL FEES	\$13.35	
	96,362	EFT000000001929	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LEGAL FEES	\$0.00	\$134.19
LONDON CIVIC EMPLOY,LOCAL 107							
	96,348	EFT000000001930	01-0000-2100-00707	CUPE 107 UNION DUES (12100)	JULY UNION DUES	\$1,239.42	
	96,348	EFT000000001930	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY UNION DUES	\$0.00	\$1,239.42
MAR-CO							
	96,381	EFT000000001931	01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	POLY CAP WESTFIELD DIAMOND	\$1,063.50	
	96,381	EFT000000001931	01-0000-0200-00325	HST RECEIVABLE100%	POLY CAP WESTFIELD DIAMOND	\$138.26	
	96,381	EFT000000001931	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	POLY CAP WESTFIELD DIAMOND	\$0.00	\$1,201.76
MILLCREEK PRINTING INC							
	96,365	EFT000000001932	01-1000-4000-40200	OFFICE SUPPLIES	DATER STAMP	\$106.80	
	96,365	EFT000000001932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DATER STAMP	\$11.79	
	96,365	EFT000000001932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DATER STAMP	\$0.00	\$118.59
	96,398	EFT000000001932	40-8000-6900-40500	SPECIAL EVENT	BIA COVID INITIATIVE-SIGNS	\$712.32	
	96,398	EFT000000001932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA COVID INITIATIVE-SIGNS	\$78.68	
	96,398	EFT000000001932	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA COVID INITIATIVE-SIGNS	\$0.00	\$791.00
	96,399	EFT000000001932	40-8000-6900-40500	SPECIAL EVENT	BIA COVID INITIATIVE-SIGNS	\$301.21	
	96,399	EFT000000001932	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	BIA COVID INITIATIVE-SIGNS	\$33.27	

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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
MOTION ELECTRICAL CONTRACTING	96,399	EFT000000001932 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BIA COVID INITIATIVE-SIGNS	\$0.00	\$334.48
	96,418	EFT000000001933 10-0000-3133-80000	MATERIALS	REWIRE FIRE ALARM PANEL	\$5,952.96	
	96,418	EFT000000001933 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REWIRE FIRE ALARM PANEL	\$657.54	
	96,418	EFT000000001933 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REWIRE FIRE ALARM PANEL	\$0.00	\$6,610.50
NOVEXCO	96,366	EFT000000001934 01-1000-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$59.79	
	96,366	EFT000000001934 01-1000-4000-40270	NEW EQUIPMENT	OFFICE SUPPLIES	\$257.99	
	96,366	EFT000000001934 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$6.61	
	96,366	EFT000000001934 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OFFICE SUPPLIES	\$28.50	
	96,366	EFT000000001934 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$352.89
OLDE TYME TAXI	96,368	EFT000000001935 01-1001-4000-41560	CONTRACTS	JULY PARA TAXI	\$4,694.56	
	96,368	EFT000000001935 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY PARA TAXI	\$518.54	
	96,368	EFT000000001935 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PARA TAXI	\$0.00	\$5,213.10
O.M.E.R.S. ***	96,346	EFT000000001936 01-0000-2100-00704	OMERS (15000)	JULY PREMIUM	\$59,494.32	
	96,346	EFT000000001936 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY PREMIUM	\$0.00	\$59,494.32
ONTARIO SOUTHLAND RAILWAY INC.	96,340	EFT000000001937 01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	JULY FLASHING LIT MAINT.	\$3,267.99	
	96,340	EFT000000001937 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY FLASHING LIT MAINT.	\$0.00	\$3,267.99
PARKSMART INC.	96,345	EFT000000001938 01-1000-4240-41505	PARKING ENFORCEMENT CONTRACT	JUNE PARKING SYS FEES	\$469.38	
	96,345	EFT000000001938 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JUNE PARKING SYS FEES	\$51.84	
	96,345	EFT000000001938 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JUNE PARKING SYS FEES	\$0.00	\$521.22
PUROLATOR COURIER LTD	96,353	EFT000000001939 01-1000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$4.08	
	96,353	EFT000000001939 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$0.45	
	96,353	EFT000000001939 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$4.53
	96,367	EFT000000001939 01-1000-4000-40240	COURIER CHARGES	COURIER CHRGS	\$13.57	
	96,367	EFT000000001939 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COURIER CHRGS	\$1.50	
	96,367	EFT000000001939 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COURIER CHRGS	\$0.00	\$15.07
REGIS AUTO PARTS	96,404	EFT000000001940 01-3000-4000-41510	VEHICLE REPAIRS & MAINTENANCE	PUMP#2 LIGHT REPAIR	\$33.01	
	96,404	EFT000000001940 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PUMP#2 LIGHT REPAIR	\$3.65	
	96,404	EFT000000001940 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PUMP#2 LIGHT REPAIR	\$0.00	\$36.66
RESURFICE CORP ***	96,395	EFT000000001941 10-0000-3594-80000	MATERIALS	ICE EDGER BATTERY	\$5,245.00	
	96,395	EFT000000001941 01-0000-0200-00325	HST RECEIVABLE100%	ICE EDGER BATTERY	\$681.85	



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RIETTA'S DECOR & DESIGN CENTRE	96,395	EFT000000001941 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ICE EDGER BATTERY	\$0.00	\$5,926.85
	96,393	EFT000000001942 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC PAINT	\$190.57	
	96,393	EFT000000001942 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PAINT	\$24.77	
	96,393	EFT000000001942 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PAINT	\$0.00	\$215.34
	96,394	EFT000000001942 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC PAINT	\$134.22	
	96,394	EFT000000001942 01-0000-0200-00325	HST RECEIVABLE100%	VPCC PAINT	\$17.45	
	96,394	EFT000000001942 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC PAINT	\$0.00	\$151.67
ROCK SOLID DESIGNS	96,380	EFT000000001943 01-5000-6050-41740	LAND MAINTENANCE & IMPROVEMENTS	FILTER CLOTH	\$112.50	
	96,380	EFT000000001943 01-0000-0200-00325	HST RECEIVABLE100%	FILTER CLOTH	\$14.63	
	96,380	EFT000000001943 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTER CLOTH	\$0.00	\$127.13
SIROSKI DOOR AND HARDWARE	96,378	EFT000000001944 01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC FRONT DOOR REPAIR	\$214.20	
	96,378	EFT000000001944 01-0000-0200-00325	HST RECEIVABLE100%	VPCC FRONT DOOR REPAIR	\$27.85	
	96,378	EFT000000001944 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC FRONT DOOR REPAIR	\$0.00	\$242.05
STAPLES ADVANTAGE	96,364	EFT000000001945 01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$229.91	
	96,364	EFT000000001945 01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$29.89	
	96,364	EFT000000001945 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$259.80
	96,408	EFT000000001945 01-3000-4000-42900	MISCELLANEOUS EXPENSE	H&S BOARD	\$195.12	
	96,408	EFT000000001945 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	H&S BOARD	\$21.56	
	96,408	EFT000000001945 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	H&S BOARD	\$0.00	\$216.68
STEWART OVERHEAD DOOR CO. LTD	96,328	EFT000000001946 01-4500-4100-41700	BLDG REPAIRS & MAINTENANCE	OVERHEAD DOOR REPAIR	\$432.48	
	96,328	EFT000000001946 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OVERHEAD DOOR REPAIR	\$47.77	
	96,328	EFT000000001946 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OVERHEAD DOOR REPAIR	\$0.00	\$480.25
STONETOWN SUPPLY SERVICES(ING)	96,407	EFT000000001947 01-3000-4100-40210	JANITORIAL SUPPLIES	CLEANING SUPPLIES	\$176.28	
	96,407	EFT000000001947 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEANING SUPPLIES	\$19.47	
	96,407	EFT000000001947 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEANING SUPPLIES	\$0.00	\$195.75
SUN LIFE OF CANADA	96,326	EFT000000001948 01-0000-2100-00716	HEALTH CARE PAYABLE	AUGUST PREMIUM	\$56,922.76	
	96,326	EFT000000001948 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUGUST PREMIUM	\$0.00	\$56,922.76
TABOR BROS & SONS LTD ***	96,341	EFT000000001949 01-4500-4121-80000	MATERIALS-ROADSIDE MAINT, BRUSH, TREE TRIM,	TREE REMOVAL	\$864.96	
	96,341	EFT000000001949 01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	TREE REMOVAL	\$95.54	
	96,341	EFT000000001949 01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	TREE REMOVAL	\$0.00	\$960.50
TETRA TECH CANADA INC.						

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	96,360	EFT000000001950	01-0900-4000-40710	LEGAL FEES	LANDFILL WEG APPLICATION REVIE	\$6,742.63	
	96,360	EFT000000001950	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LANDFILL WEG APPLICATION REVIE	\$744.76	
	96,360	EFT000000001950	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDFILL WEG APPLICATION REVIE	\$0.00	\$7,487.39
TOROMONT INDUSTRIES LTD							
	96,339	EFT000000001951	01-4500-4230-46392	939200 2012 BACKHOE LOADER	FILTERS	\$433.82	
	96,339	EFT000000001951	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FILTERS	\$47.92	
	96,339	EFT000000001951	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FILTERS	\$0.00	\$481.74
EMPLOYEE REIMBURSEMENT							
	96,335	EFT000000001952	01-4500-4000-40290	UNIFORMS & CLOTHING	CLOTHING ALLOWANCE	\$291.44	
	96,335	EFT000000001952	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLOTHING ALLOWANCE	\$32.20	
	96,335	EFT000000001952	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	\$0.00	\$323.64
EMPLOYEE REIMBURSEMENT							
	96,334	EFT000000001953	01-4500-4000-40290	UNIFORMS & CLOTHING	CLOTHING ALLOWANCE	\$347.88	
	96,334	EFT000000001953	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLOTHING ALLOWANCE	\$38.42	
	96,334	EFT000000001953	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLOTHING ALLOWANCE	\$0.00	\$386.30
WASTE CONNECTIONS OF CANADA							
	96,397	EFT000000001954	01-5000-6020-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$324.53	
	96,397	EFT000000001954	01-5200-4100-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$318.46	
	96,397	EFT000000001954	01-5100-4100-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$318.46	
	96,397	EFT000000001954	01-5000-6040-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$318.46	
	96,397	EFT000000001954	01-5000-6050-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$318.46	
	96,397	EFT000000001954	01-3000-4100-41550	MAINTENANCE CONTRACTS	AUG GARBAGE SERVICES	\$155.18	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$42.19	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$41.40	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$41.40	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$41.40	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$41.40	
	96,397	EFT000000001954	01-0000-0200-00325	HST RECEIVABLE100%	AUG GARBAGE SERVICES	\$41.40	
	96,397	EFT000000001954	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	AUG GARBAGE SERVICES	\$17.15	
	96,397	EFT000000001954	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	AUG GARBAGE SERVICES	\$0.00	\$1,978.49
PSB REIMBURSEMENT							
	96,402	EFT000000001955	01-3230-4000-41520	COMMUNICATION	JULY INTERNET	\$54.94	
	96,402	EFT000000001955	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY INTERNET	\$6.07	
	96,402	EFT000000001955	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY INTERNET	\$0.00	\$61.01
ABC RECREATION LTD ***							
	96,503	EFT000000001956	01-5100-4100-41532	SPLASH PAD REPAIRS & MAINTENANCE	FLUID FLOW SWITCH REPAIR	\$287.18	
	96,503	EFT000000001956	01-0000-0200-00325	HST RECEIVABLE100%	FLUID FLOW SWITCH REPAIR	\$37.33	
	96,503	EFT000000001956	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FLUID FLOW SWITCH REPAIR	\$0.00	\$324.51
ACAPULCO ***							
	96,511	EFT000000001957	01-5100-4100-41710	CHEMICALS	VPCC POOL CHEMICAL	\$1,334.43	

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>	
	96,511	EFT000000001957	01-0000-0200-00325	HST RECEIVABLE100%	VPCC POOL CHEMICAL	\$173.48	
	96,511	EFT000000001957	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC POOL CHEMICAL	\$0.00	\$1,507.91
ART BLAKE REGRIGERATION LTD							
	96,492	EFT000000001958	01-5100-4100-41550	MAINTENANCE CONTRACTS	QUARTERLY PM	\$2,356.25	
	96,492	EFT000000001958	01-0000-0200-00325	HST RECEIVABLE100%	QUARTERLY PM	\$306.31	
	96,492	EFT000000001958	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	QUARTERLY PM	\$0.00	\$2,662.56
	96,493	EFT000000001958	01-5100-4100-41530	EQUIP REPAIRS & MAINT	VPCC HEAT EXCHANGER CLEAN	\$2,530.50	
	96,493	EFT000000001958	01-0000-0200-00325	HST RECEIVABLE100%	VPCC HEAT EXCHANGER CLEAN	\$328.97	
	96,493	EFT000000001958	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC HEAT EXCHANGER CLEAN	\$0.00	\$2,859.47
EMPLOYEE REIMBURSEMENT							
	96,515	EFT000000001959	01-5000-4000-42900	MISCELLANEOUS EXPENSE	DRIVER'S PHYSICALS	\$50.00	
	96,515	EFT000000001959	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DRIVER'S PHYSICALS	\$0.00	\$50.00
CONTRACTED CLEANER							
	96,429	EFT000000001960	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	JULY COVID CLEANING	\$1,261.82	
	96,429	EFT000000001960	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY COVID CLEANING	\$139.38	
	96,429	EFT000000001960	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY COVID CLEANING	\$0.00	\$1,401.20
	96,430	EFT000000001960	01-2000-4030-41500	CONTRACTED SERVICES	JULY TOWN HALL CLEANING	\$1,343.23	
	96,430	EFT000000001960	01-2000-4025-41500	CONTRACTED SERVICES	JULY TOWN HALL CLEANING	\$447.74	
	96,430	EFT000000001960	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY TOWN HALL CLEANING	\$148.37	
	96,430	EFT000000001960	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY TOWN HALL CLEANING	\$49.46	
	96,430	EFT000000001960	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY TOWN HALL CLEANING	\$0.00	\$1,988.80
CANADIAN NATIONAL RAILWAYS							
	96,453	EFT000000001961	01-4500-4161-80000	MATERIALS-SAFETY DEVICES, RR CROSSING	JULY SIGNAL W. GATES MAINT.	\$816.25	
	96,453	EFT000000001961	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY SIGNAL W. GATES MAINT.	\$0.00	\$816.25
CANSEL - TORONTO*****							
	96,520	EFT000000001962	01-4000-4000-40220	TELEPHONE	GPS SERVICES	\$305.28	
	96,520	EFT000000001962	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	GPS SERVICES	\$33.72	
	96,520	EFT000000001962	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GPS SERVICES	\$0.00	\$339.00
FRANK COWAN COMPANY LTD							
	96,425	EFT000000001963	01-1300-4000-40283	INS DEDUCTIBLE-ADJUSTOR FEES	IN000013135,RAYMOND	\$182.00	
	96,425	EFT000000001963	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IN000013135,RAYMOND	\$0.00	\$182.00
EASY WAY CLEANING PRODUCTS LIM							
	96,431	EFT000000001964	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	DISINFECTANT SPRAY	\$331.90	
	96,431	EFT000000001964	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	DISINFECTANT SPRAY	\$36.66	
	96,431	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	DISINFECTANT SPRAY	\$0.00	\$368.56
	96,499	EFT000000001964	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$304.08	
	96,499	EFT000000001964	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$39.53	
	96,499	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$343.61
	96,500	EFT000000001964	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$84.46	

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VENDOR/VOUCHER #	CHEQUE #	ACCOUNT	ACCOUNT DESCRIPTION	TRANSACTION DESCRIPTION	DEBITS	CREDITS
96,500	EFT000000001964	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$10.98	
96,500	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$95.44
96,501	EFT000000001964	01-5000-6050-40210	JANITORIAL SUPPLIES	GLOVES	\$199.30	
96,501	EFT000000001964	01-0000-0200-00325	HST RECEIVABLE100%	GLOVES	\$25.91	
96,501	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GLOVES	\$0.00	\$225.21
96,502	EFT000000001964	01-5200-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$215.78	
96,502	EFT000000001964	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$28.05	
96,502	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$243.83
96,509	EFT000000001964	01-5100-4100-40210	JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	\$135.93	
96,509	EFT000000001964	01-0000-0200-00325	HST RECEIVABLE100%	JANITORIAL SUPPLIES	\$17.67	
96,509	EFT000000001964	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JANITORIAL SUPPLIES	\$0.00	\$153.60
EMPLOYEE REIMBURSEMENT						
96,435	EFT000000001965	01-0000-0250-61924	C20-611-CHARLES E- WATERMAIN	JULY MILEAGE	\$4.18	
96,435	EFT000000001965	01-0000-0250-61925	C20-612-CHARLES E-SANITARY	JULY MILEAGE	\$15.67	
96,435	EFT000000001965	10-0000-3265-80010	LABOUR & BURDEN	JULY MILEAGE	\$37.61	
96,435	EFT000000001965	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$0.46	
96,435	EFT000000001965	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$1.73	
96,435	EFT000000001965	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY MILEAGE	\$4.15	
96,435	EFT000000001965	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY MILEAGE	\$0.00	\$63.80
ERTH HOLDINGS INC.						
96,519	EFT000000001966	01-4000-4410-41530	EQUIP REPAIRS & MAINTENANCE	THAMES & KING TRAFFIC LIT REPA	\$228.96	
96,519	EFT000000001966	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	THAMES & KING TRAFFIC LIT REPA	\$25.29	
96,519	EFT000000001966	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	THAMES & KING TRAFFIC LIT REPA	\$0.00	\$254.25
96,521	EFT000000001966	01-4000-4400-41530	EQUIPMENT REPAIRS & MAINT	JULY ST LIT MAINT.	\$3,633.52	
96,521	EFT000000001966	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY ST LIT MAINT.	\$401.34	
96,521	EFT000000001966	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ST LIT MAINT.	\$0.00	\$4,034.86
FASTENAL CANADA ***						
96,504	EFT000000001967	01-5100-4100-41700	BLDG REPAIRS AND MAINT	VPCC BLDG SUPPLIES	\$15.49	
96,504	EFT000000001967	01-0000-0200-00325	HST RECEIVABLE100%	VPCC BLDG SUPPLIES	\$2.01	
96,504	EFT000000001967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	VPCC BLDG SUPPLIES	\$0.00	\$17.50
96,505	EFT000000001967	01-5000-6050-41700	BLDG REPAIRS AND MAINT	CAUTION TAPE	\$32.84	
96,505	EFT000000001967	01-0000-0200-00325	HST RECEIVABLE100%	CAUTION TAPE	\$4.27	
96,505	EFT000000001967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CAUTION TAPE	\$0.00	\$37.11
96,506	EFT000000001967	01-5000-6050-41700	BLDG REPAIRS AND MAINT	LAG BOLTS	\$12.58	
96,506	EFT000000001967	01-0000-0200-00325	HST RECEIVABLE100%	LAG BOLTS	\$1.64	
96,506	EFT000000001967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LAG BOLTS	\$0.00	\$14.22
96,507	EFT000000001967	01-5000-6050-41700	BLDG REPAIRS AND MAINT	BOLTS	\$6.94	
96,507	EFT000000001967	01-0000-0200-00325	HST RECEIVABLE100%	BOLTS	\$0.90	
96,507	EFT000000001967	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BOLTS	\$0.00	\$7.84

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<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
GRA - HAM ENERGY						
96,466	EFT000000001968	01-4500-4230-41460	DIESEL FUEL CLRED - UNLIC VEH	COLORED DIESEL	\$238.79	
96,466	EFT000000001968	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLORED DIESEL	\$26.38	
96,466	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLORED DIESEL	\$0.00	\$265.17
96,467	EFT000000001968	01-4500-4230-41440	DIESEL FUEL CLR - LIC VEH	CLEAR DIESEL	\$292.62	
96,467	EFT000000001968	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLEAR DIESEL	\$32.32	
96,467	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLEAR DIESEL	\$0.00	\$324.94
96,468	EFT000000001968	01-4500-4230-41420	FUEL- GASOLINE	REGULAR GAS	\$529.01	
96,468	EFT000000001968	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	REGULAR GAS	\$58.43	
96,468	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	REGULAR GAS	\$0.00	\$587.44
96,473	EFT000000001968	01-4500-4230-46431	VEHICLE MAINTENANCE	HYDRAULIC OIL	\$1,775.87	
96,473	EFT000000001968	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HYDRAULIC OIL	\$196.15	
96,473	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HYDRAULIC OIL	\$0.00	\$1,972.02
96,496	EFT000000001968	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$128.06	
96,496	EFT000000001968	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$16.65	
96,496	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$144.71
96,497	EFT000000001968	01-5000-6050-41470	VEHICLE FUEL	FUEL	\$357.84	
96,497	EFT000000001968	01-0000-0200-00325	HST RECEIVABLE100%	FUEL	\$46.52	
96,497	EFT000000001968	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FUEL	\$0.00	\$404.36
HILLSIDE KENNELS						
96,420	EFT000000001969	01-3600-4000-41560	CONTRACTS	JULY ANIMAL CONTROL	\$712.32	
96,420	EFT000000001969	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY ANIMAL CONTROL	\$78.68	
96,420	EFT000000001969	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY ANIMAL CONTROL	\$0.00	\$791.00
HM PIPE PRODUCTS INC						
96,476	EFT000000001970	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CATCH BASIN	\$468.10	
96,476	EFT000000001970	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CATCH BASIN	\$51.70	
96,476	EFT000000001970	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CATCH BASIN	\$0.00	\$519.80
INGERSOLL RENT-ALL ***						
96,458	EFT000000001971	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	SKIDSTEER RENTAL	\$575.91	
96,458	EFT000000001971	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	SKIDSTEER RENTAL	\$63.61	
96,458	EFT000000001971	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	SKIDSTEER RENTAL	\$0.00	\$639.52
MCQ HANDLING INC.						
96,451	EFT000000001972	01-4500-4100-41550	MAINTENANCE CONTRACTS	JULY GARBAGE SERVICES	\$408.58	
96,451	EFT000000001972	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY GARBAGE SERVICES	\$45.13	
96,451	EFT000000001972	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY GARBAGE SERVICES	\$0.00	\$453.71
96,452	EFT000000001972	01-3000-4000-40630	STAFF TRAINING	FIRE GROUND GABAGE BIN	\$412.64	
96,452	EFT000000001972	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE GROUND GABAGE BIN	\$45.57	
96,452	EFT000000001972	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE GROUND GABAGE BIN	\$0.00	\$458.21
MILLCREEK PRINTING INC						

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	96,421	EFT000000001973	01-6200-4100-41700	BLDG REPAIRS & MAINTENANCE	MUSEUM FLOOR SIGNS	\$352.88	
	96,421	EFT000000001973	01-0000-0200-00325	HST RECEIVABLE100%	MUSEUM FLOOR SIGNS	\$45.88	
	96,421	EFT000000001973	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MUSEUM FLOOR SIGNS	\$0.00	\$398.76
	96,422	EFT000000001973	01-0100-4000-40200	OFFICE SUPPLIES	MAYOR OFFICE DATER STAMP	\$106.80	
	96,422	EFT000000001973	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MAYOR OFFICE DATER STAMP	\$11.79	
	96,422	EFT000000001973	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MAYOR OFFICE DATER STAMP	\$0.00	\$118.59
	96,423	EFT000000001973	01-1000-4000-40200	OFFICE SUPPLIES	CLERK STAMPS	\$105.83	
	96,423	EFT000000001973	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CLERK STAMPS	\$11.69	
	96,423	EFT000000001973	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CLERK STAMPS	\$0.00	\$117.52
M.V.H. METAL PRODUCTS INC.							
	96,450	EFT000000001974	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	COLD PATCH	\$2,279.43	
	96,450	EFT000000001974	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	COLD PATCH	\$251.77	
	96,450	EFT000000001974	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	COLD PATCH	\$0.00	\$2,531.20
NICHOLSON SHEFFIELD ARCHITECTS							
	96,498	EFT000000001975	10-0000-3703-80100	PRIME CONTRACT	MURC JULY SERVICES	\$2,812.50	
	96,498	EFT000000001975	01-0000-0200-00325	HST RECEIVABLE100%	MURC JULY SERVICES	\$365.63	
	96,498	EFT000000001975	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MURC JULY SERVICES	\$0.00	\$3,178.13
ONTARIO ONE CALL LTD.							
	96,433	EFT000000001976	01-4000-5020-41500	CONTRACTED SERVICES	JULY LOCATES	\$175.33	
	96,433	EFT000000001976	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	JULY LOCATES	\$19.37	
	96,433	EFT000000001976	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	JULY LOCATES	\$0.00	\$194.70
OXFORD SAND & GRAVEL LTD							
	96,475	EFT000000001977	01-0000-0250-62030	GC20-713-WATER ST-HYD POLE	ASPHALT	\$665.26	
	96,475	EFT000000001977	01-0000-0250-61905	GC19-592-35 DEAN-WTRMN	ASPHALT	\$265.63	
	96,475	EFT000000001977	01-0000-0250-61899	GC19-586-284 WHITING-WTRMN	ASPHALT	\$179.14	
	96,475	EFT000000001977	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	ASPHALT	\$308.02	
	96,475	EFT000000001977	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$73.48	
	96,475	EFT000000001977	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$29.35	
	96,475	EFT000000001977	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$19.78	
	96,475	EFT000000001977	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$34.02	
	96,475	EFT000000001977	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$1,574.68
EMPLOYEE REIMBURSEMENT							
	96,513	EFT000000001978	01-5100-6070-40420	PROGRAM SUPPLIES	STAFF UNIFORM	\$68.67	
	96,513	EFT000000001978	01-5100-6070-40290	UNIFORMS AND CLOTHING	STAFF UNIFORM	\$146.99	
	96,513	EFT000000001978	01-0000-0200-00325	HST RECEIVABLE100%	STAFF UNIFORM	\$1.75	
	96,513	EFT000000001978	01-0000-0200-00325	HST RECEIVABLE100%	STAFF UNIFORM	\$19.11	
	96,513	EFT000000001978	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	STAFF UNIFORM	\$0.00	\$236.52
POW PETERMAN							
	96,457	EFT000000001979	01-4500-4130-80000	MATERIALS-HARDTOP MAINT, PATCHING & SPRAYIN	MANHOLE LIFTING INSPECTION	\$407.04	

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	96,457	EFT000000001979	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MANHOLE LIFTING INSPECTION	\$44.96	
	96,457	EFT000000001979	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MANHOLE LIFTING INSPECTION	\$0.00	\$452.00
PUBLIC SECTOR DIGEST INC.							
	96,517	EFT000000001980	01-1002-4000-41550	MAINTENANCE CONTRACTS	ASSET MGMT APR'20-MAR'21	\$6,568.42	
	96,517	EFT000000001980	01-0000-0400-00280	PREPAID EXPENSES	ASSET MGMT APR'20-MAR'21	\$2,189.47	
	96,517	EFT000000001980	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASSET MGMT APR'20-MAR'21	\$725.52	
	96,517	EFT000000001980	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASSET MGMT APR'20-MAR'21	\$241.84	
	96,517	EFT000000001980	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASSET MGMT APR'20-MAR'21	\$0.00	\$9,725.25
RAINFOREST LIGHTHOUSE							
	96,510	EFT000000001981	01-5000-6030-41530	EQUIP REPAIRS & MAINT	IRRIGATION REPAIR	\$128.00	
	96,510	EFT000000001981	01-0000-0200-00325	HST RECEIVABLE100%	IRRIGATION REPAIR	\$16.64	
	96,510	EFT000000001981	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	IRRIGATION REPAIR	\$0.00	\$144.64
REGIS AUTO PARTS							
	96,459	EFT000000001982	01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	OIL FILTER	\$66.34	
	96,459	EFT000000001982	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$7.32	
	96,459	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$73.66
	96,460	EFT000000001982	01-4500-4230-46390	939000 T10-09 DODGE 2500	OIL FILTER	\$76.13	
	96,460	EFT000000001982	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$8.41	
	96,460	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$84.54
	96,461	EFT000000001982	01-4500-4230-46382	938200 T2-16 FORD 1 TONNE	HEAT SHRINK TUBING	\$7.29	
	96,461	EFT000000001982	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	HEAT SHRINK TUBING	\$0.80	
	96,461	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	HEAT SHRINK TUBING	\$0.00	\$8.09
	96,462	EFT000000001982	01-4500-4230-46381	938100 T1-14 DODGE RAM	OIL FILTER	\$19.20	
	96,462	EFT000000001982	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	OIL FILTER	\$2.12	
	96,462	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL FILTER	\$0.00	\$21.32
	96,463	EFT000000001982	01-4500-4230-46389	938900 T9-13 DODGE 1500	PARTS	\$8.46	
	96,463	EFT000000001982	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	PARTS	\$0.93	
	96,463	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	PARTS	\$0.00	\$9.39
	96,495	EFT000000001982	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	BRAKE CLEANER	\$3.71	
	96,495	EFT000000001982	01-0000-0200-00325	HST RECEIVABLE100%	BRAKE CLEANER	\$0.48	
	96,495	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	BRAKE CLEANER	\$0.00	\$4.19
	96,508	EFT000000001982	01-5000-6050-41510	VEHICLE REPAIRS & MAINT	OIL CONDITIONER	\$10.68	
	96,508	EFT000000001982	01-0000-0200-00325	HST RECEIVABLE100%	OIL CONDITIONER	\$1.39	
	96,508	EFT000000001982	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OIL CONDITIONER	\$0.00	\$12.07
SIMPSON FENCE(LONDON) LTD							
	96,522	EFT000000001983	10-0000-3550-80000	MATERIALS	GARNETT ELLIOT FENCING	\$20,583.01	
	96,522	EFT000000001983	01-0000-0200-00325	HST RECEIVABLE100%	GARNETT ELLIOT FENCING	\$2,675.79	
	96,522	EFT000000001983	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	GARNETT ELLIOT FENCING	\$0.00	\$23,258.80
STAPLES ADVANTAGE							

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96,486	EFT000000001984	01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$19.99	
96,486	EFT000000001984	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$2.60	
96,486	EFT000000001984	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$22.59
96,487	EFT000000001984	01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$9.98	
96,487	EFT000000001984	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$1.30	
96,487	EFT000000001984	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$11.28
96,488	EFT000000001984	01-5100-4000-40200	OFFICE SUPPLIES	OFFICE SUPPLIES	\$258.57	
96,488	EFT000000001984	01-0000-0200-00325	HST RECEIVABLE100%	OFFICE SUPPLIES	\$33.62	
96,488	EFT000000001984	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	OFFICE SUPPLIES	\$0.00	\$292.19
ST.MARYS CEMENT INC.						
96,471	EFT000000001985	01-0000-0250-61905	GC19-592-35 DEAN-WTRMN	CONCRETE	\$188.13	
96,471	EFT000000001985	01-0000-0250-61899	GC19-586-284 WHITING-WTRMN	CONCRETE	\$104.17	
96,471	EFT000000001985	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$356.04	
96,471	EFT000000001985	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$272.09	
96,471	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$20.78	
96,471	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$11.51	
96,471	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$39.32	
96,471	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$30.05	
96,471	EFT000000001985	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,022.09
96,472	EFT000000001985	01-4500-4123-80000	MATERIALS-ROADSIDE MAINT, CATCHBASINS	CONCRETE	\$211.58	
96,472	EFT000000001985	01-4500-4220-80000	MATERIALS-SIDEWALK REPAIRS	CONCRETE	\$782.47	
96,472	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$23.37	
96,472	EFT000000001985	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	CONCRETE	\$86.43	
96,472	EFT000000001985	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	CONCRETE	\$0.00	\$1,103.85
STONETOWN SUPPLY SERVICES(ING)						
96,454	EFT000000001986	01-1000-4000-40515	EMERGENCY EXPENSES-COVID 19	MASKS	\$152.64	
96,454	EFT000000001986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	MASKS	\$16.86	
96,454	EFT000000001986	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	MASKS	\$0.00	\$169.50
96,455	EFT000000001986	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$163.09	
96,455	EFT000000001986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$18.02	
96,455	EFT000000001986	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$181.11
96,456	EFT000000001986	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT JANITORIAL SUPPLIES	\$179.50	
96,456	EFT000000001986	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT JANITORIAL SUPPLIES	\$19.83	
96,456	EFT000000001986	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT JANITORIAL SUPPLIES	\$0.00	\$199.33
TETRA TECH CANADA INC.						
96,427	EFT000000001987	01-0900-4000-40710	LEGAL FEES	LANDFILL WEG APPLICATION REVIE	\$2,553.42	
96,427	EFT000000001987	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LANDFILL WEG APPLICATION REVIE	\$282.04	
96,427	EFT000000001987	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LANDFILL WEG APPLICATION REVIE	\$0.00	\$2,835.46
TOROMONT INDUSTRIES LTD						



Town of Ingersoll  
 Monthly Cheque Disbursements  
 August 2020

PURCHASED FROM VENDORS LOCATED IN INGERSOLL \$ 309,674.61

<u>VENDOR/VOUCHER #</u>	<u>CHEQUE #</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSACTION DESCRIPTION</u>	<u>DEBITS</u>	<u>CREDITS</u>
	96,465 EFT000000001988	01-4500-4230-46392	939200 2012 BACKHOE LOADER	LOADER PARTS	\$207.50	
	96,465 EFT000000001988	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	LOADER PARTS	\$22.92	
	96,465 EFT000000001988	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	LOADER PARTS	\$0.00	\$230.42
ULINE						
	96,477 EFT000000001989	01-3000-4100-40210	JANITORIAL SUPPLIES	FIRE DEPT CLEANING SUPPLIES	\$122.74	
	96,477 EFT000000001989	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	FIRE DEPT CLEANING SUPPLIES	\$13.56	
	96,477 EFT000000001989	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	FIRE DEPT CLEANING SUPPLIES	\$0.00	\$136.30
WALMSLEY BROS LTD						
	96,470 EFT000000001990	01-0000-0250-62001	C20-684-17 THAMES S-WTR SERVICE	ASPHALT	\$85.48	
	96,470 EFT000000001990	01-0000-0250-61955	UG20-642-42 THAMES S-CORR FAULT REPAIR	ASPHALT	\$85.48	
	96,470 EFT000000001990	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$9.44	
	96,470 EFT000000001990	01-0000-0200-00320	HST RECEIVABLE (PST 78%, GST 100%)	ASPHALT	\$9.44	
	96,470 EFT000000001990	01-0000-2020-00000	ACCOUNTS PAYABLE - GENERAL CONTROL	ASPHALT	\$0.00	\$189.84
					=====	
DISTRIBUTION TOTALS:					\$1,051,947.90	\$1,051,947.90
					=====	



**Department:** Clerks

**Report Number:** A-032 -20

**Council Meeting Date:** October 13<sup>th</sup> 2020

**Title:** 99 North Town Line East Update

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#### **Objective**

To Provide Council on an update on the requirements required to submit and Official Plan and Zoning application for the property at 99 North Town Line East.

#### **Background**

Staff had been instructed to continue on the path of filing the applications for the planning requirements. For Council's benefit as a refresher the following has been identified as necessary to submit a complete application for the required OPA and rezoning application.

***County planning staff are of the opinion that the following matters must be addressed via appropriate studies/reports in support of applications for Official Plan and Zoning By-law amendments. Depending upon the nature of the information, there may be need to have certain elements of the said studies/reports peer reviewed. Such review is typically undertaken at the expense of the applicant.***

- 1. Aggregates Impact – scope of study to be determined by MNRF. Planning staff anticipate that the study would detail the quality and quantity of limestone resource on the subject lands and surrounding area, as well as the feasibility of extraction of the resources that may be sterilized as a result of the establishment of the proposed use without extraction.***
- 2. Source Protection Screening (Section 59 Notice), is required prior to the applications being submitted.***

Department Report A-032-20  
Regular Meeting of Council  
October 13, 2020

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- 3. Agricultural Impact Assessment (AIA) – according to Provincial guidelines for AIAs to determine the potential impacts of proposed development (if any) on farm operations on adjacent lands. Study must include MDS I assessment.**
- 4. Stage 1-2 Archaeological Assessment – If the archaeologist is satisfied that the property has no archaeological potential, then only Stage 1 would be required. Stage 2 testing is required if the property has archaeological potential.**
- 5. Traffic Impact – assess potential impact of traffic generated by the proposed development and to identify the roadway improvements required to ensure that the road network will operate safely and efficiently upon completion of the development.**
- 6. Noise/Compatibility Impact - assess the impact of the proposed use on neighbouring residential properties with respect to noise and general compatibility.**
- 7. Functional Servicing Report – shall include soils study/Hydro G assessing suitability of site for accommodating private servicing. If full services are proposed details regarding sanitary servicing and water distribution are to be identified. Report shall include proposed storm water management and grading details.**
- 8. Environmental Impact Study (EIS) – to identify whether there are any impacts to significant natural heritage features on subject lands and how impacts may be mitigated. Consultation with Upper Thames River CA regarding the scope and Terms of Reference is required prior to commencement.**
- 9. Planning Justification Report – detailing how proposal satisfies Provincial and Official Plan policies, with reference to all studies above and Multi-Use Recreational Complex Study. Include a detailed site plan showing at a minimum all proposed buildings and structures, sports fields, accesses and driveways, parking/loading, major drainage and topography, and services.**

## **Analysis**

A meeting with representatives of the Ministry of Natural Resources and Forestry was held in in April 2019. Ministry Staff provided the framework that would be required to conduct the aggregate requirement.

In 2019 a reputable company familiar with aggregate resources and the requirements of the MNR was retained and completed a study to meet the needs of the item noted as number one on the County's requirements listed above.

The results of the report, based on the Ministry criteria, was that the subject property was not suitable for aggregate extraction based both on the depth and proximity to the urban area. The most practical use for the property would be to act as a buffer for other aggregate extraction areas further out from the urban areas including those areas of fringe development on the border of Ingersoll.

The study was submitted to the Ministry in early 2020 where it was reviewed and received general concurrence from Ministry staff. This likely is the largest item that needed to be resolved for the application moving forward. The cost of the study was approximately \$18,000.00

Shortly after these events the pandemic engulfed the country and the world, which required a shift in focus and prioritization of staff resources. Additionally the application for the MURC was before the province for the Clark road site.

Now with the notification that funding would not be coming from the Province or Federal Government there may be time to move forward on the North Town Line site for consideration of active recreational lands. This may or may not include the site for location of the MURC, but other recreational facilities, like playing fields, trails and other amenities.

The next step would be to continue to conduct the studies necessary to satisfy the County's requirements for application. Of those the next critical one would be the Agricultural Impact Assessment (AIA). The balance of the other studies are normal and should not be a serious barrier to moving the application forward.

Staff are now seeking direction from Council on whether it wishes to proceed with the studies as identified to pursue an OPA and rezoning and ultimately acquisition of the site for active recreational facilities for the community.

#### **Interdepartmental Implications**

N/A

#### **Financial Implications**

As discussed at length in other reports there are significant financial implication on developing a Multi Use Recreational Facility regardless of whether it proceeds on North Town Line or on Clark Road. The construction of the facility itself would be relatively the same on either site.

The remaining studies are estimated to be approximately \$100,000. There remains funding in the 2020 budget to continue on with the studies. Studies will also be budgeted for in 2021 and perhaps into 2022.

Of note, it is likely that the County and or Zorra Township will require some if not all of the studies to be peer reviewed. This peer review will be at the Town's expense as well, which will likely cost as much as the initial studies as well.

**Recommendation**

**THAT the Council of the Corporation of the Town of Ingersoll receives this report numbered A-032-20 as information.**

**AND THAT the Council directs staff to continue with the necessary background work to move towards the submission of an application for the Official Plan amendment and rezoning of North Town line.**

**Attachments**

None

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Prepared by: William Tigert, Chief Administrative Officer



**Department: Administration**

**Report Number:** A-033-20

**Council Meeting Date:** October 13, 2020

**Title:** Oxford County Council Composition

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### Objective

To consider the County Council Composition Report.

### Background

The County of Oxford previously considered a report regarding County Council composition, following an opportunity for public comment, at its meeting August 12th (County report CS 2020-33 attached).and passed the following resolution:

Resolved that the recommendations contained in Report No. CS 2020-33, titled "County Council Composition and Election of Head of Council (Warden) – Next Steps", be adopted;  
And further, that Oxford County's council composition be maintained as status quo beyond the current term of council;  
And further, that the current process of electing a Warden from a sitting member of County council continue beyond the current term of council.

### Analysis

County Council is now requesting that Report CS 2020-33 and the County Council resolution adopted August 12, 2020 be considered by the local municipal councils for resolutions either **in support of or against** each of the two matters:

1. County Council composition to remain status quo and;
2. Election of the head of Council (Warden) to continue by election of a sitting member of Council from amongst their peers.

In order to meet the requirements of the provincial review of this issue each Council must pass a resolution stating that they are either in support or against each issue. As per the provincial legislation the County is required to receive a triple majority to change the composition of the county council or maintain

status quo after conducting its review. As such Ingersoll needs to vote either in support or opposition to the status quo direction selected by the County Council. Under the Current legislation the County is mandated to review their composition for fairness and equity following the 2018 election. Then they do not have to review it for two more elections so not until after the 2026 election would it be revisited. The imbalance in current representation will be far greater in next six years as the urban centres grow in both population and assessment but not in representation.

The relevant section of the Municipal Act is as follows:

*Reviews by regional municipalities*

*(6) Following the regular election in 2018 and following every second regular election after that, a regional municipality shall review, for each of its lower-tier municipalities, the number of members of its council that represent the lower-tier municipality. 2017, c. 10, Sched. 1, s. 14 (2).*

Of course each issue has its own concerns.

Changing the County Council composition based on population may mean a shift from the current balance of rural to urban members.

On the other hand, representative democracy has been founded on the basis of representation by population. Under the current structure the rural municipalities have a disproportion share of the votes at county council. Generally speaking the urban represent in excess of 60 percent of the population of the county and only have 50 percent of the vote. From a different perspective the urbans represent over 56 percent of the taxation and contribute proportionally to the county level again with only 50 percent of the vote.

Arguments could be made that by changing the representation for the Urbans would result in a better representation for the citizens over all. By example if Tillsonburg were given an additional representative, it would more closely align with the population distribution.

Also, electing the Chair directly rather than from amongst the peers at County Council would be a change for the public. It would be included on each municipalities' ballot and individuals would have to campaign across the County. Depending on where the Chair is elected this could also change the balance of power from rural to urban. However in a democratic society would it not be beneficial for the citizenry to elect the representative rather than nine other people? Current the County Warden is elected for a four year term and is paid in excess of \$100,000, would it not be more democratic for the people of the county to elect this position under these circumstances.

Should the County not receive its required triple majority then the matter would be referred to the Minister of Municipal Affairs and follow a process defined by legislation. Again from the legislation the Minister will consider a number of aspects before determining the elected composition but of interest population is one specifically mentioned within the legislation.

**What Minister shall have regard to**

**(10) When considering whether to make a regulation under subsection (7), the Minister shall, in addition to anything else the Minister wishes to consider, have regard to the principle of representation by population. 2017, c. 10, Sched. 1, s. 14 (2).**

There has been no scientific analysis on whether the status quo should be kept or modified.

County Council is an important and expensive proposition. Its annual budget exceeds a quarter of a billion

dollars. Decision made at county council have a significant and direct influence and financial impact on the inhabitants of the county. Should not the representatives and how they are elected be paramount in the decision of whether to support the status quo or not.

Should the status quo not be followed, and by example if Tillsonburg received an extra representative based on the population rationale; and the Warden was elected at large, county council would still remain at eleven members total and arguably better represent the constituents based on representation, population and assessment value (taxation) within the county.

For Council's information Woodstock and Tillsonburg do not support the status quo and have passed resolutions to that effect. Both believe changes to the council composition should be changed to reflect the population changes and recognize the role of Warden requiring direct election.

The resolutions for Council's benefit are listed below:

**Woodstock**

***Moved by Councillor D. Tait Seconded by Councillor C. Lauder That Woodstock City Council does not support Oxford County Council's position that the Council composition be maintained as status quo beyond the current term of Council; And further that Woodstock City Council does not support Oxford County Council's position of continuing to elect a Warden from a sitting member of County Council beyond the current term of Council. Carried***

**Tillsonburg**

**Resolution # 2020-442**

**Moved By: Councillor Luciani**

**Seconded By: Deputy Mayor Beres**

**THAT given the changes in population in the County and given the feedback from the public regarding the County Composition Survey for Oxford County, the status quo model not be supported and consideration be given to an increase in County Council representatives for municipalities that have a higher population;**

**AND THAT the Town of Tillsonburg supports an increase in the number of their County Council representatives to 2 members;**

**AND FURTHER THAT the residents of Oxford County should vote in a Warden every four years.  
CARRIED**

**Interdepartmental Implications**

N/A.

**Financial Implications**

N/A.

**Recommendation**



**THAT** Staff Memorandum A-033-20 - County Council Composition and Election of Warden be received as information;

**AND FURTHER** that the Town of Ingersoll supports / does not support maintaining the status quo for Oxford County Council composition beyond the current term of council;

**AND FURTHER**, that the Town of Ingersoll supports / does not support maintaining the current process of electing a Warden from a sitting member of County Council beyond the current term of council.

#### **Attachments**

Report No: CS 2020-33 County Council Composition and Election of Head of Council (Warden) – Next Steps

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Prepared by: William Tigert, Chief Administrative Officer

**To:** Warden and Members of County Council  
**From:** Director of Corporate Services

## County Council Composition and Election of Head of Council (Warden) – Next Steps

### RECOMMENDATIONS

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1. That the information contained in the “County Composition and Election of Head of Council (Warden) – Next Steps” report be received;
2. And further, that County Council draft a final position with respect to the future composition and method of electing the head of council to take effect at the beginning of the 2023-2027 term of council;
3. And further, that a copy of this report and resolutions of Council’s final position be circulated to the Councils of the Area Municipalities for adoption.

### REPORT HIGHLIGHTS

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- Final results of residents’ comments received through the public meeting and community engagement campaign regarding the future composition of County Council and election of the Head of Council (Warden)

#### Implementation Points

Upon review and consideration of the survey responses and resident comments, it is recommended that Council set a final position regarding County Council’s Composition and method for the Election of the Head of Warden and Term of Warden at the August 12, 2020 meeting.

The County Clerk will circulate the resolutions as adopted by Council at its meeting of August 12, 2020 with respect to the future composition and method of electing the head of council to the Area Municipalities for adoption at their local council meetings.

Upon conclusion of the legislated review of the County’s council composition, the Minister of Municipal Affairs and Housing will be notified accordingly and, if any changes are approved, the necessary steps as outlined in this report will be taken.

## Financial Impact

This report has no financial implications beyond that approved within the 2020 Business Plan and Budget.

The Treasurer has reviewed this report and agrees with the financial impact information.

## Risks/Implications

As previously indicated and through the initial Council Composition Review report ([CS 2020-11](#)), the Province of Ontario, through the *Modernizing Ontario's Municipal Legislation Act, 2017*, (Bill 68), requires all upper-tier municipalities to periodically undertake a review of the composition of their councils. The Ministry of Municipal Affairs and Housing has set a deadline of December 1, 2020 for the County of Oxford's review.

Failure to either initiate a change in council composition or affirm the existing council composition by this deadline may result in the Minister of Municipal Affairs and Housing intervening by imposing regulation to unilaterally change the composition of the upper-tier council.

## Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

**3. i. A County that Thinks Ahead and Wisely Shapes the Future** – Influence federal and provincial policy with implications for the County by:

- *Advocating for fairness for rural and small urban communities*
- *Advocating for federal and provincial initiatives that are appropriate to our county*

**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*
- *Understanding and addressing public aspirations for a more livable community*

**4. ii. A County that Informs and Engages** - Inform the public about County programs, services and activities through planned communication that includes:

- *Regular County-Area Municipal information exchange*

## DISCUSSION

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### Background

The *Municipal Act* states that a key principle of fair representation is ensuring that local representation at the regional level keeps up with changing demographics over time. To ensure council composition continues to reflect local and demographic needs, the *Municipal Act*, through the *Modernizing Ontario's Municipal Legislation Act, 2017*, (Bill 68) requires that all regional municipalities review their council composition. This requirement began after the 2018 municipal election and must be done within two years after every second regular municipal election. The Ministry of Municipal Affairs and Housing has set a deadline of December 1, 2020 for the County of Oxford's review to take effect at the beginning of the 2023-2027 term of council.

Although review of the election of the head of council is not a legislated requirement, County Council has expressed an interest in carrying out a concurrent review to ensure the election process continues to effectively serve the County's constituents.

On March 11, 2020, Oxford County Council adopted Report No. CS 2020-11, titled "County Council Composition and Election of Head of Council (Warden) Review", which outlined a process and timelines required in order to meet the December 1, 2020 deadline as set out by the Minister of Municipal Affairs and Housing.

At its meeting of June 10, 2020, Oxford County Council was presented with a follow-up report (number [CS 2020-21](#)) to review and consider the input provided by the Area Municipal Councils and to recommend a draft position to take effect at the next municipal election. The following resolution was adopted:

"Resolved that the recommendations contained in Report No. CS 2020-21, titled "County Council Composition and Election of Head of Council (Warden) Review – Update" be adopted;  
And further, that Council composition remain as status quo."

A public meeting was held July 8, 2020 at which time one resident participated. Oxford County Council was also presented with Council report number [CS 2020-26](#), outlining the details of the community engagement campaign which ran from June 17 to August 1, 2020. The following resolution was adopted:

"Resolved that the recommendations contained in Report No. CS 2020-26, titled "County Council Composition and Election of Head of Council (Warden) Review – Community Engagement Update" be adopted".

## Comments

### Requirements and Considerations

**Options which can be considered with respect to council composition include the following:**

- Maintain the status quo of ten members of council (50% Urban, 50% Rural); or
- Increase or decrease the number of representatives on County council effective with the next term of council.

**Options which can be considered with respect to the election of the Head of Council (Warden) include the following:**

**Election from within:**

- Continue with council's current process for electing a warden as outlined in the [Procedure By-law](#) which includes the election of a sitting member of County council for the entire term of council; or
- Continue with the County's current process for electing a warden as outlined in the Procedure By-law which includes the election of a sitting member of County council for the period of one year; or
- Continue with the County's current process for electing a warden as outlined in the Procedure By-law which includes the election of a sitting member of County council for the period of two years.

**Election at large:**

- In addition to electing a mayor and councillors at the local level, residents would be asked to elect a warden from 'at large' (without specificity to an area municipal ward or jurisdictional boundaries) on October 24, 2022 for the four year term of council.
- Depending on the recommendations made with respect to the number of council representatives on council, election of a warden at large could potentially increase the number of members of County council by one.

### Public Meeting and Public Engagement

In accordance with section 218 subsection 173(3) of the *Municipal Act* with respect to restructuring, "Council shall consult with the public by giving notice of, and by holding, at least one public meeting". As indicated, the public meeting was held on July 8, 2020.

The Public Engagement Campaign, through Speak Up Oxford! attracted 221 visitors and received 127 responses. Survey respondents were asked a series of seven questions. Below is a brief summary of those Q&A's. Detailed responses and comments can be viewed on Attachment 2.

**1. Right now, County Councillors elect a County Warden among themselves at the start of a new Council term. Should this continue?**

- 34 respondents felt this practice should continue;
- 86 respondents felt that the residents of Oxford County should vote in a Warden every four years;
- 8 weren't sure.

**2. How long should the County Warden serve?**

- 93 respondents felt it should remain as the full 4 years of a Council term
- 22 respondents felt it should change halfway through the Council term (2 years)
- 6 respondents felt it should change every year
- 6 weren't sure

**3. Right now, there is a balance of five urban councillors and five rural councillors. Is this mix right?**

- 27 respondents felt the seats at County Council should stay the same
- 96 respondents felt this doesn't serve the County anymore and should change
- 4 weren't sure

**4. If you answered "no" to Question 3 above, do you have a suggestion for us to consider?**

- Residents were provided with the opportunity to comment on this question. Below is a summary of their answers - detailed responses can be viewed on Attachment 2 as included within this report.
  - i. Approximately 58 respondents commented they'd like more representation from Tillsonburg
  - ii. Approximately 19 respondents commented they'd like representation based on population
  - iii. Approximately 7 respondents commented they'd like more representation from Ingersoll
  - iv. Approximately 4 respondents commented they'd like equal representation from all councils

\*Other comments included recommendations with respect to election of the Warden, weighted voting, less representation, etc.

**5. Have you read the Council Report from June 10, 2020?**

- 27 respondents indicated they had read the full report.
- 56 respondents indicated they had not read the report.
- 43 indicated they had read some of the report.

**6. Do you have any further comments or feedback about what you may have read in the Council report or in the review in general?**

- A variety of comments and feedback was received including those expressing a desire to increase the number of representatives from the Town of Tillsonburg; recommendations regarding election of the Warden, and a variety of others. Detailed responses can be viewed on Attachment 2 as included within this report.

**7. How did you find out about this project?**

- Options included County Council, Council this Week, Newspaper, Radio, Rogers TV, Social Media, Someone else, from work, County website or other.
  - i. 61 indicated they'd heard about it through Social Media
  - ii. 37 indicated they'd heard about it through someone else
  - iii. The other mediums accounted for the additional respondents

### Triple Majority Support

Regional municipalities can either change their council composition by passing a by-law or affirm their council composition by adopting a resolution. If the regional municipality does not receive “triple majority” support for either by the deadline, the Minister of Municipal Affairs and Housing has the authority to make a regulation to change the regional municipality’s composition.

*Triple Majority Support* is defined in the *Municipal Act* as follows:

- “A majority of all votes on upper tier council”:
  - A majority of the members of County of Oxford Council is defined in subsection 237(1) of the *Municipal Act* as “a majority of members representing at least one-half of the lower-tier municipalities is necessary to form a quorum”
- “A majority of all the lower-tier councils have passed resolutions consenting to the by-law”
  - Five Area Municipal Councils must be in support of the proposed by-law
- “The total number of electors in the lower-tier municipalities that have passed resolutions consenting to the proposal form a majority of the electors of the upper-tier municipality”
  - The sum of the electors in the Area Municipalities who have passed resolutions in support of the proposed by-law must add up to a minimum of 40,934 electors (one half plus one)

In the event that a regional government does not submit a position with respect to its council composition, the Minister can make regulation under subsection 14(7) of the *Municipal Act* to change the composition of council, which may include anything that could be included in a by-law of the upper-tier municipality under sections (1) to (5), with regard for the principle of representation by population.

Table 1 below sets out the number of electors by Area Municipality for the purposes of meeting the triple majority requirements to constitute a change in council composition and for assessing the appropriateness of the County’s council representation based on the 2018 electorate listing and forecasted population growth figures presented in Table 2.

**Table 1 – Number of Electors by Area Municipality – 2018 Election**

Municipality	Electors (2018)
Township of Blandford-Blenheim	5,940
Township of East Zorra-Tavistock	5,157
Town of Ingersoll	9,264
Township of Norwich	7,711
Township of South-West Oxford	5,367
Town of Tillsonburg	12,583
City of Woodstock	29,669
Township of Zorra	6,174
<b>Total Eligible Voters Oxford County (2018)</b>	<b>81,865</b>
<b>Majority</b>	<b>40,934</b>

**Table 2 – Population Growth Projections by Area Municipality**

Location	Population <sup>1</sup>			
	2016	2018 <sup>2</sup>	2021	2022 <sup>2</sup>
<b>Oxford County</b>	<b>113,940</b>	<b>117,520</b>	<b>122,890</b>	<b>124,680</b>
Woodstock	42,040	43,870	46,620	47,540
Ingersoll	13,110	13,560	14,240	14,470
Tillsonburg	16,310	16,740	17,380	17,590
Blandford-Blenheim	7,600	7,750	7,980	8,060
East Zorra-Tavistock	7,330	7,570	7,940	8,060
Norwich	11,310	11,530	11,850	11,960
South-West Oxford	7,880	7,980	8,140	8,190
Zorra	8,360	8,510	8,740	8,820

Source: 2019 growth forecasts (Hemson)

1. Forecasted population includes a net Census undercount of approximately 2.8%.
2. Annualized forecast estimates for 2018 and 2022 were derived from the Hemson five year interval forecasts, assuming straight line growth between intervals.
3. Numbers are rounded.

The following table presents the population in each Area Municipality that is represented by council using the population from the year of the current term's election compared to the population representation for councillor complement using the 2022 forecasted population figures.



Table 3 – Representation by Population Comparison

Municipality	No. of Council Reps	County Councillor Representation per Resident (2018)	County Councillor Representation per Resident (2022) <sup>1</sup>	% Change
Township of Blandford-Blenheim	1	7,750	8,060	4.0%
Township of East Zorra-Tavistock	1	7,570	8,060	6.5%
Township of Norwich	1	11,530	11,960	3.7%
Township of South-West Oxford	1	7,980	8,190	2.6%
Township of Zorra	1	8,510	8,820	3.6%
Town of Ingersoll	1	13,560	14,470	6.7%
Town of Tillsonburg	1	16,740	17,590	5.1%
City of Woodstock	3	14,623	15,847	8.4%
<b>Total Oxford County</b>	<b>10</b>			

Note 1 – based on status quo council composition for next election year

#### Proposed Timelines

Staff recommends continuing with the following timelines in order to ensure the December 1, 2020 deadline is met:

Item	Date
Set final position	August 12, 2020
Receive Area Municipal Council consideration and formal position	October 2, 2020
Consider resolutions from Area Municipalities	October 14, 2020
Adoption of by-law supporting Council's position	October 28, 2020

## **Conclusions**

The information contained within this report outlines the results of the public engagement campaign with respect to the County's legislated requirement to undertake a review of the Council's composition and a concurrent review of the County's election of Warden process to ensure our regional governance model effectively meets the future needs of the constituents of Oxford County.

In order to ensure the entire process is completed by the December 1, 2020 deadline, it is recommended that Council adopt a final position by two separate resolutions to be considered by the area municipal councils. One to either propose changes or confirm status quo with respect to Council's future composition and one with respect to the method of electing the Warden on Monday, October 24, 2022. Failure to do so may result in the Minister of Municipal Affairs and Housing intervening by imposing regulation to unilaterally change the County's council composition.

## **SIGNATURES**

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### **Report Author:**

Original signed by

---

Chloé J. Senior  
Clerk

### **Departmental Approval:**

Original signed by

---

Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### **Approved for submission:**

Original signed by

---

Larry J. McCabe, B.A., A.M.C.T.  
Interim Chief Administrative Officer

## **ATTACHMENTS**

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Attachment 1 Council Composition Review – Survey Response Summary  
Attachment 2 Council Composition Review – Survey Response Detailed Report



**Department:** Building Department

**Report Number:** B-010-20

**Council Meeting Date:** Tuesday October 13, 2020

**Title:** Minor Variance to By-Law 13-4720 Property Boundary Fences

#### Objective

To provide Council with information and request direction regarding a requested variance to the Town of Ingersoll's By-law for regulating and governing property boundary fences.

#### Background

The Owners of 37 Owen Street are preparing for a future backyard pool project and requested a meeting with the Building Department to discuss fencing and pool permit requirements. At this meeting it was observed that the existing fence on the exterior side lot line was not in compliance with the Property Boundary Fences By-Law 13-4720.

#### Analysis

The Owners are requesting that the existing 1.82m (6'-0") high fence installed at the exterior side lot line remain. The fence was erected prior to 2008 when the current Owners purchased the property.

The By-Law states:

##### *3.7 Corner Lot*

*No person shall erect or maintain a fence on a corner lot in a residential zone that:*

*f) Exceeds 0.6m (2 feet) if less than 1.5 meters (5 feet) from the exterior side lot line;*

In this case the existing fence is approximately 50mm(0'-2") on the Owners side of property line and 1.82m(6'-0") high. The height of the existing fence exceeds the permitted height by 1.21m (4'-0").

The future use of this fence will be to enclose a pool. To comply with Pool Fence By-Law 07-4375 Part 5.1 the minimum height of a fence enclosing a pool is 60 inches (5 feet).

The land directly behind 37 Owen Street is zoned D Development. Fuller Street is currently a dead end street however, with future development this street will could be extended.

Staff have attended the property and considered the existing use and future use of the fence. Currently the existing fence does not cause a visual obstruction and it is not likely that the fence will cause a visual obstruction should future development occur at the end of the street. Staff recommend approval of the variance.

**Interdepartmental Implications**

None

**Financial Implications**

None

**Recommendation**

**THAT the Council for the Corporation of the Town of Ingersoll** recieves staff report B-010-20 as information.

**AND FURTHERTHAT** Council approve the applicant's request for relief the Town of Ingersoll Property Boundary Fence By-law 13-4720 to allow for a 6'-0" high fence less than 1.5m (5 feet) from the exterior side lot line.

**Attachments**

1. Application for Fence Variance
2. Site Plan prepared by Owners

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Prepared by: Devon Staley, Chief Building Official  
Approved by: William Tigert, Chief Administrative Officer



*Figure 1- 37 Owen Street, Ingersoll- Aerial View*



*Figure 2- 37 Owen Street, Ingersoll- Street View of Fence*



*Figure 4- 37 Owen Street, Ingersoll- View from end of Fuller Street*



*Figure 3- 37 Owen Street, Ingersoll- View from Owen Street*

Town of Ingersoll  
Clerk's Department  
130 Oxford St. 2<sup>nd</sup> floor  
Ingersoll, ON  
Fee as of April, 2019: \$1,431.00



File No: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Considered Complete: \_\_\_\_\_

Application for Minor Variance or Permission  
Town of Ingersoll, Committee of Adjustment

**1. Submission Information**

Please note, as of January 1, 2020, the Town of Ingersoll's planning review process will be facilitated with a separation of the public meeting and Council decision. Applications will be reviewed in accordance with the following schedule:

1<sup>st</sup> Meeting

1. Submissions considered to be complete will be scheduled for a public meeting during which:
  - a. The Planner will outline the application for the Committee of Adjustment and fully explain the requested variance;
  - b. The applicant/agent will speak to their submission and answer any questions the Committee may have; and
  - c. The public may speak in support or opposition of the application.

2<sup>nd</sup> Meeting

1. At a subsequent meeting the Planner's report containing his/her recommendations, agency comments and any concerns/issues of merit arising from the public meeting are brought before the Committee of Adjustment for consideration.
2. The Committee of Adjustment will approve or deny the application, or defer the matter to a subsequent meeting.

The two meeting approach extends the length of the planning application review process, however, this extension allows for greater consideration of the matter and opportunity for public input prior to a decision being made by the Committee.

The undersigned hereby applies to the Committee of Adjustment of the Town of Ingersoll under section 44 of the *Planning Act*, 1990, for relief as described in this application, from By-Law No 04-4160, as amended.

**2. Applicant/Owner/Agent Information**

**a) Applicant Information**

Applicant's Name:	Sylvie Leclerc ( and Ray Leclerc )
Applicant's Address:	37 Owen Street Ingersoll ON N5C 4H4
Telephone Number:	
Alternate Phone Number:	
Email Address:	

Dimensions of land affected:

Frontage: 70' Depth: 136' 6" Fulker Dr  
Area: 9562 SQFT Width of Street: Duval St. = 31' 313'

1. Particulars of all buildings and structures on or proposed for the subject lands: (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

Existing: \_\_\_\_\_

N/A

Proposed: \_\_\_\_\_

2. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and lot lines.)

Existing: \_\_\_\_\_

Applying for fence variance, see drawing and picture attached

Proposed: Same as existing



**b) Registered Owner(s) (if other than Applicant)**

Owner(s)' Name:	
Owner(s)' Address:	/
Telephone Number:	N/A
Alternate Phone Number:	/
Email Address:	/

**3. Minor Variance Information**

1. Name and extent of relief applied for: To be completed by the applicant (include by-law section if known): By Law no. 13-4720  
Refer to Section 3.7(f)  
To leave the existing fence in place

2. Why is it not possible to comply with the provisions of the by-law?  
• Installed by previous owner  
• In order to have fence for future project of installation of a pool

**4. Site Information**

Lot Number(s): <u>19</u>	Plan No. or Concession:
Part Number(s):	Reference Plan:
Street Address (if any): <u>37 Owen St. Ingersoll ON N5C 4H4</u>	
The subject land is located on the <u>north</u> side of the street lying between <u>Fuller Dr.</u> Street and <u>David St.</u> Street.	
P.I.N.:	

3. Date of acquisition of subject land: July 4 2008

4. Date of construction of all buildings and structures on the subject land(s) (if known):  
Not known

5. Existing uses of the subject property: Residential

6. Existing uses of abutting properties: north - East - South Residential  
West: non developed land

7. Length of time the existing uses of the subject property have continued: \_\_\_\_\_  
Since construction.

8. Municipal services available (check all that apply):  
 Water /  Connected   
 Sanitary Sewers /  Connected   
 Storm Sewers

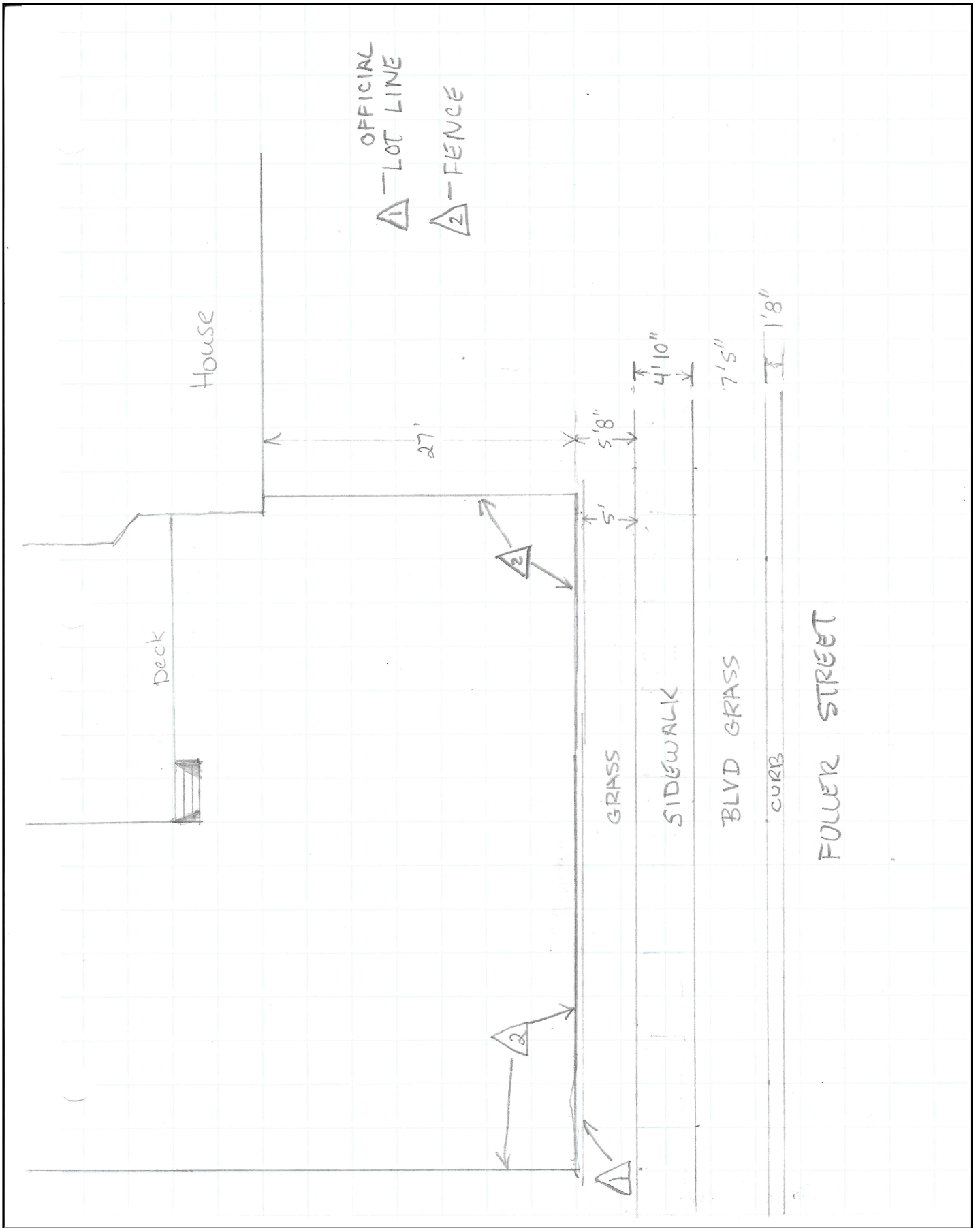
9. Present Official Plan Provisions applying to the land: \_\_\_\_\_  
information attached.

10. Present Zoning By-law provisions applying to the land: \_\_\_\_\_  
Oxford Village (Residential)

11. Has the owner previously applied for relief in respect of the subject property?     Yes     No

If the answer is yes, briefly describe the previously requested relief: \_\_\_\_\_

12. Is the property the subject of a current application for consent under Section 53 of the Planning Act, 1990?     Yes     No





**Department:** Clerk's Department

**Report Number:** C-026-20

**Council Meeting Date:** October 13, 2020

**Title:** In Person Council Meetings

### Objective

To consider the requirements for in-person Council meetings.

### Background

At the September 14, 2020 Council meeting, Council passed the following resolution:

**Moved by Councillor Lesser; seconded by Councillor Eus**

**20-09-231 THAT** staff be directed to bring forward a report outlining the necessary steps and procedural requirements of conducting an in person Council meeting while complying with Southwestern Public Health Guidelines during the COVID-19 pandemic

**CARRIED**

Since the beginning of the pandemic Council has adapted to zoom style meetings in order to comply with the recommendations of public health.

### Analysis

This has been a difficult report to put together as staff are being asked to advise what requirements would need to be put in place to hold in-person Council meetings starting in November, while the pandemic conditions seem to be changing on a daily basis.

In fact, since Council directed staff to prepare this report Ontario's daily cases has shot above the highest number ever previously reached, and we have not yet fully seen the effects of school re-openings, or the impact of any upcoming Thanksgiving gatherings.

Also on September 19, 2020 the province announced much stricter guidelines on unmonitored private social gatherings by reducing the number of people allowed to attend such events to 10 indoor and 25 outdoor.

In the current news it appears the province is considering returning some areas of the province to stage 2.

### Current State

As of writing this report the current guidelines of meetings and events state that:

*“The total number of members of the public in the venue at any one time is limited to the number that can maintain a physical distance of at least two metres, and in any instance does not exceed 50 persons for indoor and 100 persons for outdoor professional meetings or events.”*

Further, in regards to a specific question regarding Council meetings, Southwestern Public Health on September 4<sup>th</sup> stated:

*“SWPH has received a few inquiries regarding council meetings and clarification on when masks are required. To share the direction SWPH has provided to those inquiries, the following was noted: Should the council meetings be open to the public, **masks are required at all times by all individuals within the meeting space.**”*

The CAO advises that he would require that all department heads remain physically distanced except for the CAO and the Clerk. Therefore the remaining department heads would zoom into the meeting.

Council and the CAO would have spread out around the Council horseshoe and staff table keeping six feet apart and wearing masks. The Clerk would be required to sit at the press location in order to meet the distance requirements.

Staff estimate that the Council Chambers will only be able to house a maximum 20 members of the public while maintaining the 6 feet separation. This means staff would be required to turn away some of the public once the number reaches 20, or relocate the meeting to a different venue. The auditorium at the arena would be an option but this would need to be set up appropriately and does not have a good setup or good acoustics.

Staff would push out information to the public advising that only one person per household should attend, and those of a group select one person to attend on behalf of the group. Members of the public that wished to attend statutory public meetings would be required to pre-register with the Clerk.

Staff would be required to screen all residents as they enter the Council Chamber using a screening tool and a temperature scanner. Members of the Public attending would be required to sign a declaration with contact information for contact tracing.

Staff would still suggest we broadcast the video of the meeting using technology like zoom. Although this may make it difficult to understand as Council and staff will be wearing masks as required by Southwestern Public Health.

### Analysis

Many urban municipalities have chosen to continue electronic meetings until the end of the year. In discussions with some rural municipalities, staff have learned that the reason some small rural municipalities have chosen to return to in-person Council meetings is that the size of their Council is small (usually 5 members). They often only need 1 or 2 staff present. They seldom see members of the public attending the meetings and if they do attend their numbers are very small. Many rural municipalities also have inconsistent internet and so it is difficult for some members of Council and the public to either participate or witness the meeting electronically.

These are all issues that differentiate the Town of Ingersoll from many small rural municipalities.

Staff also point out that ensuring the health of Council as well as staff and the public is of the utmost importance during this difficult time.

Also, Council would likely want to show leadership in encouraging everyone to maintain physical distancing wherever possible especially as numbers rise again and we seemingly head into the second phase.

Therefore, given the current rising numbers of cases, the necessary steps needed to implement in-person Council meetings, the fact that technology is working for our purposes for Council meetings, and that the health and safety of all members of Council, staff and the Public, is paramount, while there has been no demonstrated public complaints, staff recommend that Council continues using zoom for Council meetings until the end of the year and that this report be revisited at the first meeting in January 2021.

### **Interdepartmental Implications**

N/A.

### **Financial Implications**

The only financial implication would be if Council chose to return to in-person Council meetings and move the venue to the auditorium at the arena. There would be some relatively minor setup costs which should not exceed \$5,000.

### **Recommendation**

**THAT** the Council of the Town of Ingersoll receive report C 026-20 as information;

**AND FURTHER** That Council continue to use electronic Council meeting until the end of 2020;

**AND FURTHER** that report C-026-20 be revisited in January 2021.

### **Attachments**

---

Prepared by: Michael Graves, Director of Corporate Services/Clerk-Deputy CAO  
Approved by: William Tigert, Chief Administrative Officer



**Department:** Community Services

**Report Number:** CS-017-20

**Council Meeting Date:** October 13<sup>th</sup> 2020

**Title:** Seniors Centre Flooring Update

#### **Objective**

To provide Council with an update on the Seniors Centre Flooring report (CS-014-20) which was present to council at the August 2020 regular meeting.

#### **Background**

At the August regular meeting the Council for the Town of Ingersoll received report CS-014-20 as information and in accordance with engineer assessment:

- a) Directed staff to further investigation to confirm the assumed member sizes and spacing which will determine the amount of people that can in the gym space at one time. The space would need to be signed in accordance with this determination and it would be the responsibility of the senior's center to ensure compliance with this patron limit
- b) The seniors center immediately cease use of the 2<sup>nd</sup> floor activity space for activities which live load handling cannot be adequately supported and move these activities to a ground floor area, with a slab on grade construction.

Since the writing of that report IRC group has come back to the senior's center to further investigate both the gym and activity room areas.



## Analysis

### **Second Floor Activity Room**

The second floor of the north wing is one large open room that is used for group fitness activities. Activities range from Yoga to clogging.

The destructive investigation revealed that the floor construction in this area is composed of plywood sheathing on 2x10 wood joists spaced at 16" on centre and spanning from 9 to 10'. The wood species was assumed to be SPF No.2 which is standard construction grade. The joists are in turn supported on steel beams and columns. The beams were determined to be W8x17 sections with the largest span being 17'-8". There were two layers of 12" drywall applied to the underside of the joists.

The load calculation using a 100psf live load prescribed by the OBC for a gymnasium floor along with the calculated dead load showed that the joists and beams were adequately sized from a strength perspective to resist the design load. A review of the non-dynamic deflection of the system suggests that the beams are not adequately sized to provide the required stiffness to prevent the flooring issues that have been experienced in this area.

Given that the deflection and stiffness criteria are considered to be serviceability requirements there is some latitude in the OBC which allows for user tolerance to be considered. In the case of this room the users have indicated that other than the cracking or displacement of flooring material there is no perceived bounce to the floor that is causing any concern.

### **Recommendation:**

In conclusion it is the opinion of IRC that the current use of the second floor area in the North wing at the Ingersoll Seniors Centre as an activity room is appropriate to the as built construction. The original floor design loading of the floor appears to be the 100psf prescribed by the current OBC for an activity room. The stiffness of the floor system however is inadequate where rhythmic dancing and other gymnasium type activities are being done as evidenced by the ongoing problems with cracking or unstable floor finishes.

Given the above IRC would recommend that flexible flooring, such as commercial carpeting or a rubber floor designed for gym areas, be considered. No flooring material such as sheet vinyl or laminate should be installed as it will not withstand the flexing of the floor sheathing. Replacing the existing floor sheathing with a thicker tongue in groove product may yield the resilience required however we do not have any way to reliably predict durability of a thin flooring material that would be applied over it. Structural stiffening of the floor system would require significant disturbance to ceiling finishes in the cafeteria and kitchen area and is considered to be cost prohibitive.

In the 2020 capital budget \$30,000 was allocated for flooring repair projects at the Seniors Centre. As per the engineers recommendation staff have received quotes on flexible flooring solutions for the space and are confident through a competitive RFP process that we would be able to complete this project within or below budget.

### **Exercise Equipment Room**

The second floor of the south wing is a smaller open room that is used for exercise equipment. Equipment includes treadmills, elliptical machines and stationary bicycles. The equipment at the time of the visit had been spaced out to allow for social distancing.

The destructive investigation revealed that the floor construction in this area is composed of plywood sheathing on 2x10 wood joists spaced at 12" on centre and spanning 16'-4". The wood species was assumed to be SPF No.2 which is standard construction grade. The joists are in turn supported on exterior wall and corridor wall on the ground floor. There is a single layer of 12" drywall applied to the underside of the joists.

The load calculation using a 100psf live load prescribed by the OBC for a gymnasium floor along with the calculated dead load showed that the joists and beams were undersized sized from a strength perspective to resist the design load. It is likely that this area was designed to resist a 50psf live loading which is consistent with an office or residential occupancy.

The OBC recognizes that situations such as this can arise with change in use of a building. To get around the problem IRC requires posting a sign limiting the number of persons that could be in the room at any one time. IRC's review of the code indicates that a limit of 10 persons maximum could be justified. IRC's also believes that this would likely not change the current level of use for that room.

### **Recommendation:**

The second floor area in the South wing of the building was found to be under designed for the current usage as an exercise equipment room. As such staff are recommending that signage be posted which will limit the number of persons using that room at one time to 10.

### **Financial Implications**

\$30,000 in the 2020 Capital Budget for Seniors Centre Flooring Repiears

**Recommendation**

**THAT** the Council for the Town of Ingersoll receives report CS-017-20 as information and approves staff proceeding with the senior's center flooring project as per the 2020 capital budget.

**Attachments**

Updated IRC report

---

Prepared by: Joe Sym, Manager, Facility Operations  
                  Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, CAO



**IRC Building Sciences Group**  
4026 Meadowbrook Drive, Suite 131  
London, Ontario, N6L 1C7  
Tel: 519.652.5985, Fax: 519.652.9926  
Toll Free: 1.888.607.5245

Town of Ingersoll  
97 Mutual Street  
Ingersoll, ON N5C 1S6

September 17, 2020

**Attention: Joe Sym**

Tel: (519) 485-5023

[joe.sym@ingersoll.ca](mailto:joe.sym@ingersoll.ca)

**RE: Second Floor Assessment – Load Calculations**  
**IRC Project No. LB20-043CR-23200**  
Ingersoll Seniors Centre  
250 Ingersoll Street S.  
Ingersoll, Ontario

Dear Mr. Sym,

### 1 Terms of Reference

Further to our previous review of the second floor activity IRC Building Sciences Group (IRC) was authorized by Joe Sym from the Town of Ingersoll to perform an additional assessment of the second floor exercise equipment room floor at the Ingersoll Seniors Centre located at 250 Ingersoll Street South, Ingersoll, Ontario which houses fixed location exercise equipment such as treadmills and stationary bicycles.

### 2 Scope of Work

IRC was requested to perform an assessment to which included removal of drywall finishes to determine the underlying floor construction of the Seniors Centre's exercise equipment room and the activity room to definitively determine the load capacity of each area.

Drywall ceilings were to be selectively removed to access the floor structure and to allow for the measurement of relevant structural elements. IRC was then to run load calculations to determine if the two floor areas are in compliance with the Ontario Building Code (OBC) and their current usage.

### 3 Activity Room

The second floor of the north wing is one large open room that is used for group fitness activities. Activities range from Yoga to clogging.

The destructive investigation revealed that the floor construction in this area is composed of plywood sheathing on 2x10 wood joists spaced at 16" on centre and spanning from 9' to 10'. The wood species was assumed to be SPF No.2 which is standard construction grade. The joists are in turn supported on steel beams and columns. The beams were determined to be W8x17 sections with the largest span being 17'-8". There were two layers of ½" drywall applied to the underside of the joists.

The load calculation using a 100psf live load prescribed by the OBC for a gymnasium floor along with the calculated dead load showed that the joists and beams were adequately sized from a strength perspective to resist the design load. A review of the non dynamic deflection of the system suggests that the beams are not adequately sized to provide the required stiffness to prevent the flooring issues that have been experienced in this area.

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Given that the deflection and stiffness criteria are considered to be serviceability requirements there is some latitude in the OBC which allows for user tolerance to be considered. In the case of this room the users have indicated that other than the cracking or displacement of flooring material there is no perceived bounce to the floor that is causing any concern.

Flooring options would include carpeting or sheet rubber material. From experience any sort of thin flooring material such as laminates or vinyl tile will not withstand flexing of the sheathing when under repeated load. Stiffening of the floor sheathing with the use of a tongue in groove plywood may be an option however there is no way to reliably predict the durability of thin flooring material over this option.

#### 4 Exercise Equipment Room

The second floor of the south wing is a smaller open room that is used for exercise equipment. Equipment includes treadmills, elliptical machines and stationary bicycles. The equipment at the time of the visit had been spaced out to allow for social distancing.

The destructive investigation revealed that the floor construction in this area is composed of plywood sheathing on 2x10 wood joists spaced at 12" on centre and spanning 16'-4". The wood species was assumed to be SPF No.2 which is standard construction grade. The joists are in turn supported on exterior wall and corridor wall on the ground floor. There is a single layer of ½" drywall applied to the underside of the joists.

The load calculation using a 100psf live load prescribed by the OBC for a gymnasium floor along with the calculated dead load showed that the joists and beams were undersized sized from a strength perspective to resist the design load. It is likely that this area was designed to resist a 50psf live loading which is consistent with an office or residential occupancy.

The OBC recognizes that situations such as this can arise with change in use of a building. To get around the problem you would be required to post a sign limiting the number of persons that could be in the room at any one time. Our review of the code indicates that a limit of 10 persons maximum could be justified. We believe that his would likely not change the current level of use for that room.

#### 5 Conclusions and Recommendations

In conclusion it is the opinion of IRC that the current use of the second floor area in the North wing at the Ingersoll Seniors Centre as an activity room is appropriate to the as built construction. The original floor design loading of the floor appears to be the 100psf prescribed by the current OBC for an activity room. The stiffness of the floor system however is inadequate where rhythmic dancing and other gymnasium type activities are being done as evidenced by the ongoing problems with cracking or unstable floor finishes.

Given the above we would recommend that flexible flooring, such as commercial carpeting or a rubber floor designed for gym areas, be considered. No flooring material such as sheet vinyl or laminate should be installed as it will not withstand the flexing of the floor sheathing. Replacing the existing floor sheathing with a thicker tongue in groove product may yield the resilience required however we do not have any way to reliably predict durability of a thin flooring material that would be applied over it. Structural stiffening of the floor system would require significant disturbance to ceiling finishes in the cafeteria and kitchen area and is considered to be cost prohibitive.

The second floor area in the South wing of the building was found to be under designed for the current usage as a exercise equipment room. As such we are recommending that signage be posted which will limit the number of persons using that room at one time to 10.



**6 Limitations**

IRC prepared this report solely for the client named. The responsibilities of IRC are as described in the Terms of Reference and the Scope of Work. The material in this report reflects the opinion of IRC at the time of preparation and within the terms of reference as agreed. Any use, which a Third Party makes of this report, or any reliance on decisions based on it, are the responsibility of such Third Party.

The assessment provided is based on visually observed defects at a limited number of locations and our experience with similar types of structures. Deficiencies may exist at other areas not referenced in this report or that are not visually apparent given the level of evaluation. No responsibility is therefore assumed concerning these matters, or for failure to carry out technical or engineering techniques which would be required to discover any inherent or hidden conditions of the property since such an investigation was not included in the scope of work.

We trust that the above is satisfactory for your purposes. If you have any questions or comments concerning the above, please contact the undersigned at your convenience.

Yours Truly,

**IRC Building Sciences Group**

**Scot McCavour, P.Eng., BDS**  
*Executive Director*





**Department:** Community Services

**Report Number:** CS-018-20

**Council Meeting Date:** October 13<sup>th</sup> 2020

**Title:** Seniors Roof Update

#### Objective

To provide Council with information regarding the state of the seniors centre roof.

#### Background

Staff had forecasted \$200,000 to replace the senior's center roof as part of the 2021 capital budget. To prepare figures for the 2021 capital budget staff received estimates for roof replacements which are attached to this report. The estimates for replacement provides two options, 1) \$135,000 to replace with shingles 2) \$425,000 to replace with steel. These estimates outlined tendering the project early in 2021 but since that time some significant roof issues have been identified and it is now being recommended to proceed with the project as soon as possible to prevent further damage.

#### Analysis

During the week of September 28<sup>th</sup> a ceiling collapse in the upper floor east wing of the seniors centre occurred. When the ceiling collapsed a significant amount of water came down with it along with the insulation that was in the ceiling. The insulation and drywall were both filling with water making it so these items needed to be removed. A contractor was called to remove all the damaged drywall and insulation in the room. Once the insulation was removed it was noted that there were multiple areas where water was leaking into the building through the roof. Upon noticing the holes in the roof, Garland Canada, was called in to investigate further.

Department Report CS-018-20  
Regular Meeting of Council  
October 13, 2020

Upon investigation, it was noted that the roof cannot be patch repaired due to the condition of the shingles. It was also noted that the shingles are in such bad condition, if we were to remove one the rest will crumble off.

It was identified that we may be able to tarp the roof to get us through to the rest of the year but staff were warned that this may not be suitable because the tarp could be ripped off by falling snow. It was also noted that it's likely that falling snow could remove the shingles from the roof due to their poor condition. It was further noted that if we go much longer without repairing or replacing the roof we may incur more costs due to the plywood roof base rotting. There will also be additional costs once the roof is repaired as the drywall and insulation will need to be replaced (pictures attached)







Department Report CS-018-20  
Regular Meeting of Council  
October 13, 2020



Department Report CS-018-20  
Regular Meeting of Council  
October 13, 2020



**Recommendation:** As a result of current state of the senior's center roof and to prevent further damage staff are requesting pre budget approval to proceed with a shingle replacement of the senior's center roof at an approximate cost of \$135,000 plus the cost to repair associated water damage. In accordance with the Town's purchasing policy this project would typically be tendered through a competitive RFP process. Staff are recommending to be able to proceed with the project in a timely manner that we forego the competitive RFP process and rather in corporation with Garland Canada request quotes from contractors who are able to complete the roof before snowfall. Staff believe that competitive pricing will still be achieved through this process due to the size of the project and the current availability of roof contractors looking for work.

#### **Financial Implications**

Replacing shingles - \$135,000, Steel roof \$425,000. Plus plus the cost to repair drywall and insulation damage inside. Max total project cost of \$200,000. Potential funding sources 1) Capital Emergency Reserve 2) 2019 Operating Surplus.

#### **Recommendation**

**THAT** the Council for the Town of Ingersoll receives report CS-018-20 as information

Department Report CS-018-20  
Regular Meeting of Council  
October 13, 2020

**AND THAT** Council provides pre budget approval of \$200,000 to proceed the senior's center roof replacement and associated repairs in the 2020 calendar year.

**Attachments**

Roof pricing estimate

---

Prepared by: Joe Sym, Manager, Facility Operations  
                  Kyle Stefanovic, Director of Community Services  
Approved by: William Tigert, CAO



## THE GARLAND COMPANY, INC.

**HIGH PERFORMANCE ROOFING AND FLOORING SYSTEMS**

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**Michael Ische**  
London & Surrounding Area  
Ische@garlandcanada.com  
Tel: 519-860-4488

Town of Ingersoll  
Ingersoll Services for Seniors Centre  
250 Ingersoll Rd  
Ingersoll, ON

**Attention: Joe Sym & Kyle Stefanovic**

### **Roof Recommendations & Budgets**

Joe / Kyle, as you are aware, the roof of the Ingersoll Services for Seniors Centre at 250 Ingersoll Rd, has had multiple roof leaks and conditions of the roofs will likely result in on-going problems and new leaks which are more likely to occur during the colder seasons with the onset of freezing conditions which will place stress on the roof flashings and membrane ridges causing them to tear.

As identified in our roof inspection report, I have recommended that you plan to replace the aged roof in 2021 with the following.

#### **BUDGET:**

##### *Option 1*

**R-Mer Seal & Laminated GAF Shingles (15-year Non-pro Rated Warranty)**  
**Entire Roof (2021) : \$135,000**

##### *Option 2*

**R-Mer Seal & R-Mer Span Metal Roof (30-year NDL Warranty)**  
**Entire Roof (2021) : \$425,000**

Joe / Kyle, we should prepare the replacement specification as soon as possible in the New Year and present it to the 3 competing contractors, who, in turn, will submit their tender price directly to you. Doing so will help to ensure we obtain the best pricing possible as the contractors are anxious to arrange work for the coming year in order to cover their 2021 operating cost. This means better pricing for those that bid their work early.

I will be in contact with you shortly to discuss your plans and timing for any roof replacement that you considering for 2021. In the meantime, if you have any questions, please give me a call any time.

Sincerely,



Michael Ische, BESC  
Roof Asset Manager

*"Service is our Best Product"*

Please visit us at <http://www.garlandco.com>



**Department:** Fire Services (Bylaw)

**Report Number:** F-004-20

**Council Meeting Date:** October 12, 2020

**Title:** Commercial Vehicle Unloading in Residential Area

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### Objective

To seek Council direction in regards to noise complaints.

### Background

Throughout the Town there are areas that are designated as “No Truck” areas that also contain commercial businesses. These businesses have an exemption within the Traffic and Parking bylaw # 06-4327 Part V (10) that states commercial vehicles are allowed to load and unload in an area designated as a no truck area as long as the business abuts the roadway. Complaints from residents have been received in regards to the noise generated by one of these businesses. A verbal agreement was reached in 2015 whereby the business owners agreed to stop taking deliveries at the site but has since occasionally started to receive those deliveries again.

### Analysis

Currently the traffic bylaw allows for such deliveries but the noise of the heavy trucks unloading disturbs the residential neighbors. The delivery of goods is obviously essential to any business and due to shipping schedules that are sometimes set outside the control of the business owner the timing of these deliveries might not be ideal for all parties.

Staff have tried to negotiate a compromise between the business owners and the residents and were successful for a few years but a more permanent solution needs to be found.

Staff are asking for direction from Council to either leave the situation as is or change the traffic bylaw in some way. The following recommendations are presented, but not limited to, for Councils consideration:

1. Limit the timing of these deliveries to a schedule that is more of a “business hours” type. For example only Mon. to Fri. 9am to 4 pm. This might not be possible for some businesses that don’t get to schedule their deliveries.
2. Change the bylaw to remove the exemption for deliveries to businesses that are located in either a residential area or on a no truck route. This will severely impact a business that depends on the delivery of goods.
3. Remove the no truck designation on streets that have commercial businesses on them. This might create even more noise issues for the residential areas.
4. Leave the situation as it is with the understanding that residential dwellings and commercial operations must both exist in the same areas.

#### **Financial Implications**

None

#### **Recommendation**

**THAT** Council give direction to staff in regards to noise complaints due to commercial deliveries near residential areas.

#### **Attachments**

None

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Prepared by: John Holmes, Fire Chief  
Approved by: William Tigert, CAO





**Department:** Engineering

**Report Number:** OP-006-20

**Council Meeting Date:** October 13, 2020

**Title:** Petition/Appeal by residents of Reeves Road for elimination of the chain link fence protecting the rain gardens in their back yards

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#### **Objective**

To provide Council with information on a petition received by the Town from residents of Reeves Road, Golf Estates requesting removal/elimination of the chain-link fencing that protects the back-yard rain gardens on their properties, and to seek Council direction on the response to the petition by the residents.

#### **Background**

Golf Estates being developed Reeves Reality lies to the south of Clarke Road and is proposed to be constructed in a number of phases. The first three phases of construction (Phase 1, 2 and 3) consists of extending Whiting Street, constructing two new roads – Reeves Road and Cash Crescent.

There is a row of townhouses constructed east of Cash Crescent near the intersection of Cash Crescent and Clarke Road. Remaining of the residential development on Reeves Road as well as remaining portion of Cash Crescent consists of about 84 single family dwellings, with 40 dwellings having frontage on Reeves Road and remaining having frontage on Cash Crescent.

Twenty residential properties (lot numbers 1 to 20) have their back yards abutting the back yards of the properties fronting on Clarke Road. Many of these lots have a retaining wall built between their backyard property boundary and the backyard property boundary of the properties fronting on Clarke Road (common back-yard boundaries). As a part of the storm-water management plan submitted by the developer, reviewed and approved by the Upper Thames River Conservation Authority and accepted by the Town of

Ingersoll, the developer was required to build rain-water gardens (bio-swales) on each property instead of building a storm-water pond to manage rainwater runoff from the development.

This requirement was then built into the sub-division agreement for Golf Estates Phases 1 & 2, and is being retained in the sub-division agreement for Phase 3 that is currently under review. The rain-gardens (bio-swales) are required to be provide in the front yards as well as back yards of all the single family residential properties.

The front yard rain gardens (bio-swales) on each residential property are built as shallow swales consisting of an underlay of engineered soil with all the bio-swales being interconnected with underground water storage structures. The bio-swales themselves are sodded and are to be maintained by the property owner.

The back-yard swales are built on engineered soil similar to the front yard swale, but are required to be planted with vegetation appropriate for rain gardens. These swales are protected and demarcated from the back yards by a chain-link fence to prevent encroachment and damage to the rain gardens. The main purpose of the fencing in the rear yards to separate the rear yards from the rain gardens (bio-swales) is to protect the planted vegetation in these rain-gardens to ensure proper functioning of the gardens as also to prevent trash building up in them. The back yard rain gardens are built on easements on those private properties in favor of the Town.

#### **Analysis**

Clause 'm' of section 28 (General Provisions) contained in the sub-division agreement for Phases 1 & 2 requires storm water management best management practices to be implemented in accordance with a Storm Water Management Strategy Study of February 2007 passed by a resolution of the Council (C07-03-068) on 12<sup>th</sup> March 2007. This clause establishes the requirement to provide rain-gardens instead of storm-water management ponds in the sub-division.

The design calculations forming a part of the background documents for drafting the agreement and design sheets forming a part of the agreement specify the provision of rain gardens (bio-swales) both in the front lawns and in the back yards of the private lots. The front rain gardens are within the road right-of-way and the back yard rain gardens are in easements dedicated to the Town. The clause is reproduced below and is being carried over to the Phase – 3 agreement as well:

*The Owner hereby agrees to promote the implementation of storm water management ("SWM") Best Management Practices ("BMP's") within this Plan in accordance with the Storm Water Management Strategy Study dated February 2007 and passed by Resolution of Town Council as C07-03-068 on March 12, 2007 and to the satisfaction of the Town Engineer. The acceptance of these measures by the Town will be subject to the presence of*

*adequate geotechnical conditions within this Plan and the approval of the Town Engineer.*

Further, Clause 'hh' of Section 29 (Unique Conditions) specifies the requirement of chain-link fencing to protect the rain gardens (bio-swales) as well as the requirement of chain-link fencing between property boundaries of the properties on Reeves Road and Clarke Road that have abutting rear-yard boundaries. Drawing number 4 (Grading Plan) forming a part of the sub-division agreement for Golf Estates Phases 1 & 2 shows the location of the chain-link fence separating the rear property boundaries and the chain-link fence required to separate the back yard rain gardens. The drawing is attached with this report to Council.

Clause 'hh' is reproduced below and is being carried over to Phase – 3 of the development with appropriate modification to the lot number as applied to phase – 3:

*The Owner shall establish adequate fencing at the rear yard boundaries of Lots 13 to 20, 21 to 40 inclusive, to separate the rear yards from the backyard LID's and/or existing properties. The minimum 1.5 metres (5 ft.) in height black chain-link fence with be not less than 12 gauge is to be fully installed on the subject subdivision property with no gate access to other properties.*

Various standards for Low Impact Development (LID) structures – bio-swales and grass swales form a part of the sub-division agreement and address standards of design, construction and performance of such LID structures. The chain-link fence with no gate access to other properties around back-yard bio-retention swales has been designed and included in the agreement to ensure that trash does not accumulate in the swales in order for them to function to the required performance standards.

Council has two options to consider:

- a. Reject the petition submitted by some of the residents of Golf Estates sub-division and consider this report brought to the Council by staff for information only with no further action. This will maintain the status-quo as agreed in the sub-division agreement.
- b. Accept the petition submitted by the residents of Golf Estates sub-division and direct staff to:
  - i. Amend the sub-division agreement for Phases 1 & 2 of the development to exclude the requirement of providing chain-link fencing separating rear-yard bio-swales from the rear yards of the properties.
  - ii. Develop an agreement requiring maintenance of the back-yard bio-swales, including slopes, vegetation, trash removal and other relevant conditions to ensure performance of the bio-swales to the required standards and ask ALL residents who have back-yard bio-

swales to enter into such an agreement with the Town to ensure compliance. The agreement the owners enter into to maintain the swales would require provisions to save the town harmless from any flooding caused by their improper maintenance of the swales on their property.

This option and arrangement will work only if ALL the residents who have rain gardens in their back-yards agree to sign such an agreement and agree to maintain the rain gardens to the required performance standards. Should the Council agree to not having the chain-link fence as discussed above, the easement on which the rain-gardens are constructed shall still remain in place with the town having right of access over the lands.

Even if one property owner does not agree to sign the agreement, the whole arrangement in the sub-division would become unenforceable, very difficult to implement and would be a potential source of disputes between current or future property owners with the Town getting involved through bylaw enforcement officers.

Another potential source of non-maintenance of the bio-swales is when a particular property is sold to a new owner who may be reluctant to maintain the rain gardens as per standards and the agreement committed between the Town and the previous property owner or may simply be not aware of the existence of such an agreement, as it may not have been disclosed at the time of sale. To ensure that the agreement is implemented in the future, this agreement would need to be registered on title so that the provisions carry over to all successive buyers of the property.

To deviate from the subdivision agreement and removal of the fences will undoubtedly cause problems. Staff have witnessed issues with property owners encroaching on other storm water management facilities and altering the landscape, by cutting ground cover or removing trees.

In this case it is inevitable that if the fencing is removed, owners either present or future will encroach on to the storm water management facilities and alter the cover, and in essence altering the ability of the systems to function as designed. If the storm water management systems do not function as designed there could be other problems with water issues on neighbouring properties or the quality of the water leaving the system. In either case the Town may face future costs of remedying the situation later.

For these reasons staff would urge caution in altering the systems as designed and not deviate from the approved plans.

**Financial Implications**

There are no direct financial implications at this time, however if alterations are made without permission and it negatively affects the functioning of the system, the Town may face

future costs of remedying any issues that arise because of changes made by home owners current or future.

#### **Recommendation**

**THAT** The Council of the Corporation of the Town of Ingersoll receives this report Numbered OP-006-20 as information;

**AND THAT** Council having reviewed and considered the petition submitted by the residents of Golf Estates cannot support the alterations of the subdivision agreement and the alteration of the required fencing as it is iatrical to the long term maintenance and functionality of the storm water management facilities as designed.

**AND FURTHER** that Council directs staff to advise the residents of the purpose and need of the LIDS as designed and the long term maintenance of the facilities is best safeguarded by the required fencing to be put in place and maintained.

#### **Attachments**

- a. Copy of the petition from the residents of Golf Estates received.
- b. Drawing 4 (Grading Plan) for Phases 1 & 2 of Golf Estates sub-division.

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Prepared by: Ramesh Ummat, Town Engineer and Director of Public Works  
Approved by: William Tigert, Chief Administrative Officer

**Petition to The Town of Ingersoll**  
**To Prevent the Fencing of Rain Gardens**  
**Reeves Rd. & Clarke Rd.**

We, the undersigned, are residents of Reeves Rd. and Clarke Rd. in Ingersoll. We respectfully submit this petition to voice our opposition to fences around the rain gardens in our backyards. While we understand the reason for having the rain gardens, we believe the proposed fences will be unsightly, will attract garbage, and will be expensive to maintain. Also, there are existing rain gardens in Ingersoll (Kerr Crescent area) that do not have fences.

We are open to discussing further options with the Town of Ingersoll.

Thank you in advance for your consideration in this matter.

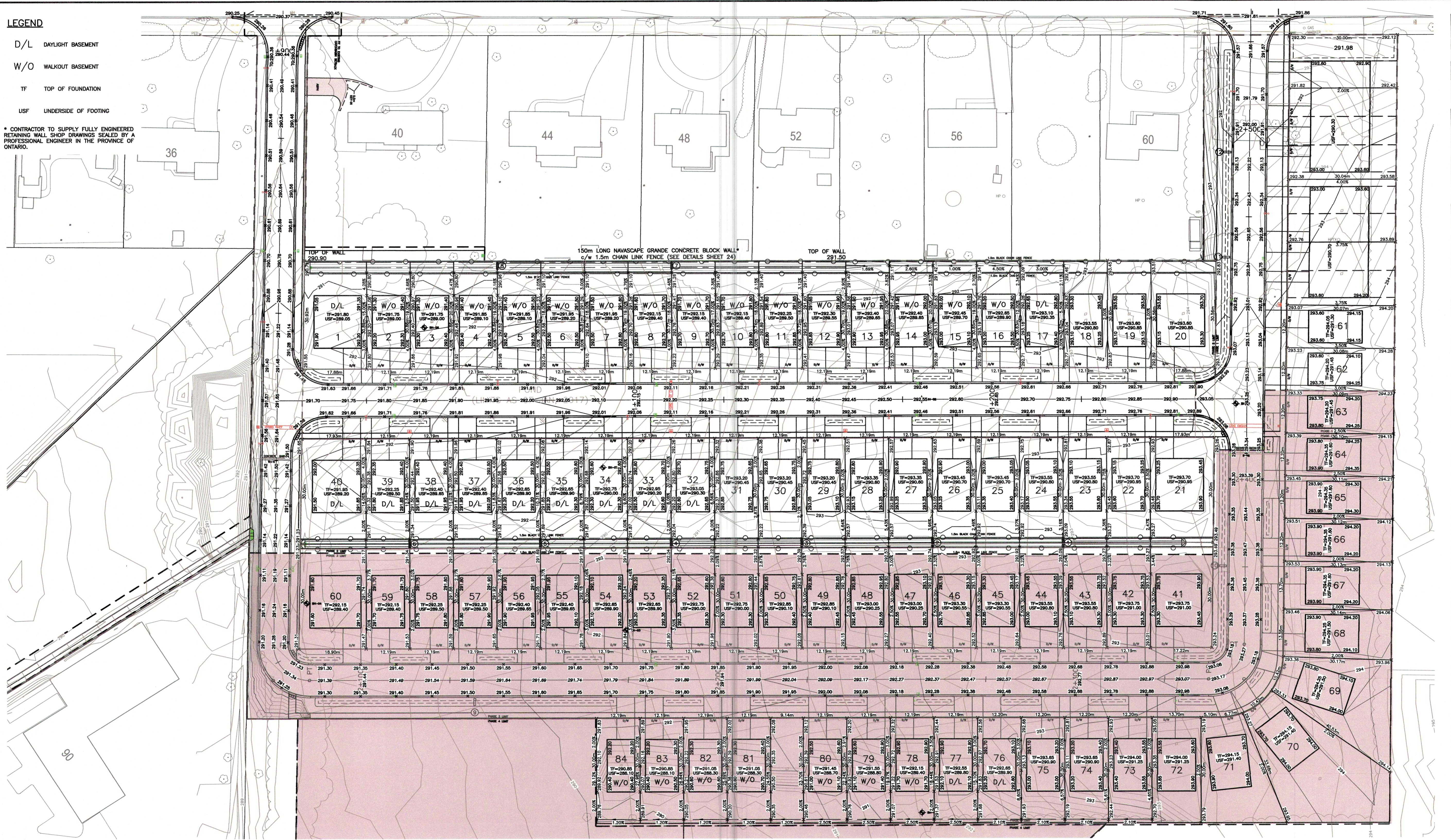
Name (please print)	Address	Date	Phone or Email	Signature
JANE & DAN BLACKSHAW	19 REEVES	9/16/20		Jane Blackshaw
SUSAN SLADE	21 REEVES	9/16/20		S Slade
JOHN BENTLEY	21 Reeves	9/16/20		John Bentley
MARION BENTLEY	21 Reeves Rd	9/16/20		Marion Bentley
NORTH LEEANNE FRY	1 REEVES RD	9/16/20		North Leeanne Fry
ANGELA & DEAN TAKES	7 REEVES RD.	9/17/2020	--	Angela Takes
MANUMON C ICIL / NEENU KULACHITRAVIL	5 REEVES RD. 2021A	9/17/2020		Manumon C. Icil
Victoria + Brian Bannon	5 REEVES RD	9/17/2020		Bannon
Brenda Jeffrey	23 Reeves Rd	9/17/2020		Brenda Jeffrey
Heather + Craig Masters	40 Clarke Rd	9-17-2020		Heather Masters
Bill + Elva Hayes	44 Clarke Rd	9/17/20		Elva Hayes
JAMIE + LACEY McLAFFIN	48 Clarke Rd	9/17/20		Jamie McLaffin

**LEGEND**

- D/L DAYLIGHT BASEMENT
- W/O WALKOUT BASEMENT
- TF TOP OF FOUNDATION
- USF UNDERSIDE OF FOOTING

\* CONTRACTOR TO SUPPLY FULLY ENGINEERED RETAINING WALL SHOP DRAWINGS SEALED BY A PROFESSIONAL ENGINEER IN THE PROVINCE OF ONTARIO.

DILLON CONSULTING LIMITED 130 DUFFERIN AVENUE, LONDON, ONTARIO, N6A 5E2, PHONE (519) 438-4102, FAX (519) 872-5289



**Conditions of Use**  
Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.  
Do not scale dimensions from drawing.  
Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.



7	ISSUED FOR ECA APPLICATION	JULY 2018	RDA	DESIGN	REVIEWED BY	JDU
6	FINAL	JULY 2018	RDA	DRAWN	CHECKED BY	RDA
5	ISSUED FOR ECA APPLICATION	JUNE 2018	RDA	DATE		
4	ISSUED FOR REVIEW (4TH)	JUNE 2018	RDA	SCALE		
3	ISSUED FOR REVIEW (3RD)	MAY 2018	RDA			
2	ISSUED FOR REVIEW (2ND)	FEB 2018	RDA			
1	ISSUED FOR REVIEW (1ST)	DEC 2017	RDA			

DESIGN	RDA
REVIEWED BY	JDU
DRAWN	RSS
CHECKED BY	RDA
DATE	
SCALE	1:50

GOLF ESTATES DEVELOPMENT - PHASE 1 & 2  
62 CLARK ROAD, INGERSOLL, ONTARIO

**GRADING PLAN**

PROJECT NO. 152355

SHEET NO. 4



**Department:** Treasury

**Report Number:** T-017-20

**Council Meeting Date:** October 13, 2020

**Title:** Operating Budget Variance Report for the 9 months ended September 30, 2020

### Objective

To provide Council with a financial overview of operations for the nine months ended September 30, 2020 as well as financial projections to the end of the year.

### Background

A review of the Town's financial operations for the nine months ended September 30, 2020 was completed. The COVID -19 pandemic continue to cause significant uncertainty and financial challenges for the Town. In the initial review of the financial impacts of pandemic it was projected that the Town would incur a net budgetary saving of \$ 132,000. It was noted that the projected financial impacts were preliminary estimates that would likely change depending in the duration and severity of the pandemic. This financial overview provides the operating variance analysis for the 9 months ended September 30, 2020 and reflects revised assumptions to the COVID-19 related financial impacts.

### Provincial Funding - Safe Restart

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19.

- Up to \$2 billion to support municipal operating pressures; and
- Up to \$2 billion to support municipal transit systems.

Under the municipal operating stream, \$1.39 billion was made available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

Department Report T-017-20  
Regular Meeting of Council  
October 13, 2020



The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totaling \$362M.

Phase 1 funding has been allocated on per household share. The Town of Ingersoll will receive a payment of \$334,000 to support our COVID-19 operating costs and pressures.

The Town must use this funding for the purpose of addressing COVID-19 operating costs and pressures. If the amount of the funding exceeds Town's 2020 COVID -19 operating costs and pressures, the excess funding will have to be placed into reserves to be accessed to support 2021 COVID-19 operating costs and pressures.

The Town will be expected to report back to the province by March 2021 with details on the 2020 COVID-19 operating costs and pressures, the Town's overall 2020 financial position, and the use of the provincial funds.

#### Phase 2: Funding for Additional Municipal Operating Pressures

For municipalities that have experienced greater financial impacts arising from COVID-19 than others, the Province is offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures by October 30, 2020, or by November 6 if an extension is given. Municipalities will be required to provide:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-19 related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

### Analysis

#### Town Operations as of September 30, 2020 and Year – End Projections

Appendix A provides details on the interim operating results for each department as of September 30, 2020. The figures in the Operating Budget to Actual Variance Report are indicating an overall surplus of \$334,604. Detailed comments have been provided for

Department Report T-017-20  
Regular Meeting of Council  
October 13, 2020

each department in the attached report. The comments are based on departmental input and Treasury review.

Year-end projections, summarized in Table 1, reflect revised assumptions related to recreational revenue losses, the impacts of relief measures put in place to support local residents and businesses, and revised investment revenue. Cost mitigation measures to offset losses in revenue have been revised also to include reductions in discretionary spending, reduced utilities costs, program expenses and other operating expenses.

- Council: A favorable year to date net operating variance of \$23K mainly attributable to savings in meetings, conferences and promotional events. Consistent with year to date results, a favourable \$23K variances is projected to the end of year.
- Chief Administrative Officer: A favorable year to date net operating variance of \$11K primarily due to savings in marketing and promotion expenses. Consistent with year to date results, a favourable \$29K variances is projected to the end of year.
- Clerks (including Parking Enforcement, Paratransit and Animal Control): An unfavourable year to date net operating variance of \$24K reflects the additional costs of prevention and containment measures put in place for COVID-19 as well as lower than budgeted marriage licensing revenue and issuance of the non-budgeted \$25K grant to OPAL. These additional costs were partially offset by savings in salaries and benefits and other operating costs. Consistent with year to date results, an unfavourable \$35K variances is projected to the end of year.
- Information Technology: An unfavorable year to date net operating variance of \$5K. Consistent with year to date results, an unfavourable variance of \$15K is projected for the end of the year.
- Treasury Admin: An unfavorable year to date net operating variance of \$30K. An unfavourable variance of \$150K is projected for year-end mainly due to impacts from COVID-19 which resulted in lower than budgeted investment income, loss of revenue due to cancellation of interest and penalties on all property tax arrears, and higher than planned insurance costs.
- Property Taxes: An unfavourable year to date net operating variance of \$235K primarily due to settlement of two major assessment appeals (Loblaw's and Coilplus). The Town refunded \$270K for the municipal portion of property taxes for both appeals. It is difficult to forecast when settlements would take place therefore these refunds were not included in the 2020 Operating Budget. A transfer from the Finance Reserve will be performed at the end of the year to offset these costs resulting in a net zero operating variance.
- Building Inspections and Property Standards: Net zero variance to date. The trend is expected to continue to the end of the year.

- Municipal Office: A favorable year to date net operating variance of \$33K driven by savings in salary and benefits and the reduced costs of utilities. Consistent with year to date results, a favorable variance of \$25K is projected to the end of the year.
- Fire: A favorable year to date net operating variance of \$51K due to savings for the operation of the Fire Hall that include lower than projected wages of cleaning staff and lower building repair and maintenance costs. Consistent with year to date results, a \$45K favourable variance is projected to the end of the year.
- Police (including Crossing Guards and Police Services Board): A favorable year to date net operating variance of \$34K primarily due to school closures in Mid-March and resulting layoffs of crossing guards. Cancellation of Police Services Board meetings and conferences resulted in additional savings. Consistent with year to date results, a \$30K favourable variance is projected to the end of the year.
- Engineering: A favorable year to date net operating variance of \$50K results from the timing of events compare to calendared budget estimates. A net zero variance is projected to the end of the year.
- Public Works: A favorable year to date net operating variance of \$32K mainly driven by savings in winter control expenses and the timing of events compare to calendared budget estimates. It is difficult to forecast for winter control for that reason a net zero variance is projected to year-end.
- Parks and Arena: A favorable year to date net operating variance of \$73K due to a 4 week delay in hiring of part time casual employees for parks maintenance and resulting savings in wages. Safe Cycling and Trails Committees have not met since the Provincial Emergency orders were imposed and Safe Cycling event was cancelled. The Province has lifted restrictions to allow for recreational facilities and amenities to reopen, resulting additional operating costs to ensure safety measures have been put in place at the Arena in order to comply with provincial guidelines. Both revenue and expenses are highly dependent on the duration of the pandemic, mandated capacity restrictions as well as the level of participation. Consistent with our projections, an unfavourable variance of \$40K is projected to the end of the year.
- VPCC: A favorable year to date net operating variance of \$113K. With closures of VPCC and other recreational amenities, program cancellations, a number of casual and part-time employees were unable to perform their duties and were placed on a Declared Emergency Leave. The staffing savings somewhat offset the recreation revenue losses. The Province has lifted restrictions to allow for recreational facilities and amenities to reopen, resulting additional operating costs to ensure safety measures have been put in place at the VPCC to comply with provincial guidelines. Both revenue and expenses are highly dependent on the duration of the pandemic, mandated capacity restrictions as well as the level of participation in programs. Consistent with our projections, a favourable variance of \$30K is projected to the end of the year.

- Fusion Centre: A favorable year to date net operating variance of \$144K due to the closure of the facility and cancellation of all programs resulting in significant savings in wages and benefits. We are projecting a favourable variance of \$170K to the end of the year.
- Museum: A favorable year to date net operating variance of \$23K. The trend is expected to continue to the end of the year.
- Economic Development: A favorable year to date net operating variance of \$38K due to reduced costs related to marketing and promotion activities and cancellations of various tradeshow due to COVID-19. Consistent with year to date results a favourable variance of \$40K is projected to the end of the year.

The following table summarizes the anticipated year-end financial operating variances.

**Table 1: Year - End Projected Operating Variances**

Area	Year- end Projections fav (unfav)
Council	\$23,000
Chief Administrative Officer	\$29,000
Clerks	(\$35,000)
Information Technology	(\$15,000)
Treasury Admin	(\$150,000)
Property Taxes	\$0
Building Inspections and Property Standards	\$0
Municipal Office	\$25,000
Fire	\$45,000
Police	\$30,000
Engineering	\$0
Public Works	\$0
Parks and Arena	(\$40,000)
VPCC	\$30,000
Fusion Centre	\$170,000
Museum	\$23,000
Economic Development	\$40,000
Safe Restart Funding	\$344,000
<b>Total</b>	<b>\$519,000</b>

#### Financial Implications

As of September 30, 2020 the Town reported a favourable operating budget variance of \$334,604. The Town is projecting for December 31, 2020 a favourable operating budget variance of \$519,000.

Department Report T-017-20  
Regular Meeting of Council  
October 13, 2020

**Recommendation**

**THAT** Report No. T-017-20 be received as information.

**Attachments**

Operating Budget Variance Report for the 9 months Ended September 30, 2020

Prepared by: Iryna Koval, Director of Finance, Treasurer  
Approved by: William Tigert, CAO

**THE CORPORATION OF THE TOWN OF  
INGERSOLL**

**Operating Budget Variance Report for 9 Months Ended  
September 30, 2020**

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

**Summary All Departments by Revenue/Expense Grouping**

	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
<b>COUNCIL</b>	168,374	158,164	180,853	22,690	288,873	130,709
<b>CHIEF ADMINISTRATIVE OFFICER</b>	349,053	439,687	450,212	10,525	375,970	(63,717)
<b>CLERKS</b>						
ADMINISTRATION	329,442	540,228	500,235	(39,993)	582,540	42,312
ANIMAL CONTROL	(4,564)	2,460	1,532	(928)	6,200	3,740
PARKING	3,085	(2,685)	12,222	14,907	22,500	25,185
PARATRANSIT	34,132	34,617	36,837	2,220	55,840	21,223
<b>TREASURY</b>						
ADMINISTRATION	(203,658)	528,124	497,665	(30,459)	841,113	312,989
TAXATION	(17,505,682)	(18,290,516)	(18,525,658)	(235,142)	(14,743,787)	3,546,729
INFORMATION TECHNOLOGY	229,052	238,998	234,344	(4,654)	320,000	81,002
<b>BUILDING INSPECTION</b>						
INSPECTION	(141,454)	(5,351)	(5,350)	0	0	5,351
PROPERTY STANDARDS	16,415	16,601	18,606	2,005	26,720	10,119
TOWN CENTRE	159,515	42,481	75,034	32,553	167,808	125,327
PUBLIC BUILDINGS - OTHER	(6,443)	(8,627)	(9,269)	(642)	1,400	10,027
<b>FIRE</b>						
ADMINISTRATION	755,263	580,732	606,437	25,705	1,084,258	503,526
FACILITY	42,871	65,449	91,575	26,126	20,746	(44,703)
<b>POLICE</b>						
ADMINISTRATION	1,607,152	1,927,811	1,951,807	23,996	2,621,441	693,630
FACILITY	(45,845)	(56,986)	(46,213)	10,774	32,134	89,120
<b>ENGINEERING</b>						
ADMINISTRATION	1,953,363	217,165	256,542	39,377	2,167,550	1,950,385
EQUIPMENT	(5,521)	(3,972)	(5,113)	(1,141)	0	3,972
STREET LIGHTING	137,487	191,145	202,609	11,464	293,000	101,855
TRAFFIC SIGNALS	8,251	9,404	10,360	956	15,200	5,796
<b>PUBLIC WORKS</b>						
ADMINISTRATION & EQUIPMENT	252,227	170,220	68,406	(101,813)	308,032	137,812
FACILITY	40,083	31,485	37,464	5,979	64,468	32,983
BRIDGES & CULVERTS	7,400	10,338	5,861	(4,477)	11,660	1,322
ROADSIDE MAINTENANCE	156,469	178,850	187,198	8,348	261,880	83,030
SURFACE MAINTENANCE	161,570	114,362	169,084	54,722	283,860	169,498
ROADS, SIDEWALKS & PARKING LOTS	180,485	175,271	170,564	(4,707)	257,070	81,799
WINTER CONTROL	374,281	246,977	333,925	86,948	501,480	254,503
ENVIRONMENTAL SERVICES	41,006	47,674	35,361	(12,313)	106,072	58,398
<b>PARKS AND ARENA</b>						
ADMINISTRATION	103,577	91,145	111,570	20,425	165,610	74,465
ARENA	406,159	153,511	155,155	1,644	409,123	255,612
PARKS	580,558	386,465	434,367	47,902	901,266	514,801
PARKS PROGRAMS	21,649	25,332	21,478	(3,854)	75,140	49,808
CAMI PARKS / SUZUKI HOUSE	94,312	135,895	143,229	7,334	232,892	96,997
<b>VICTORIA PARK COMMUNITY CENTRE</b>						
ADMINISTRATION	82,477	34,051	65,315	31,264	97,521	63,470
AQUATICS	82,442	91,374	83,021	(8,353)	167,225	75,851
FITNESS	163,744	53,593	95,433	41,840	169,853	116,260
GENERAL PROGRAMS	51,290	62,899	13,113	(49,786)	11,710	(51,189)
FACILITY	420,323	298,362	396,041	97,679	596,577	298,215
<b>YOUTH CENTRE</b>						
FACILITY	49,545	59,219	80,480	21,260	313,976	254,757
GENERAL PROGRAMS	256,206	154,052	276,705	122,653	388,392	234,340
<b>MUSEUMS</b>						
FACILITY	22,115	10,753	13,472	2,719	30,560	19,807
PROGRAMS	79,812	104,383	125,353	20,970	169,762	65,379
<b>ECONOMIC DEVELOPMENT</b>	126,406	131,912	169,794	37,881	296,365	164,453
	<u>(8,365,577)</u>	<u>(10,606,949)</u>	<u>(10,272,345)</u>	<u>334,604</u>	--	<u>10,606,949</u>

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

**Summary All Departments by Revenue/Expense Grouping**

	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	4-3-2 fav (unfav)	2020	2020
	1	2	3		5	6-5-2
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(53,065)	(33,018)	(53,150)	(20,132)	(95,255)	(62,237)
PERMITS/LICENSES	(313,133)	(174,142)	(182,693)	(8,551)	(214,595)	(40,453)
ICE RENTAL	(105,761)	(82,042)	(103,578)	(21,536)	(244,965)	(162,923)
RENT / LEASES	(150,660)	(127,165)	(149,412)	(22,247)	(207,068)	(79,903)
USER FEES	(221,812)	(103,844)	(228,452)	(124,608)	(268,328)	(164,484)
MEMBERSHIPS	(94,795)	(42,061)	(120,445)	(78,383)	(158,790)	(116,729)
RECOVERIES	(125,783)	(60,410)	(79,407)	(18,997)	(112,704)	(52,294)
COUNTY RECOVERY	(177,536)	(163,604)	(180,872)	(17,268)	(306,788)	(143,184)
TAXATION	(17,575,813)	(18,661,100)	(18,748,354)	(87,254)	(15,363,787)	3,297,313
INTEREST / DIVIDENDS	(540,988)	(415,966)	(456,711)	(40,745)	(769,500)	(353,534)
GRANTS / SUBSIDIES / REBATES	(747,783)	(74,095)	(72,636)	1,459	(120,575)	(46,480)
LAND SALES	(50)	(1,130)	-	1,130	-	1,130
PROGRAM REVENUES	(152,328)	(24,747)	(199,020)	(174,274)	(241,938)	(217,191)
DONATIONS / FUNDRAISING	(160,074)	(36,487)	(100,036)	(63,549)	(130,988)	(94,501)
	<u>(20,419,582)</u>	<u>(19,999,811)</u>	<u>(20,674,766)</u>	<u>(674,955)</u>	<u>(18,235,281)</u>	<u>1,764,530</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	4,631,583	4,341,189	4,995,305	654,115	7,194,153	2,852,964
ADMINISTRATIVE EXPENSE	55,663	46,029	58,955	12,926	78,828	32,799
OPERATING EXPENSE	130,455	109,976	165,307	55,331	212,562	102,586
COMMUNICATIONS	67,911	53,045	63,414	10,369	114,485	61,440
INSURANCE EXPENSE	216,041	255,947	245,989	(9,958)	253,965	(1,982)
UTILITIES - HYDRO	331,054	387,464	483,226	95,761	672,084	284,620
UTILITIES - NATURAL GAS	49,477	42,139	67,927	25,788	101,350	59,211
UTILITIES - WATER	46,637	38,823	63,953	25,130	109,000	70,177
SUPPLIES	33,516	7,508	18,625	11,117	32,319	24,811
PROGRAM EXPENSES	78,347	111,851	101,163	(10,688)	132,993	21,142
MEETINGS, CONFERENCES, TRAINING	91,053	31,278	99,674	68,397	152,090	120,812
FUEL / TRANSPORTATION COSTS	72,510	43,369	77,259	33,891	110,842	67,473
PROFESSIONAL FEES	236,723	315,285	340,423	25,138	768,000	452,715
CONTRACTED SERVICES	108,186	160,591	181,618	21,028	267,528	106,937
PROPERTY TAX REFUNDS & ADJUSTMENTS	70,132	370,584	222,696	(147,888)	620,000	249,416
MARKETING & PROMOTION	51,846	22,723	63,851	41,129	134,410	111,687
GRANTS TO VOLUNTEER ORGANIZATIONS	60,695	120,996	102,100	(18,896)	102,100	(18,896)
REPAIRS & MAINTENANCE	37,875	36,016	41,659	5,644	47,188	11,172
LAND MAINTENANCE & IMPROVEMENT	36,457	22,252	39,518	17,267	60,500	38,248
EQUIP REPAIRS & MAINTENANCE	145,489	116,197	147,298	31,101	192,031	75,834
BLDG REPAIRS & MAINTENANCE	94,227	73,105	114,600	41,495	159,200	86,095
SNOW REMOVAL AND SANDING	42,229	33,669	42,382	8,713	50,300	16,631
MAINTENANCE CONTRACTS	121,863	133,407	158,650	25,243	179,090	45,683
MATERIALS - PUBLIC WORKS	249,973	198,972	225,507	26,535	426,040	227,068
EQUIPMENT USAGE	28,268	36,663	35,892	(770)	90,200	53,537
TRANSFER TO BIA	-	-	-	-	78,000	78,000
TRANSFERS TO CEMETERY BOARD	50,000	93,083	93,083	1	93,083	1
	<u>7,140,622</u>	<u>7,204,460</u>	<u>8,250,077</u>	<u>1,045,617</u>	<u>12,432,341</u>	<u>5,227,881</u>
<b>NET OPERATING REVENUE</b>	<u>(13,278,960)</u>	<u>(12,795,351)</u>	<u>(12,424,688)</u>	<u>370,662</u>	<u>(5,802,940)</u>	<u>6,992,411</u>
<b>OTHER</b>						
O.P.P. CONTRACT	1,601,668	1,953,460	1,959,715	6,255	2,607,746	654,286
OMPF - ONT MUN PARTNER GRANT	(214,877)	(179,175)	(179,175)	0	(238,900)	(59,725)
TRANSFER FROM RESERVES & RES FUNDS	-	-	-	-	(640,870)	(640,870)
TRANSFER TO RESERVES & RES FUNDS	3,122,990	49,634	-	(49,634)	3,366,270	3,316,636
RESERVE FUND - GAS TAX SUBSIDIES	--	-	-	-	0	0
DEBENTURE PAYMENT	403,602	364,483	371,804	7,321	708,694	344,211
	<u>4,913,383</u>	<u>2,188,402</u>	<u>2,152,344</u>	<u>(36,058)</u>	<u>5,802,940</u>	<u>3,614,538</u>
	<u>(8,365,577)</u>	<u>(10,606,949)</u>	<u>(10,272,345)</u>	<u>334,604</u>	<u>--</u>	<u>10,606,949</u>



**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: MAYOR & COUNCIL	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual		Annual	Remaining
	2019	2020	2020	fav (unfav)		2020	2020
	1	2	3	4=3-2		5	6=5-2
<b>REVENUE</b>							
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	133,512	142,427	141,105	(1,322)		190,363	47,936
ADMINISTRATIVE EXPENSE	411	683	550	(133)		550	(133)
COMMUNICATIONS	939	696	2,007	1,311		4,000	3,304
PROGRAM EXPENSES	5,157	5,371	5,160	(211)		5,160	(211)
MEETINGS, CONFERENCES, TRAINING	21,810	7,641	19,193	11,552	(1)	21,200	13,559
FUEL / TRANSPORTATION COSTS	1,199	404	1,354	950		1,800	1,396
PROFESSIONAL FEES	--	--	3,600	3,600		55,000	55,000
MARKETING & PROMOTION	4,993	941	7,884	6,943	(2)	10,600	9,659
	<u>168,374</u>	<u>158,164</u>	<u>180,853</u>	<u>22,690</u>		<u>288,873</u>	<u>130,709</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>168,374</u>	<u>158,164</u>	<u>180,853</u>	<u>22,690</u>		<u>288,873</u>	<u>130,709</u>
<b>OTHER</b>							
	--	--	--	--		--	--
	<u>168,374</u>	<u>158,164</u>	<u>180,853</u>	<u>22,690</u>		<u>288,873</u>	<u>130,709</u>

**NOTES**

- (1) Due to COVID-19 conferences have been cancelled or moved on-line. Online conference are offered at a reduced price and there is no need to pay for accommodations , food and other travel expenses.
- (2) Due to COVID-19 promo events have been cancelled or postponed.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget		Remaining Budget	
	2019	2020	2020	fav (unfav)	2020	2020		
	1	2	3	4=3-2	5	6=5-2		
<b>REVENUE</b>								
RECOVERIES	--	(13,967)	--	13,967	(1)	--	13,967	
	--	(13,967)	--	13,967		--	13,967	
<b>EXPENSE</b>								
SALARIES, WAGES & BENEFITS	129,973	133,694	134,294	600		187,770	54,076	
ADMINISTRATIVE EXPENSE	212	--	108	108		150	150	
OPERATING EXPENSE	200	60	--	(60)		750	690	
COMMUNICATIONS	159	137	329	192		850	713	
PROGRAM EXPENSES	800	814	1,000	186		1,000	186	
MEETINGS, CONFERENCES, TRAINING	4,394	1,763	4,814	3,052		5,500	3,737	
PROFESSIONAL FEES	209,712	302,754	303,743	989		610,000	307,246	
MARKETING & PROMOTION	3,410	464	5,924	5,459		18,700	18,236	
	349,053	439,687	450,212	10,525		825,970	386,283	
<b>NET OPERATING (REVENUE) EXPENSE</b>	349,053	425,720	450,212	24,493		825,970	400,250	
<b>OTHER</b>								
TRANSFER TO RESERVES & RES FUNDS	--	13,967	--	(13,967)	(1)	--	(13,967)	
	--	13,967	--	(13,967)		(450,000)	(463,967)	
	349,053	439,687	450,212	10,525		375,970	(63,717)	

**NOTES**

(1) Accounting entry to move the money set aside for physician recruitment from accrued liabilities account to the Health Recruitment Reserve.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(17)	(44)	(12)	32	(25)	19
PERMITS/LICENSES	(13,119)	(5,120)	(15,286)	(10,167)	(18,300)	(13,180)
USER FEES	(35,729)	(27,249)	(24,178)	3,071	(29,100)	(1,851)
RECOVERIES	(20,981)	(421)	--	421	--	421
LAND SALES	(50)	(1,130)	--	1,130	--	1,130
	<u>(84,612)</u>	<u>(33,963)</u>	<u>(39,476)</u>	<u>(5,513)</u>	<u>(47,425)</u>	<u>(13,462)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	294,890	350,373	375,258	24,885	527,660	177,287
ADMINISTRATIVE EXPENSE	23,423	16,186	21,637	5,451	27,155	10,969
OPERATING EXPENSE	7,036	2,642	7,706	5,064	10,800	8,158
COMMUNICATIONS	7,069	7,082	6,094	(988)	8,500	1,418
PROGRAM EXPENSES	2,112	70,537	12,495	(58,042)	27,450	(43,087)
MEETINGS, CONFERENCES, TRAINING	4,265	538	6,198	5,660	7,310	6,772
FUEL / TRANSPORTATION COSTS	257	--	594	594	1,200	1,200
PROFESSIONAL FEES	767	1,261	3,870	2,609	10,000	8,739
CONTRACTED SERVICES	3,807	57,080	57,316	237	62,680	5,600
MARKETING & PROMOTION	2,720	1,839	3,443	1,604	5,800	3,961
GRANTS TO VOLUNTEER ORGANIZATIONS	50,295	63,996	45,100	(18,896)	45,100	(18,896)
	<u>399,054</u>	<u>574,191</u>	<u>539,711</u>	<u>(34,480)</u>	<u>733,655</u>	<u>159,464</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>314,442</u>	<u>540,228</u>	<u>500,235</u>	<u>(39,993)</u>	<u>686,230</u>	<u>146,002</u>
<b>OTHER</b>						
	<u>15,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>(103,690)</u>	<u>(103,690)</u>
	<u>329,442</u>	<u>540,228</u>	<u>500,235</u>	<u>(39,993)</u>	<u>582,540</u>	<u>42,312</u>

**NOTES**

- (1) Lost marriage certificates revenues due to COVID-19.
- (2) Expenses directly attributed to the pandemic including cleaning supplies, various PPE items, protective screens, modifications to the glass barriers at the Town hall.
- (3) Unbudgeted \$25,000 Grant to OPAL to support landfill opposition.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget		Remaining Budget	
	2019	2020	2020	fav (unfav)	2020	2020		
	1	2	3	4=3-2	5	6=5-2		
ACTIVITY: ANIMAL CONTROL								
REVENUE								
PERMITS/LICENSES	(10,190)	(3,940)	(8,994)	(5,054) (1)	(9,000)	(5,060)		
	(10,190)	(3,940)	(8,994)	(5,054)	(9,000)	(5,060)		
EXPENSE								
CONTRACTED SERVICES	5,626	6,199	10,526	4,328	15,000	8,801		
	5,626	6,400	10,526	4,126	15,200	8,800		
NET OPERATING (REVENUE) EXPENSE	(4,564)	2,460	1,532	(928)	6,200	3,740		
OTHER								
	(4,564)	2,460	1,532	(928)	6,200	3,740		

**NOTES**

(1) Lost of Dog Licences revenue due to COVID-19

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PARKING						
REVENUE						
USER FEES	(18,370)	(14,754)	(10,464)	4,290	(15,300)	(546)
	(18,370)	(14,754)	(10,464)	4,290	(15,300)	(546)
EXPENSE						
CONTRACTED SERVICES	21,455	12,069	22,685	10,616	37,800	25,731
	21,455	12,069	22,685	10,616	37,800	25,731
NET OPERATING (REVENUE) EXPENSE	3,085	(2,685)	12,222	14,907	22,500	25,185
OTHER						
	--	--	--	--	--	--
	3,085	(2,685)	12,222	14,907	22,500	25,185

**NOTES**

No parking enforcement from March to early Augusts 2020 due to COVID-19.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: CLERKS	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual		Annual	Remaining
	2019	2020	2020	fav (unfav)		2020	2020
	1	2	3	4=3-2		5	6=5-2
ACTIVITY: PARATRANSIT							
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(15,744)	(8,949)	(15,238)	(6,289)	(1)	(21,000)	(12,051)
	(15,744)	(8,949)	(15,238)	(6,289)		(21,000)	(12,051)
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	5,111	9,741	7,580	(2,161)		7,640	(2,101)
COMMUNICATIONS	716	218	1,007	789		1,400	1,182
CONTRACTED SERVICES	43,655	33,479	43,155	9,676	(2)	67,000	33,521
MARKETING & PROMOTION	395	129	333	204		800	671
	49,876	43,566	52,075	8,509		76,840	33,274
<b>NET OPERATING (REVENUE) EXPENSE</b>	34,132	34,617	36,837	2,220		55,840	21,223
	34,132	34,617	36,837	2,220		55,840	21,223

**NOTES**

- (1) Reduction in ridership due to the pandemic.
- (2) A commensurate reduction in costs.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD	Annual Budget	
	2019	2020	2020	2020 Budget vs Actual	2020	Remaining Budget
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: INFORMATION TECHNOLOGY						
<b>REVENUE</b>						
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	116,863	125,759	128,669	2,910	181,620	55,861
ADMINISTRATIVE EXPENSE	--	--	100	100	100	100
OPERATING EXPENSE	23,256	19,179	24,308	5,130	28,550	9,371
COMMUNICATIONS	2,321	2,205	2,014	(191)	3,000	795
PROGRAM EXPENSES	171	171	180	9	180	9
MEETINGS, CONFERENCES, TRAINING	1,513	1,995	1,600	(395)	8,600	6,605
FUEL / TRANSPORTATION COSTS	682	126	623	497	1,100	974
CONTRACTED SERVICES	--	13,331	--	(13,331)	(1)	(13,331)
MARKETING & PROMOTION	--	--	100	100	100	100
EQUIP REPAIRS & MAINTENANCE	2,643	4,238	3,000	(1,238)	(2)	3,000 (1,238)
MAINTENANCE CONTRACTS	61,604	71,995	73,750	1,755	73,750	1,755
	<u>209,052</u>	<u>238,998</u>	<u>234,344</u>	<u>(4,654)</u>	<u>300,000</u>	<u>61,002</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>209,052</u>	<u>238,998</u>	<u>234,344</u>	<u>(4,654)</u>	<u>300,000</u>	<u>61,002</u>
<b>OTHER</b>						
	<u>20,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>20,000</u>	<u>20,000</u>
	<u>229,052</u>	<u>238,998</u>	<u>234,344</u>	<u>(4,654)</u>	<u>320,000</u>	<u>81,002</u>

**NOTES**

- (1) Due to the Annual Cyber Security Audit that is required for Town's Cyber Insurance coverage renewal. Originally the audit was expected to be performed by the County at their cost, but the timelines and scope of that audit did not meet Town's Insurance company requirements.
- (2) Additional modifications and repairs were needed to ensure staff working from home were equipped with fully functioning equipment.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(13,950)	(12,090)	(11,940)	150	(16,000)	(3,910)
USER FEES	(17,242)	(9,263)	(11,007)	(1,744)	(18,500)	(9,237)
INTEREST / DIVIDENDS	(540,988)	(415,966)	(456,711)	(40,745)	(769,500)	(353,534)
	<u>(1,196,103)</u>	<u>(437,319)</u>	<u>(479,658)</u>	<u>(42,339)</u>	<u>(808,200)</u>	<u>(370,881)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	372,993	418,954	427,269	8,315	589,250	170,296
ADMINISTRATIVE EXPENSE	6,867	6,709	7,358	649	10,770	4,061
OPERATING EXPENSE	318	265	195	(70)	400	135
COMMUNICATIONS	186	199	278	79	420	221
INSURANCE EXPENSE	215,011	256,273	245,789	(10,484)	252,915	(3,358)
PROGRAM EXPENSES	2,720	2,585	2,750	165	2,750	165
MEETINGS, CONFERENCES, TRAINING	597	407	2,839	2,432	2,900	2,493
FUEL / TRANSPORTATION COSTS	169	96	511	415	650	554
PROFESSIONAL FEES	(247)	--	3,003	3,003	28,000	28,000
CONTRACTED SERVICES	4,035	1,191	1,200	9	3,100	1,909
MARKETING & PROMOTION	816	374	419	45	950	576
EQUIP REPAIRS & MAINTENANCE	254	--	--	--	250	250
TRANSFERS TO CEMETERY BOARD	50,000	93,083	93,083	1	93,083	1
	<u>653,720</u>	<u>780,135</u>	<u>784,694</u>	<u>4,559</u>	<u>1,063,438</u>	<u>283,303</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>(542,383)</u>	<u>342,816</u>	<u>305,036</u>	<u>(37,780)</u>	<u>255,238</u>	<u>(87,578)</u>
<b>OTHER</b>						
OMPF - ONT MUN PARTNER GRANT	(214,877)	(179,175)	(179,175)	--	(238,900)	(59,725)
TRANSFER TO RESERVES & RES FUNDS	150,000	--	--	--	150,000	150,000
DEBENTURE PAYMENT	403,602	364,483	371,804	7,321	708,694	344,211
	<u>338,725</u>	<u>185,308</u>	<u>192,629</u>	<u>7,321</u>	<u>585,875</u>	<u>400,567</u>
	<u>(203,658)</u>	<u>528,124</u>	<u>497,665</u>	<u>(30,459)</u>	<u>841,113</u>	<u>312,989</u>

**NOTES**

- (1) Tax policy changes to waive penalties and interest for non-payment or late payment of property taxes and to defer the final property tax due dates have resulted in loss revenue. Compare to the same period of 2019 we've lost over \$55,000 of interest revenue for overdue property taxes. The Town also has lost approximately \$75,000 in investment income due to the reduction of interest rate by the Bank of Canada by 1.5%.
- (2) 2020/2021 Town's Insurance coverage was renewed in July 2020. The overall 2020/2021 insurance premium is up 6.5% . The 2020 budget incorporates only a 3% increase. Unfavorable variance is expected to the end of the year.



**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: TREASURY	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget		Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020	2020
ACTIVITY: TAXATION	1	2	3	4=3-2	5	6=5-2	
<b>REVENUE</b>							
TAXATION	(17,575,813)	(18,661,100)	(18,748,354)	(87,254)	(15,363,787)	3,297,313	
	(17,575,813)	(18,661,100)	(18,748,354)	(87,254)	(15,363,787)	3,297,313	
<b>EXPENSE</b>							
PROPERTY TAX REFUNDS & ADJUSTMENTS	70,132	370,584	222,696	(147,888)	620,000	249,416	
	70,132	370,584	222,696	(147,888)	620,000	249,416	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>(17,505,682)</b>	<b>(18,290,516)</b>	<b>(18,525,658)</b>	<b>(235,142)</b>	<b>(14,743,787)</b>	<b>3,546,729</b>	
<b>OTHER</b>							
	--	--	--	--	--	--	
	<u>(17,505,682)</u>	<u>(18,290,516)</u>	<u>(18,525,658)</u>	<u>(235,142)</u>	<u>(14,743,787)</u>	<u>3,546,729</u>	

**NOTES**

- (1) Supplementary taxation is lower than originally projected due to supplementary assessment rolls delays posed by the pandemic.
- (2) Two significant assessment appeals have been settled this year - Loblaw's Property Limited assessment appeals for 2009-2020 taxation years and Coilplus for 2017-2020. The Town refunded \$270K for the municipal portion of property taxes for both appeals. It is difficult to forecast when settlements would take place therefore these refunds were not budgeted. A transfer from Reserve will be performed at the end of the year to offset these costs.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD		Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual		Budget	Budget
	1	2	3	4=3-2 fav (unfav)		2020	2020
ACTIVITY: INSPECTION							
	1	2	3	4=3-2		5	6=5-2
<b>REVENUE</b>							
PERMITS/LICENSES	(276,024)	(153,132)	(150,405)	2,727		(177,095)	(23,963)
USER FEES	(1,842)	(1,445)	(1,632)	(187)		(2,000)	(555)
	(277,866)	(154,577)	(152,037)	2,540		(179,095)	(24,518)
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	123,235	108,612	131,730	23,118	(1)	193,530	84,918
ADMINISTRATIVE EXPENSE	24	919	949	30		1,500	581
OPERATING EXPENSE	593	374	517	143		1,050	676
COMMUNICATIONS	327	137	201	64		300	163
PROGRAM EXPENSES	946	1,034	1,250	216		1,250	216
MEETINGS, CONFERENCES, TRAINING	6,487	1,619	7,908	6,289		8,650	7,031
FUEL / TRANSPORTATION COSTS	720	--	701	701		1,000	1,000
PROFESSIONAL FEES	3,642	--	1,708	1,708		4,000	4,000
CONTRACTED SERVICES	262	864	750	(114)		2,100	1,236
MARKETING & PROMOTION	176	--	223	223		375	375
EQUIP REPAIRS & MAINTENANCE	--	--	750	750		1,000	1,000
	136,412	113,559	146,686	33,127		214,755	101,196
<b>NET OPERATING (REVENUE) EXPENSE</b>	(141,454)	(41,018)	(5,350)	35,667		35,660	76,678
<b>OTHER</b>							
	--	35,667	--	(35,667)		(35,660)	(71,327)
	(141,454)	(5,351)	(5,350)	0		--	5,351

**NOTES**

(1) Due to staff gapping

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PROPERTY STANDARDS						
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	16,404	16,601	18,606	2,005	26,420	9,819
	16,415	16,601	18,606	2,005	26,720	10,119
NET OPERATING (REVENUE) EXPENSE	16,415	16,601	18,606	2,005	26,720	10,119
OTHER						
	--	--	--	--	--	--
	16,415	16,601	18,606	2,005	26,720	10,119

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: TOWN CENTRE						
<b>REVENUE</b>						
COUNTY RECOVERY	(71,306)	(73,583)	(81,757)	(8,175)	(98,110)	(24,527)
	<u>(71,306)</u>	<u>(73,583)</u>	<u>(81,757)</u>	<u>(8,175)</u>	<u>(98,110)</u>	<u>(24,527)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	30,309	27,436	41,097	13,661	51,540	24,104
OPERATING EXPENSE	2,245	414	981	567	3,000	2,586
COMMUNICATIONS	1,274	970	1,234	264	1,698	728
UTILITIES - HYDRO	34,174	34,054	44,373	10,319	62,000	27,946
UTILITIES - NATURAL GAS	5,778	4,833	9,610	4,777	13,500	8,667
UTILITIES - WATER	6,119	5,896	8,357	2,461	11,500	5,604
MEETINGS, CONFERENCES, TRAINING	--	--	288	288	400	400
CONTRACTED SERVICES	11,570	13,677	16,200	2,523	21,600	7,923
REPAIRS & MAINTENANCE	810	417	788	370	1,050	633
LAND MAINTENANCE & IMPROVEMENT	--	--	10	10	650	650
EQUIP REPAIRS & MAINTENANCE	17,305	3,480	13,478	9,998	21,000	17,520
BLDG REPAIRS & MAINTENANCE	13,297	19,021	10,379	(8,643)	17,000	(2,021)
SNOW REMOVAL AND SANDING	1,374	712	1,089	376	1,400	688
MAINTENANCE CONTRACTS	6,566	5,153	8,909	3,756	9,580	4,427
	<u>130,820</u>	<u>116,064</u>	<u>156,792</u>	<u>40,728</u>	<u>215,918</u>	<u>99,854</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>59,515</u>	<u>42,481</u>	<u>75,034</u>	<u>32,553</u>	<u>117,808</u>	<u>75,327</u>
<b>OTHER</b>						
	100,000	--	--	--	50,000	50,000
	<u>159,515</u>	<u>42,481</u>	<u>75,034</u>	<u>32,553</u>	<u>167,808</u>	<u>125,327</u>

**NOTES**

All variances are due to the timing of events

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: BUILDING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PUBLIC BUILDINGS - OTHER						
<b>REVENUE</b>						
RENT / LEASES	(9,889)	(9,862)	(11,500)	(1,638)	(11,500)	(1,638)
	(9,889)	(9,862)	(11,500)	(1,638)	(11,500)	(1,638)
<b>EXPENSE</b>						
UTILITIES - HYDRO	265	281	388	107	500	219
UTILITIES - WATER	237	242	393	151	500	258
BLDG REPAIRS & MAINTENANCE	457	--	360	360	500	500
SNOW REMOVAL AND SANDING	1,374	712	1,090	378	1,400	688
	3,446	1,235	2,231	996	2,900	1,665
<b>NET OPERATING (REVENUE) EXPENSE</b>	(6,443)	(8,627)	(9,269)	(642)	(8,600)	27
<b>OTHER</b>						
	--	--	--	--	10,000	10,000
	(6,443)	(8,627)	(9,269)	(642)	1,400	10,027

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(200)	(340)	(1,048)	(708)	(20,050)	(19,710)
USER FEES	(1,695)	(1,021)	(1,988)	(968)	(4,000)	(2,980)
	<u>(1,895)</u>	<u>(1,361)</u>	<u>(3,036)</u>	<u>(1,676)</u>	<u>(26,550)</u>	<u>(25,190)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	448,912	479,325	479,869	543	732,280	252,955
ADMINISTRATIVE EXPENSE	455	1,311	801	(510)	1,758	447
OPERATING EXPENSE	34,653	42,138	45,421	3,283	48,700	6,562
COMMUNICATIONS	24,342	20,007	24,263	4,256	48,020	28,013
UTILITIES - HYDRO	7,819	8,089	14,963	6,874	18,950	10,861
UTILITIES - NATURAL GAS	2,115	1,697	2,269	572	3,200	1,503
UTILITIES - WATER	1,618	1,656	2,153	497	2,900	1,244
PROGRAM EXPENSES	544	1,810	905	(905)	905	(905)
MEETINGS, CONFERENCES, TRAINING	7,204	3,261	8,265	5,004	12,500	9,239
FUEL / TRANSPORTATION COSTS	4,139	2,575	5,263	2,688	7,000	4,425
MARKETING & PROMOTION	2,481	3,163	3,047	(116)	6,535	3,372
EQUIP REPAIRS & MAINTENANCE	19,623	16,367	21,500	5,133	21,500	5,133
MAINTENANCE CONTRACTS	252	691	754	63	1,560	869
	<u>554,158</u>	<u>582,092</u>	<u>609,473</u>	<u>27,380</u>	<u>905,808</u>	<u>323,716</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>552,263</u>	<u>580,732</u>	<u>606,437</u>	<u>25,705</u>	<u>879,258</u>	<u>298,526</u>
<b>OTHER</b>						
	<u>203,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>205,000</u>	<u>205,000</u>
	<u><u>755,263</u></u>	<u><u>580,732</u></u>	<u><u>606,437</u></u>	<u><u>25,705</u></u>	<u><u>1,084,258</u></u>	<u><u>503,526</u></u>

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: FIRE	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2	2020	2020
ACTIVITY: FACILITY					5	6=5-2
REVENUE						
EXPENSE						
SALARIES, WAGES & BENEFITS	33,680	52,055	70,749	18,694	77,810	25,755
OPERATING EXPENSE	3,116	3,621	3,259	(362)	4,150	529
LAND MAINTENANCE & IMPROVEMENT	--	--	36	36	50	50
EQUIP REPAIRS & MAINTENANCE	--	225	392	167	500	275
BLDG REPAIRS & MAINTENANCE	4,686	7,679	14,049	6,370	17,200	9,521
MAINTENANCE CONTRACTS	1,390	1,868	3,090	1,222	4,020	2,152
	<u>42,871</u>	<u>65,449</u>	<u>91,575</u>	<u>26,126</u>	<u>103,730</u>	<u>38,281</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>42,871</u>	<u>65,449</u>	<u>91,575</u>	<u>26,126</u>	<u>20,746</u>	<u>(44,703)</u>
<b>OTHER</b>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>42,871</u>	<u>65,449</u>	<u>91,575</u>	<u>26,126</u>	<u>20,746</u>	<u>(44,703)</u>

**NOTES**

All variances are due to timing

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget		Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020	2020
	1	2	3	4=3-2	5	6=5-2	
ACTIVITY: ADMINISTRATION							
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(10,435)	(4,715)	(9,744)	(5,029)	(13,300)	(8,585)	
USER FEES	(2,708)	(1,971)	(2,404)	(433)	(3,000)	(1,029)	
GRANTS / SUBSIDIES / REBATES	(38,411)	(57,441)	(62,808)	(5,367)	(65,590)	(8,149)	
	<u>(51,555)</u>	<u>(64,127)</u>	<u>(74,956)</u>	<u>(10,829)</u>	<u>(81,890)</u>	<u>(17,763)</u>	
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	44,739	30,520	48,564	18,044 (1)	74,200	43,680	
ADMINISTRATIVE EXPENSE	--	--	72	72	100	100	
OPERATING EXPENSE	554	645	878	233	1,300	655	
COMMUNICATIONS	504	376	398	22	745	369	
PROGRAM EXPENSES	9,699	5,887	10,140	4,253	10,140	4,253	
MEETINGS, CONFERENCES, TRAINING	1,158	811	5,488	4,677	5,600	4,789	
FUEL / TRANSPORTATION COSTS	385	143	632	489	800	657	
MARKETING & PROMOTION	--	95	676	581	2,300	2,205	
	<u>57,039</u>	<u>38,478</u>	<u>67,048</u>	<u>28,570</u>	<u>95,585</u>	<u>57,107</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>5,485</u>	<u>(25,649)</u>	<u>(7,908)</u>	<u>17,741</u>	<u>13,695</u>	<u>39,344</u>	
<b>OTHER</b>							
O.P.P. CONTRACT	1,601,668	1,953,460	1,959,715	6,255	2,607,746	654,286	
	<u>1,601,668</u>	<u>1,953,460</u>	<u>1,959,715</u>	<u>6,255</u>	<u>2,607,746</u>	<u>654,286</u>	
	<u>1,607,152</u>	<u>1,927,811</u>	<u>1,951,807</u>	<u>23,996</u>	<u>2,621,441</u>	<u>693,630</u>	

**NOTES**

(1) Due to school closures resulting in Crossing Guards being on unpaid leave.



**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: POLICE	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: FACILITY						
<b>REVENUE</b>						
RENT / LEASES	(81,023)	(81,238)	(79,030)	2,208	(105,000)	(23,762)
	(81,023)	(81,238)	(79,030)	2,208	(22,016)	59,222
<b>EXPENSE</b>						
UTILITIES - HYDRO	11,537	9,578	15,742	6,164	20,000	10,422
UTILITIES - NATURAL GAS	857	790	1,414	625	1,850	1,060
UTILITIES - WATER	1,994	2,015	2,469	454	3,400	1,385
BLDG REPAIRS & MAINTENANCE	9,741	10,761	12,692	1,931	17,750	6,990
MAINTENANCE CONTRACTS	505	505	500	(5)	500	(5)
	25,178	24,251	32,817	8,566	44,150	19,899
<b>NET OPERATING (REVENUE) EXPENSE</b>	(55,845)	(56,986)	(46,213)	10,774	22,134	79,120
<b>OTHER</b>						
	10,000	--	--	--	10,000	10,000
	(45,845)	(56,986)	(46,213)	10,774	32,134	89,120

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
ACTIVITY: ADMINISTRATION						
<b>REVENUE</b>						
RECOVERIES	(86,619)	(32,404)	(61,042)	(28,638)	(74,200)	(41,796)
	(90,053)	(33,689)	(62,158)	(28,469)	(75,900)	(42,211)
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	257,479	234,318	276,596	42,279	411,850	177,532
ADMINISTRATIVE EXPENSE	8,402	6,862	8,830	1,969	10,550	3,688
OPERATING EXPENSE	3,400	323	5,543	5,219	7,120	6,797
COMMUNICATIONS	4,295	3,853	7,619	3,766	11,000	7,147
PROGRAM EXPENSES	1,620	633	2,942	2,309	3,080	2,447
MEETINGS, CONFERENCES, TRAINING	6,443	101	3,781	3,680	20,550	20,449
FUEL / TRANSPORTATION COSTS	1,551	209	1,978	1,769	3,100	2,891
CONTRACTED SERVICES	813	980	1,627	647	2,500	1,520
EQUIP REPAIRS & MAINTENANCE	1,818	1,973	2,895	922	3,500	1,527
	293,416	250,854	318,700	67,846	493,450	242,596
<b>NET OPERATING (REVENUE) EXPENSE</b>	203,363	217,165	256,542	39,377	417,550	200,385
<b>OTHER</b>						
	1,750,000	--	--	--	1,750,000	1,750,000
	1,953,363	217,165	256,542	39,377	2,167,550	1,950,385

**NOTES**

All variances are due to the timing of events

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: EQUIPMENT						
REVENUE						
EXPENSE						
EQUIP REPAIRS & MAINTENANCE	(5,521)	(3,972)	(5,113)	(1,141)	(7,000)	(3,028)
	<u>(5,521)</u>	<u>(3,972)</u>	<u>(5,113)</u>	<u>(1,141)</u>	<u>(7,000)</u>	<u>(3,028)</u>
NET OPERATING (REVENUE) EXPENSE	<u>(5,521)</u>	<u>(3,972)</u>	<u>(5,113)</u>	<u>(1,141)</u>	<u>(7,000)</u>	<u>(3,028)</u>
OTHER						
	--	--	--	--	7,000	7,000
	<u>(5,521)</u>	<u>(3,972)</u>	<u>(5,113)</u>	<u>(1,141)</u>	<u>--</u>	<u>3,972</u>

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: STREET LIGHTING						
<b>REVENUE</b>						
<b>EXPENSE</b>						
UTILITIES - HYDRO	125,893	180,482	192,852	12,370	275,000	94,518
EQUIP REPAIRS & MAINTENANCE	11,595	10,663	9,757	(906)	18,000	7,337
	<u>137,487</u>	<u>191,145</u>	<u>202,609</u>	<u>11,464</u>	<u>293,000</u>	<u>101,855</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>137,487</u>	<u>191,145</u>	<u>202,609</u>	<u>11,464</u>	<u>293,000</u>	<u>101,855</u>
<b>OTHER</b>						
	<u>    --</u>	<u>    --</u>	<u>    --</u>	<u>    --</u>	<u>    --</u>	<u>    --</u>
	<u>137,487</u>	<u>191,145</u>	<u>202,609</u>	<u>11,464</u>	<u>293,000</u>	<u>101,855</u>

**NOTES**

Timing variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: ENGINEERING	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: TRAFFIC SIGNALS						
<b>REVENUE</b>						
<b>EXPENSE</b>						
UTILITIES - HYDRO	2,146	2,107	3,902	1,795	5,000	2,893
EQUIP REPAIRS & MAINTENANCE	6,105	7,297	6,458	(839)	10,200	2,903
	<u>8,251</u>	<u>9,404</u>	<u>10,360</u>	<u>956</u>	<u>15,200</u>	<u>5,796</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>8,251</u>	<u>9,404</u>	<u>10,360</u>	<u>956</u>	<u>15,200</u>	<u>5,796</u>
<b>OTHER</b>						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>8,251</u>	<u>9,404</u>	<u>10,360</u>	<u>956</u>	<u>15,200</u>	<u>5,796</u>

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PUBLIC WORKS	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: PUBLIC WORKS						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(6,363)	(3,972)	(6,569)	(2,597)	(8,680)	(4,708)
PERMITS/LICENSES	(13,050)	(11,950)	(7,970)	3,980	(10,000)	1,950
RECOVERIES	(16,634)	(13,378)	(17,350)	(3,972)	(21,000)	(7,622)
COUNTY RECOVERY	(106,231)	(90,021)	(99,115)	(9,094)	(208,678)	(118,657)
	<u>(142,278)</u>	<u>(119,321)</u>	<u>(131,004)</u>	<u>(11,683)</u>	<u>(248,658)</u>	<u>(129,337)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	723,786	751,947	732,836	(19,111)	1,091,635	339,688
ADMINISTRATIVE EXPENSE	1,036	1,578	821	(757)	1,375	(203)
OPERATING EXPENSE	10,243	9,830	11,671	1,841	17,000	7,170
COMMUNICATIONS	4,917	3,621	3,945	324	9,408	5,787
UTILITIES - HYDRO	5,732	6,239	8,536	2,297	10,800	4,561
UTILITIES - NATURAL GAS	4,430	3,966	5,907	1,941	7,900	3,934
UTILITIES - WATER	1,046	993	1,394	401	1,800	807
PROGRAM EXPENSES	1,005	693	1,261	568	1,528	835
MEETINGS, CONFERENCES, TRAINING	7,746	3,656	8,264	4,608	11,200	7,544
FUEL / TRANSPORTATION COSTS	43,584	27,993	44,912	16,919	65,075	37,082
CONTRACTED SERVICES	14,898	19,782	26,667	6,885	40,000	20,218
MARKETING & PROMOTION	2,103	125	600	475	800	675
REPAIRS & MAINTENANCE	--	--	181	181	250	250
BLDG REPAIRS & MAINTENANCE	6,758	5,715	6,988	1,274	16,000	10,286
SNOW REMOVAL AND SANDING	19,177	17,325	16,182	(1,143)	20,000	2,675
MAINTENANCE CONTRACTS	12,028	6,023	7,373	1,350	11,410	5,387
MATERIALS - PUBLIC WORKS	249,973	198,972	225,507	26,535	426,040	227,068
EQUIPMENT USAGE	28,056	36,039	35,821	(218)	90,000	53,961
	<u>1,136,517</u>	<u>1,094,498</u>	<u>1,138,867</u>	<u>44,369</u>	<u>1,822,221</u>	<u>727,723</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>994,239</u>	<u>975,177</u>	<u>1,007,863</u>	<u>32,686</u>	<u>1,573,563</u>	<u>598,386</u>
<b>OTHER</b>	<u>219,280</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>220,959</u>	<u>220,959</u>
	<u>1,213,519</u>	<u>975,177</u>	<u>1,007,863</u>	<u>32,686</u>	<u>1,794,522</u>	<u>819,345</u>

**NOTES**

Timing variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: ADMINISTRATION						
<b>REVENUE</b>						
USER FEES	(299)	(1,011)	--	1,011	--	1,011
DONATIONS / FUNDRAISING	(7,094)	(2,780)	--	2,780	--	2,780
	<u>(7,393)</u>	<u>(3,791)</u>	<u>--</u>	<u>3,791</u>	<u>--</u>	<u>3,791</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	85,416	91,393	91,936	543	130,885	39,492
ADMINISTRATIVE EXPENSE	108	--	54	54	75	75
OPERATING EXPENSE	553	50	223	173	300	250
COMMUNICATIONS	1,193	213	2,001	1,789	3,000	2,787
INSURANCE EXPENSE	486	(930)	--	930	--	930
PROGRAM EXPENSES	6,761	2,745	10,938	8,193	12,000	9,255
MEETINGS, CONFERENCES, TRAINING	377	1,022	1,461	439	2,000	978
PROFESSIONAL FEES	5,789	--	720	720	1,000	1,000
MARKETING & PROMOTION	288	384	2,915	2,531	5,000	4,616
EQUIP REPAIRS & MAINTENANCE	--	60	72	12	100	40
	<u>100,971</u>	<u>94,936</u>	<u>111,570</u>	<u>16,634</u>	<u>155,610</u>	<u>60,674</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>93,577</u>	<u>91,145</u>	<u>111,570</u>	<u>20,425</u>	<u>155,610</u>	<u>64,465</u>
<b>OTHER</b>						
	<u>10,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>10,000</u>	<u>10,000</u>
	<u>103,577</u>	<u>91,145</u>	<u>111,570</u>	<u>20,425</u>	<u>165,610</u>	<u>74,465</u>

**NOTES**

(1) Safe Cycling and Trails Committees have not met since the Provincial Emergency orders were imposed. Safe Cycling event was cancelled.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual		Annual	Remaining
	2019	2020	2020	fav (unfav)		Budget	Budget
	1	2	3	4=3-2		5	6=5-2
ACTIVITY: ARENA							
<b>REVENUE</b>							
SALE OF GOODS OR SERVICES	(1,607)	(2,376)	(909)	1,467		(6,700)	(4,324)
ICE RENTAL	(105,761)	(82,042)	(103,578)	(21,536)	(1)	(244,965)	(162,923)
RENT / LEASES	(10,718)	(1,512)	(4,683)	(3,171)		(5,900)	(4,388)
USER FEES	(7,625)	(5,346)	(4,011)	1,335		(8,070)	(2,724)
MEMBERSHIPS	--	--	(23,638)	(23,638)	(2)	(31,517)	(31,517)
	<u>(125,712)</u>	<u>(91,276)</u>	<u>(136,819)</u>	<u>(45,542)</u>		<u>(297,152)</u>	<u>(205,876)</u>
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	144,448	131,392	139,443	8,051		214,730	83,338
ADMINISTRATIVE EXPENSE	45	613	189	(424)		350	(263)
OPERATING EXPENSE	2,520	3,124	4,646	1,521		7,304	4,180
COMMUNICATIONS	2,506	1,766	1,332	(434)		2,000	234
UTILITIES - HYDRO	34,379	34,401	56,785	22,384	(3)	85,000	50,599
UTILITIES - NATURAL GAS	7,759	7,902	9,164	1,262		14,000	6,098
UTILITIES - WATER	4,748	6,082	6,124	42		12,000	5,918
SUPPLIES	239	111	100	(11)		400	289
FUEL / TRANSPORTATION COSTS	1,094	1,355	2,013	658		2,900	1,545
REPAIRS & MAINTENANCE	1,022	908	520	(388)		1,000	92
EQUIP REPAIRS & MAINTENANCE	28,267	33,369	36,295	2,927		41,531	8,162
BLDG REPAIRS & MAINTENANCE	8,473	6,698	12,134	5,436		22,500	15,802
SNOW REMOVAL AND SANDING	3,051	2,388	5,321	2,933		5,900	3,512
MAINTENANCE CONTRACTS	10,066	10,316	13,258	2,942		20,500	10,184
	<u>252,661</u>	<u>244,787</u>	<u>291,974</u>	<u>47,186</u>		<u>437,065</u>	<u>192,278</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>126,949</u>	<u>153,511</u>	<u>155,155</u>	<u>1,644</u>		<u>139,913</u>	<u>(13,598)</u>
<b>OTHER</b>							
	279,210	--	--	--		269,210	269,210
	<u>406,159</u>	<u>153,511</u>	<u>155,155</u>	<u>1,644</u>		<u>409,123</u>	<u>255,612</u>

**NOTES**

- (1) Loss of ice revenue due to Arena closure due to the COVID-19 pandemic.
- (2) Loss of membership revenues due to the COVID 19 pandemic.
- (3) Savings to utilities costs due to reduced usage.



**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual		Annual	Remaining
	2019	2020	2020	fav (unfav)		Budget	Budget
	1	2	3	4=3-2		2020	2020
ACTIVITY: PARKS							
						5	6=5-2
<b>REVENUE</b>							
USER FEES	(28,673)	(953)	(26,295)	(25,342)	(1)	(27,000)	(26,047)
	(28,673)	(953)	(26,295)	(25,342)		(35,200)	(34,247)
<b>EXPENSE</b>							
SALARIES, WAGES & BENEFITS	330,651	294,312	318,566	24,254	(2)	453,750	159,438
OPERATING EXPENSE	12,902	5,378	12,131	6,754		15,046	9,668
COMMUNICATIONS	999	1,268	686	(582)		1,250	(18)
UTILITIES - HYDRO	11,009	8,261	14,739	6,478		20,500	12,239
UTILITIES - NATURAL GAS	5,313	5,183	6,008	825		8,600	3,417
UTILITIES - WATER	5,656	508	7,577	7,069		13,000	12,492
PROGRAM EXPENSES	538	541	500	(41)		500	(41)
MEETINGS, CONFERENCES, TRAINING	599	170	41	(129)		2,000	1,830
FUEL / TRANSPORTATION COSTS	15,073	9,983	13,276	3,293		17,000	7,017
REPAIRS & MAINTENANCE	14,155	17,351	14,400	(2,951)		14,400	(2,951)
LAND MAINTENANCE & IMPROVEMENT	35,661	20,267	37,111	16,845	(3)	56,300	36,033
EQUIP REPAIRS & MAINTENANCE	12,765	13,948	16,222	2,274		30,000	16,052
BLDG REPAIRS & MAINTENANCE	12,329	2,824	10,854	8,030		13,000	10,176
SNOW REMOVAL AND SANDING	--	--	440	440		1,100	1,100
MAINTENANCE CONTRACTS	6,343	7,100	6,410	(690)		8,320	1,220
	464,231	387,418	460,662	73,244		656,466	269,048
<b>NET OPERATING (REVENUE) EXPENSE</b>	435,558	386,465	434,367	47,902		621,266	234,801
<b>OTHER</b>							
	145,000	--	--	--		280,000	280,000
	580,558	386,465	434,367	47,902		901,266	514,801

**NOTES**

- (1) Attributed to the loss of baseball registrations due to COVID-19. All baseball groups cancelled their seasons.
- (2) Due to a 4 week delay in hiring of part time casual employees for parks maintenance.
- (3) Savings in soccer fields, ball diamonds and play grounds maintenance.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2 fav (unfav)	2020	2020
ACTIVITY: PARKS PROGRAMS						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	--	--	(1,000)	(1,000)	(1,000)	(1,000)
USER FEES	--	430	--	(430)	(6,100)	(6,530)
	<u>0</u>	<u>430</u>	<u>(1,000)</u>	<u>(1,430)</u>	<u>(7,100)</u>	<u>(7,530)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	20,973	22,686	20,106	(2,580)	54,240	31,554
SUPPLIES	611	2,187	2,071	(116)	8,500	6,313
	<u>21,649</u>	<u>24,902</u>	<u>22,478</u>	<u>(2,424)</u>	<u>82,240</u>	<u>57,338</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>21,649</u>	<u>25,332</u>	<u>21,478</u>	<u>(3,854)</u>	<u>75,140</u>	<u>49,808</u>
<b>OTHER</b>						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>21,649</u>	<u>25,332</u>	<u>21,478</u>	<u>(3,854)</u>	<u>75,140</u>	<u>49,808</u>

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: PARKS AND ARENA	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: CAMI PARKS / SUZUKI HOUSE						
<b>REVENUE</b>						
RENT / LEASES	--	(7,072)	(7,636)	(564)	(10,608)	(3,536)
	0	(7,072)	(27,636)	(20,564)	(30,608)	(23,536)
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	6,731	7,415	7,798	383	10,370	2,955
UTILITIES - HYDRO	37,272	34,931	47,354	12,423 (1)	60,000	25,069
UTILITIES - NATURAL GAS	2,569	2,022	3,958	1,936	5,700	3,678
UTILITIES - WATER	9,926	11,667	10,864	(803)	30,000	18,333
GRANTS TO VOLUNTEER ORGANIZATIONS	10,400	57,000	57,000	--	57,000	0
EQUIP REPAIRS & MAINTENANCE	1,713	6,660	8,270	1,610	10,500	3,840
BLDG REPAIRS & MAINTENANCE	4,255	2,185	10,398	8,213	11,000	8,815
SNOW REMOVAL AND SANDING	4,014	3,116	4,867	1,751	5,500	2,384
MAINTENANCE CONTRACTS	4,829	4,285	5,018	733	7,910	3,625
	94,312	142,967	170,865	27,898	213,500	70,533
<b>NET OPERATING (REVENUE) EXPENSE</b>	94,312	135,895	143,229	7,334	182,892	46,997
<b>OTHER</b>	--	--	--	--	50,000	50,000
	94,312	135,895	143,229	7,334	232,892	96,997

**NOTES**

(1) Savings to utilities costs due to reduced usage.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD	Annual Budget		Remaining Budget
		2019	2020	2020	2020 Budget vs Actual	2020	2020	2020
ACTIVITY:	ADMINISTRATION	1	2	3	4=3-2	5	6=5-2	
<b>REVENUE</b>								
	SALE OF GOODS OR SERVICES	(806)	(144)	(500)	(356)	(1,000)	(856)	
	USER FEES	--	--	(500)	(500)	(500)	(500)	
	RECOVERIES	(240)	(240)	(1,015)	(776)	(1,354)	(1,114)	
		<u>(1,045)</u>	<u>(383)</u>	<u>(2,015)</u>	<u>(1,632)</u>	<u>(2,854)</u>	<u>(2,471)</u>	
<b>EXPENSE</b>								
	SALARIES, WAGES & BENEFITS	63,261	19,310	46,408	27,098 (1)	69,700	50,390	
	ADMINISTRATIVE EXPENSE	11,480	7,904	13,128	5,224	17,075	9,171	
	OPERATING EXPENSE	233	1,417	2,333	916	3,100	1,683	
	COMMUNICATIONS	8,021	5,666	5,162	(504)	10,000	4,334	
	SUPPLIES	392	139	--	(139)	--	(139)	
		<u>83,523</u>	<u>34,434</u>	<u>67,330</u>	<u>32,896</u>	<u>100,375</u>	<u>65,941</u>	
<b>NET OPERATING (REVENUE) EXPENSE</b>		<u>82,477</u>	<u>34,051</u>	<u>65,315</u>	<u>31,264</u>	<u>97,521</u>	<u>63,470</u>	
<b>OTHER</b>								
		<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	
		<u>82,477</u>	<u>34,051</u>	<u>65,315</u>	<u>31,264</u>	<u>97,521</u>	<u>63,470</u>	

**NOTES**

(1) Reduced staffing compliment. A number of casual part -time admin employees were placed on a Declared Emergency Leave.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
		2019	2020	2020	fav (unfav)	2020	2020
ACTIVITY:	AQUATICS	1	2	3	4=3-2	5	6=5-2
<b>REVENUE</b>							
	RENT / LEASES	(7,037)	(6,460)	(20,631)	(14,171)	(31,290)	(24,830)
	USER FEES	(17,593)	(31,773)	(20,219)	11,555	(25,000)	6,773
	MEMBERSHIPS	(14,341)	28	(29,441)	(29,469)	(39,397)	(39,425)
	PROGRAM REVENUES	(80,970)	(5,414)	(128,492)	(123,078)	(146,359)	(140,945)
		(120,303)	(43,619)	(198,783)	(155,164)	(242,046)	(198,427)
<b>EXPENSE</b>							
	SALARIES, WAGES & BENEFITS	184,683	126,305	259,984	133,679	377,030	250,725
	OPERATING EXPENSE	8,819	5,066	7,600	2,534	8,195	3,129
	SUPPLIES	1,891	1,645	2,013	368	2,604	959
	PROGRAM EXPENSES	3,695	1,145	6,248	5,103	12,225	11,080
	MEETINGS, CONFERENCES, TRAINING	2,955	699	5,473	4,774	8,200	7,501
	FUEL / TRANSPORTATION COSTS	702	133	486	353	1,017	884
		202,745	134,993	281,804	146,811	409,271	274,278
	<b>NET OPERATING (REVENUE) EXPENSE</b>	<b>82,442</b>	<b>91,374</b>	<b>83,021</b>	<b>(8,353)</b>	<b>167,225</b>	<b>75,851</b>
<b>OTHER</b>							
		--	--	--	--	--	--
		82,442	91,374	83,021	(8,353)	167,225	75,851

**NOTES**

Variances are due to pool closure caused by COVID-19 and the deferral of swimming programs. These revenue losses are partially offset by savings in program and staffing expenses.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: FITNESS						
<b>REVENUE</b>						
USER FEES	(6,034)	(3,211)	(6,474)	(3,263)	(7,169)	(3,958)
MEMBERSHIPS	(79,212)	(41,651)	(31,190)	10,461	(39,397)	2,254
PROGRAM REVENUES	(9,979)	(2,359)	(9,832)	(7,474)	(15,619)	(13,260)
	<u>(95,225)</u>	<u>(47,220)</u>	<u>(47,496)</u>	<u>(276)</u>	<u>(62,185)</u>	<u>(14,965)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	104,812	96,952	130,212	33,259	193,530	96,578
OPERATING EXPENSE	225	409	6,410	6,001	9,750	9,341
SUPPLIES	574	104	82	(22)	180	76
PROGRAM EXPENSES	--	73	400	328	400	328
MEETINGS, CONFERENCES, TRAINING	1,454	607	1,136	529	1,980	1,373
CONTRACTED SERVICES	1,230	1,870	1,437	(434)	1,848	(22)
MARKETING & PROMOTION	--	100	720	620	1,000	900
EQUIP REPAIRS & MAINTENANCE	673	698	2,233	1,535	3,050	2,353
	<u>108,969</u>	<u>100,813</u>	<u>142,929</u>	<u>42,116</u>	<u>212,038</u>	<u>111,225</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>13,744</u>	<u>53,593</u>	<u>95,433</u>	<u>41,840</u>	<u>149,853</u>	<u>96,260</u>
<b>OTHER</b>						
	<u>150,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>20,000</u>	<u>20,000</u>
	<u>163,744</u>	<u>53,593</u>	<u>95,433</u>	<u>41,840</u>	<u>169,853</u>	<u>116,260</u>

**NOTES**

Variances are due to closure of VPCC caused by COVID-19.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
		2019	2020	2020	fav (unfav)	2020	2020
ACTIVITY:	PROGRAMS	1	2	3	4=3-2	5	6=5-2
<b>REVENUE</b>							
	USER FEES	(57,259)	(2,960)	(64,192)	(61,232)	(65,595)	(62,635)
	MEMBERSHIPS	--	--	(23,638)	(23,638)	(31,517)	(31,517)
	PROGRAM REVENUES	(58,819)	(16,884)	(51,871)	(34,987)	(70,960)	(54,076)
		(116,079)	(19,845)	(139,701)	(119,856)	(190,730)	(170,885)
<b>EXPENSE</b>							
	SALARIES, WAGES & BENEFITS	154,468	79,041	139,054	60,013	181,540	102,499
	OPERATING EXPENSE	1,491	--	1,460	1,460	2,975	2,975
	SUPPLIES	3,361	758	3,906	3,149	5,485	4,727
	PROGRAM EXPENSES	6,282	2,863	6,587	3,724	10,090	7,227
	MEETINGS, CONFERENCES, TRAINING	1,447	30	1,100	1,070	1,100	1,070
	FUEL / TRANSPORTATION COSTS	--	52	167	115	500	448
	MARKETING & PROMOTION	319	--	540	540	750	750
		167,369	82,744	152,814	70,070	202,440	119,696
	<b>NET OPERATING (REVENUE) EXPENSE</b>	51,290	62,899	13,113	(49,786)	11,710	(51,189)
<b>OTHER</b>							
		--	--	--	--	--	--
		51,290	62,899	13,113	(49,786)	11,710	(51,189)

**NOTES**

Variances are due to closure of VPCC caused by COVID-19.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: VICTORIA PARK COMMUNITY CENTRE		YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
		2019	2020	2020	fav (unfav)	2020	2020
ACTIVITY:	FACILITY	1	2	3	4=3-2	5	6=5-2
<b>REVENUE</b>							
	SALE OF GOODS OR SERVICES	(471)	--	(2,044)	(2,044)	(2,500)	(2,500)
	RENT / LEASES	(569)	(365)	(503)	(138)	(925)	(560)
		<u>(1,040)</u>	<u>(365)</u>	<u>(2,547)</u>	<u>(2,182)</u>	<u>(3,425)</u>	<u>(3,060)</u>
<b>EXPENSE</b>							
	SALARIES, WAGES & BENEFITS	186,549	158,076	187,026	28,950	276,470	118,394
	OPERATING EXPENSE	9,178	7,855	8,733	878	12,162	4,307
	COMMUNICATIONS	930	1,149	21	(1,128)	72	(1,077)
	UTILITIES - HYDRO	51,454	60,390	65,953	5,563	90,000	29,610
	UTILITIES - NATURAL GAS	15,973	11,079	23,589	12,511	38,000	26,921
	UTILITIES - WATER	12,368	7,278	21,000	13,722	28,500	21,222
	SUPPLIES	292	678	--	(678)	--	(678)
	MEETINGS, CONFERENCES, TRAINING	2,285	--	2,160	2,160	3,000	3,000
	REPAIRS & MAINTENANCE	9,714	4,809	9,889	5,080	14,018	9,209
	EQUIP REPAIRS & MAINTENANCE	41,187	12,878	21,918	9,040	24,400	11,522
	BLDG REPAIRS & MAINTENANCE	22,951	13,815	22,320	8,505	26,050	12,235
	SNOW REMOVAL AND SANDING	5,880	2,858	6,649	3,790	8,000	5,142
	MAINTENANCE CONTRACTS	12,602	17,864	28,830	10,966	28,830	10,966
		<u>371,363</u>	<u>298,727</u>	<u>398,588</u>	<u>99,861</u>	<u>550,002</u>	<u>251,275</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>		<u>370,323</u>	<u>298,362</u>	<u>396,041</u>	<u>97,679</u>	<u>546,577</u>	<u>248,215</u>
<b>OTHER</b>							
		50,000	--	--	--	50,000	50,000
		<u>420,323</u>	<u>298,362</u>	<u>396,041</u>	<u>97,679</u>	<u>596,577</u>	<u>298,215</u>

**NOTES**

Variances are due to timing or closure of VPCC and splash pad due to COVID-19.



**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
<b>REVENUE</b>						
RENT / LEASES	(26,472)	(20,587)	(25,170)	(4,583)	(41,545)	(20,958)
	(32,639)	(20,587)	(25,170)	(4,583)	(42,795)	(22,208)
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	42,096	42,475	44,309	1,834	58,860	16,385
OPERATING EXPENSE	4,011	5,849	6,315	466	7,105	1,256
COMMUNICATIONS	38	--	21	21	72	72
UTILITIES - HYDRO	7,846	7,541	15,120	7,579	20,134	12,593
UTILITIES - NATURAL GAS	3,512	3,610	4,949	1,339	7,000	3,390
UTILITIES - WATER	972	859	1,839	980	2,800	1,941
FUEL / TRANSPORTATION COSTS	--	--	400	400	400	400
REPAIRS & MAINTENANCE	--	829	1,044	215	1,450	621
EQUIP REPAIRS & MAINTENANCE	7,063	6,758	7,396	638	7,500	742
BLDG REPAIRS & MAINTENANCE	10,383	2,306	9,619	7,313	10,000	7,694
SNOW REMOVAL AND SANDING	360	2,478	5,000	2,522	5,000	2,522
MAINTENANCE CONTRACTS	5,172	7,101	9,637	2,536	11,450	4,349
	82,184	79,806	105,649	25,844	131,771	51,965
<b>NET OPERATING (REVENUE) EXPENSE</b>	49,545	59,219	80,480	21,260	88,976	29,757
<b>OTHER</b>	--	--	--	--	225,000	225,000
	49,545	59,219	80,480	21,260	313,976	254,757

**NOTES**

No significant variances

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: YOUTH CENTRE	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
ACTIVITY: GENERAL PROGRAMS						
<b>REVENUE</b>						
RENT / LEASES	(126)	(29)	(159)	(130)	(200)	(171)
USER FEES	(23,057)	(2,034)	(32,822)	(30,788)	(33,494)	(31,460)
MEMBERSHIPS	(1,242)	(438)	(12,538)	(12,100)	(16,962)	(16,524)
PROGRAM REVENUES	--	--	(360)	(360)	(500)	(500)
DONATIONS / FUNDRAISING	(96,174)	(32,649)	(86,952)	(54,303)	(116,438)	(83,789)
	<u>(157,063)</u>	<u>(35,150)</u>	<u>(132,831)</u>	<u>(97,681)</u>	<u>(180,023)</u>	<u>(144,873)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	362,559	179,742	370,158	190,416	508,690	328,948
ADMINISTRATIVE EXPENSE	900	2,556	2,993	437	4,820	2,264
OPERATING EXPENSE	4,185	835	11,913	11,078	16,855	16,020
COMMUNICATIONS	5,499	2,837	3,255	418	6,500	3,663
SUPPLIES	22,821	1,108	7,919	6,810	11,150	10,042
PROGRAM EXPENSES	2,643	108	5,089	4,981	7,100	6,992
MEETINGS, CONFERENCES, TRAINING	10,069	774	5,132	4,358	6,250	5,476
FUEL / TRANSPORTATION COSTS	564	--	298	298	700	700
CONTRACTED SERVICES	105	42	56	14	100	58
MARKETING & PROMOTION	1,425	--	1,319	1,319	2,250	2,250
EQUIP REPAIRS & MAINTENANCE	--	1,200	1,405	205	1,500	300
	<u>410,769</u>	<u>189,202</u>	<u>409,536</u>	<u>220,334</u>	<u>565,915</u>	<u>376,713</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>253,706</u>	<u>154,052</u>	<u>276,705</u>	<u>122,653</u>	<u>385,892</u>	<u>231,840</u>
<b>OTHER</b>						
	<u>2,500</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>2,500</u>	<u>2,500</u>
	<u>256,206</u>	<u>154,052</u>	<u>276,705</u>	<u>122,653</u>	<u>388,392</u>	<u>234,340</u>

**NOTES**

Fusion Centre was closed to the public on March 16th. All variances are due to the closure of the facility and cancellation of programs. Revenue losses are offset by savings in staffing and program expenses.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: MUSEUMS	ACTIVITY:	FACILITY	YTD Actual		YTD Budget	Variance YTD	Annual Budget		Remaining Budget
			2019	2020	2020	2020 Budget vs Actual	2020	2020	
			1	2	3	4=3-2	5	6=5-2	
<b>REVENUE</b>									
<b>EXPENSE</b>									
			61	272	79	(193)	200	(72)	
			1,529	1,110	2,519	1,409	4,200	3,090	
			1,136	1,056	1,058	2	1,600	544	
			1,953	1,627	1,783	156	2,600	973	
			32	--	361	361	1,500	1,500	
			--	--	360	360	500	500	
			897	2,101	4,807	2,705	8,200	6,099	
			7,000	4,080	1,745	(2,335)	2,000	(2,080)	(1)
			505	505	760	255	760	255	
			<u>13,115</u>	<u>10,753</u>	<u>13,472</u>	<u>2,719</u>	<u>21,560</u>	<u>10,807</u>	
			<u>13,115</u>	<u>10,753</u>	<u>13,472</u>	<u>2,719</u>	<u>21,560</u>	<u>10,807</u>	
			<u>9,000</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>9,000</u>	<u>9,000</u>	
			<u>22,115</u>	<u>10,753</u>	<u>13,472</u>	<u>2,719</u>	<u>30,560</u>	<u>19,807</u>	

**NOTES**

(1) The 2020 snow removal budget has been spent. This variance is projected to the end of the year.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: MUSEUMS	YTD Actual		YTD Budget	Variance YTD	Annual	Remaining
	2019	2020	2020	2020 Budget vs Actual	Budget	Budget
	1	2	3	4=3-2 fav (unfav)	5	6=5-2
<b>ACTIVITY: PROGRAMS</b>						
<b>REVENUE</b>						
SALE OF GOODS OR SERVICES	(3,472)	(389)	(4,146)	(3,757)	(5,000)	(4,611)
RENT / LEASES	(110)	(40)	(100)	(60)	(100)	(60)
USER FEES	(1,002)	--	(1,189)	(1,189)	(1,700)	(1,700)
GRANTS / SUBSIDIES / REBATES	--	(8,498)	(2,078)	6,420	(12,148)	(3,650)
PROGRAM REVENUES	(2,560)	(90)	(8,465)	(8,375)	(8,500)	(8,410)
DONATIONS / FUNDRAISING	(50,639)	(1,058)	(13,084)	(12,026)	(14,550)	(13,492)
	<u>(57,783)</u>	<u>(10,074)</u>	<u>(29,062)</u>	<u>(18,987)</u>	<u>(41,998)</u>	<u>(31,924)</u>
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	108,266	109,304	122,169	12,865	167,400	58,096
ADMINISTRATIVE EXPENSE	599	708	683	(25)	1,450	742
OPERATING EXPENSE	183	170	2,103	1,933	3,100	2,930
COMMUNICATIONS	516	311	556	245	750	439
SUPPLIES	3,334	779	2,535	1,756	4,000	3,221
PROGRAM EXPENSES	19,931	1,086	19,593	18,507	23,510	22,424
MEETINGS, CONFERENCES, TRAINING	595	--	551	551	1,700	1,700
FUEL / TRANSPORTATION COSTS	--	--	206	206	300	300
MARKETING & PROMOTION	3,836	2,100	4,149	2,049	6,250	4,150
REPAIRS & MAINTENANCE	335	--	1,500	1,500	1,500	1,500
EQUIP REPAIRS & MAINTENANCE	--	--	10	10	1,000	1,000
MAINTENANCE CONTRACTS	--	--	360	360	500	500
	<u>137,595</u>	<u>114,458</u>	<u>154,415</u>	<u>39,957</u>	<u>211,760</u>	<u>97,302</u>
<b>NET OPERATING (REVENUE) EXPENSE</b>	<u>79,812</u>	<u>104,383</u>	<u>125,353</u>	<u>20,970</u>	<u>169,762</u>	<u>65,379</u>
<b>OTHER</b>						
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
	<u>79,812</u>	<u>104,383</u>	<u>125,353</u>	<u>20,970</u>	<u>169,762</u>	<u>65,379</u>

**NOTES**

Museum operations are seeing reduced program revenues and fundraising due to COVID-19. These revenue losses are offset by savings in program expenses.

**Town of Ingersoll**  
**9 Months Ended September 30, 2020**

DEPARTMENT: ECONOMIC DEVELOPMENT	YTD Actual		YTD Budget	Variance YTD 2020 Budget vs Actual	Annual Budget	Remaining Budget
	2019	2020	2020	fav (unfav)	2020	2020
	1	2	3	4=3-2	5	6=5-2
<b>REVENUE</b>						
GRANTS / SUBSIDIES / REBATES	(49,931)	(8,157)	(7,750)	407	(7,750)	407
	(49,931)	(8,157)	(7,750)	407	(7,750)	407
<b>EXPENSE</b>						
SALARIES, WAGES & BENEFITS	103,708	101,025	103,916	2,891	153,390	52,365
ADMINISTRATIVE EXPENSE	1,692	--	481	481	550	550
OPERATING EXPENSE	60	60	883	823	950	890
COMMUNICATIONS	1,160	336	992	656	1,500	1,164
PROGRAM EXPENSES	13,723	13,754	13,725	(29)	13,725	(29)
MEETINGS, CONFERENCES, TRAINING	5,472	1,823	9,031	7,209	14,000	12,177
FUEL / TRANSPORTATION COSTS	2,200	299	2,295	1,996	3,500	3,201
PROFESSIONAL FEES	10,466	11,270	17,461	6,191	40,500	29,230
MARKETING & PROMOTION	27,856	11,503	28,760	17,256	66,000	54,497
	166,337	140,069	177,544	37,475	294,115	154,046
<b>NET OPERATING (REVENUE) EXPENSE</b>	116,406	131,912	169,794	37,881	286,365	154,453
<b>OTHER</b>						
	10,000	--	--	--	10,000	10,000
	126,406	131,912	169,794	37,881	296,365	164,453

**NOTES**

(1) Cost related to marketing and promotion activities are under budget due to the cancellation of various tradeshow due to COVID-19.



**Department:** Treasury

**Report Number:** T-018-20

**Council Meeting Date:** October 13, 2020

**Title:** 2021 Budget Public Meetings Schedule and Direction

---

### Objective

This report seeks Council's direction on the 2021 Operating Budget guideline to ensure the Budget is consistent with Council's objectives and priorities. It seeks general direction for an annual tax levy incremental increase, as well as a cost of living allowance for non-union staff.

This report also recommends a timetable of 2021 Budget Council meetings for consideration.

### Background

For the 2020 Budget session, Council held four public Budget meetings. The 2020 Capital Budget was approved on December 18<sup>th</sup>, 2019 followed by the approval of the Operating Budget on February 6<sup>th</sup>, 2020. The 2020 Operating Budget incorporated a 2.6% rise in the levy, a 1.9% wage increase for non-union staff, Council members and volunteer firefighters, and a 1.5% wage increase for union staff.

### Analysis

#### 2021 Tax Levy Increase Target

Historical tax levy increases for the last several years have averaged approximately 3%.

Through this report Staff is recommending a target of 3% tax levy increase that equates to \$447,000.

Department Report T-018-20  
Regular Meeting of Council  
October 13, 2020

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## COVID-19 Pandemic

The COVID-19 pandemic is an unprecedented event that is having a significant financial impact on the Town of Ingersoll. Staff will take these impacts into consideration throughout the budget review process. In addition, if there is an operational deficit in 2020, as per legislation, the deficit will need to be included in the 2021 Operating Budget. Staff will continue to monitor and provide updates throughout the development of the 2021 Budget.

## Final 2020 Assessment to be used for 2021 Budget

Due to the COVID-19 pandemic, the Provincial Government deferred the MPAC reassessment for 2021 and deemed that the “Destination Assessment” for 2020 was to be used for 2021 Municipal tax purposes.

## Cost of Living for Non-Union Staff

Staff are recommending to set the 2021 cost of living allowance for non-union staff at 1%.

## 2021 Budget Timeline

To allow sufficient time to review and receive feedback from residents on the proposed 2021 Budget, Staff are recommending to hold four budget meetings, with at least one meeting being open to the public for delegations. The proposed timetable is outlined in Table 1.

Should members of the public wish to participate, they will be required to follow the delegation process established under the procedural bylaw, providing the required request to the Municipal Clerk. By adopting the schedule in advance it provides opportunity for citizens to prepare and come forward if they wish to participate in the 2021 budget deliberations.

Table 1 - 2021 Budget Proposed Timeline

What	Where and When
<b>Town Website</b> –Comment section on the website for public input	November 1– November 30, 2020
<b>Special Council Budget Meeting</b> - Tabling of the 2021 Budget – 1 <sup>st</sup> Draft	When: December 17, 2020 Open meeting
<b>Special Council Budget Meeting</b> – Review and approval of the 2021 Capital Budget	When: January 14, 2021 Open meeting
<b>Special Council Budget Meeting</b> – Review of the 2021 Operating Budget with Administration. Scope TO BE DETERMINED	When: January 28, 2021 Open meeting
<b>Special Council Budget Meeting</b> – Approval of the 2021 Operating Budget	When: February 18, 2021 Open meeting

### Financial Implications

There are no direct financial implications from the recommendations in this report.

### Recommendation

**THAT** Council of the Corporation of the Town of Ingersoll receive report T-018-020 as information.

**AND THAT** Staff be directed to include an incremental increase of 3% to the Tax Levy in the draft 2021 Budget.

**AND THAT** Council direct the inclusion of cost of living adjustment of 1% as a recommendation for non-union staff salary increases in the 2021 Budget.

**AND THAT** Council adopt the 2021 Budget Timeline.

### Attachments

None

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Prepared by: Iryna Koval, Director of Finance, Treasurer

Approved by: William Tigert, CAO



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

**From:** Director of Public Works

Adopted with the removal of  
recommendation no. 3

## Intercommunity Bus Transit – Oxford County (North)

### RECOMMENDATIONS

---

1. That Oxford County Council receive Report No. PW 2020-29 entitled “Intercommunity Bus Transit – Oxford County (North)”;
2. And further, that County Council authorize staff to undertake a public engagement campaign to seek input on the proposed intercommunity bus transit service for the northern portion of Oxford County;
3. And further, that County Council authorize staff to prepare and issue a Request for Proposal (RFP) for an intercommunity bus transit contract to service the northern portion of Oxford County providing both intra-County and inter-regional connections;
4. And further, that Report No. PW 2020-29 be circulated to Area Municipalities for information.

### REPORT HIGHLIGHTS

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- The purpose of this report is to obtain County Council authorization for staff to undertake a public engagement campaign to further inform and validate the proposed intercommunity bus transit service for the northern portion of Oxford County.
- This report also seeks Council authorization for staff to prepare and issue a Request for Proposal (RFP) to the bus carrier market for the proposed intercommunity bus transit contract service.
- The proposed inter-community bus transit service for the unserved northern portion of Oxford County would further support and enhance resident access to employment, education, social services and shopping, recreation and entertainment activities, etc. by providing integrated intra-County and inter-regional transportation connections.

### Implementation Points

The overall scope and original work plan of the proposed intercommunity bus transit service project is summarized below in Figure 1.

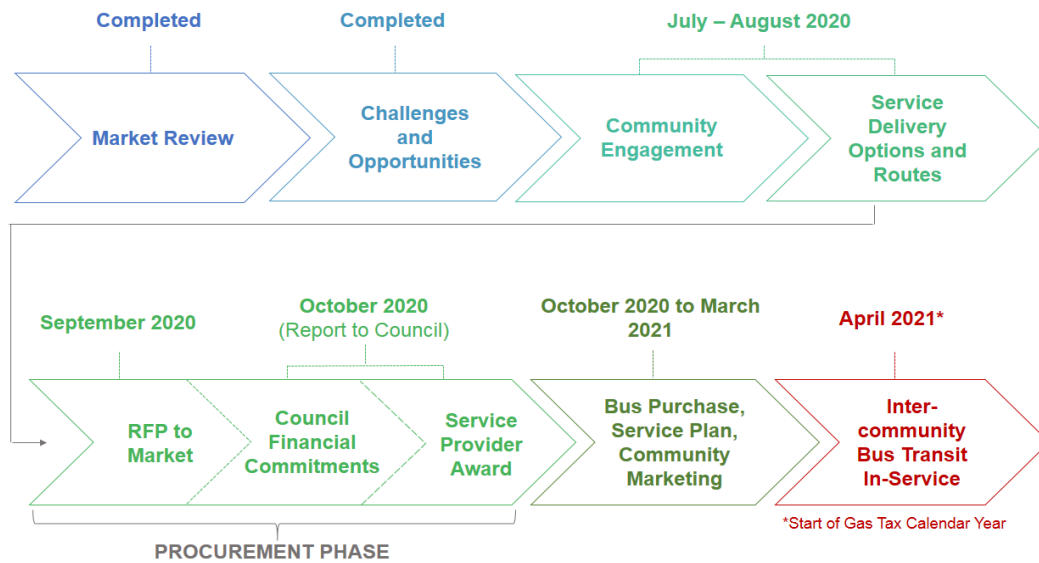


Figure 1 – Intercommunity Bus Transit Project Work Plan

Upon potential approval from County Council, staff will undertake a formal six-week public consultation and community engagement campaign as described later in the report. The feedback received from this campaign will serve to further inform and validate the proposed intercommunity bus transit service for the northern portion of Oxford County which will be included in the RFP.

During this time, staff will be further liaising with the Area Municipalities, Rural Oxford Economic Development Corporation and local employers to seek further feedback on the prospective bus transit service and associated service coverage areas, as well as to assess potential financial contributions for the same.

Following completion of the RFP bidder evaluations, a third-party bus carrier will be recommended for contract award, subject to County Council approval and pre-budget multi-year financial commitments from Oxford County and the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra.

The proposed in-service date for the intercommunity bus transit project is April 2021 in order to permit six months for bus procurement, service plan development and route validation, bus route sign installation and community marketing / branding. The proposed service start date is also strategic in that it aligns with the start of the province's calendar year for its gas tax program.

## **Financial Impact**

As noted in Report No. [PW 2020-23](#), funding exists in the 2020 Business Plan and Budget for consideration of inter-community bus transportation solutions that better support the immediate needs of Southwestern Ontario. Staff have also reviewed and confirmed gas tax eligibility for this proposed service with the Ministry of Transportation, based on the proposed bus transit service area and projected ridership.

In order to become eligible for provincial gas tax program transit funding, municipal financial commitments must be in place to support the proposed intercommunity bus transit service start-up costs and to substantively offset annual base operational costs. Accordingly, multi-year financial (pre-budget) commitments by the County and the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra will be required to support the proposed intercommunity bus transit service.

Full financial details of the proposed service, including annual contract expenses, secured annual financial commitments, projected fare revenue and anticipated annual gas tax funding will be provided in a subsequent report to Council for consideration and review prior to seeking potential approval of recommended bus service provider contract award (October, 2020).

The Treasurer has reviewed this report and agrees with the financial impact information.

## **Risks/Implications**

There are no risks associated with the adoption of the recommendations contained in this report.

## **Strategic Plan (2015-2018)**

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

1. ii. **A County that Works Together** – Enhance the quality of life for all of our citizens by:
  - *Adapting programs, services and facilities to reflect evolving community needs*
  - *Working with community partners and organizations to maintain / strengthen public safety*
  
2. i. **A County that is Well Connected** – Improve travel options beyond the personal vehicle by:
  - *Exploring the feasibility of innovative inter-municipal transportation strategies (E.g., car/ride share)*
  - *Creating, enhancing and promoting the use of an integrated trail and bike path system*
  - *Promoting active transportation*

2. ii. **A County that is Well Connected** – Advocate for appropriate federal and provincial support, programming and financial initiatives to strengthen the movement of people and goods to, from and through the County
2. iii. **A County that is Well Connected** – Strengthen community access and Internet connectivity
3. i. **A County that Thinks Ahead and Wisely Shapes the Future** – Influence federal and provincial policy with implications for the County by:
  - *Advocating for fairness for rural and small urban communities*
  - *Advocating for federal and provincial initiatives that are appropriate to our county*

## DISCUSSION

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### Background

The development of a public transportation system that addresses small urban-rural mobility and connectivity within Oxford County and across the Southwestern Ontario region is vital to our economic vitality and community wellbeing as noted in Report No. PW 2020-23. Further, transportation connections are vital to quality of life and help to remove barriers that make it difficult for some Ontarians to reach jobs, participate in local community activities and access healthcare and specialized medical services, education and training, social services and programs, urban transit and intercity rail, air and bus services.

The province's recent Community Transportation Grant Program (CTGP) has served to enhance the ability of participating municipalities to plan, implement and operate community transportation services within their communities. Of equal importance, it also affords a critical first step towards re-establishing several intercommunity connections across Southwestern Ontario from a regional perspective, many of which have experienced significant decline in private sector intercommunity service over the last decade.

The integration of the proposed CTGP municipal intercommunity bus transit service routes with existing transportation networks (i.e. passenger rail transportation networks, conventional urban transit services, specialized transit services, private bus carriers, GO Transit, airports, etc.), along with proximity to healthcare centres and academic institutions, is shown in Attachment 1. From this, it is apparent that the southern and central areas of Oxford County are reasonably well served with transportation service opportunities to permit mobility and travel both within the County as well as to other regional destinations outside of the County.

However, the northern area of the County remains unserved and has limited access to transportation connections and services which can afford greater mobility both within and outside of the County.

### Potential Intercommunity Transit Partnership

Given the lack of public and community transportation service in the northern portion of Oxford County, Oxford County Public Works staff has begun liaison with the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra to determine their potential interest in forming a funding partnership to develop and implement a new intercommunity transit service which will

permit local residents greater mobility across the County as well as to other regional destinations outside of the County.

A preliminary intercommunity transit has been proposed to service the north portion of Oxford County as shown in Attachment 2. This service route was strategically positioned to ensure service integration with CTGP intercommunity transit routes (Tillsonburg, Stratford/Perth County, Middlesex County), Grand River Transit intercommunity transit routes (Route 77), conventional urban transit systems in Woodstock, Greyhound bus services, GO Transit Bus services (Brantford, Kitchener-Waterloo, Cambridge) and associated links to passenger rail (VIA Rail, GO Transit).

A high-level governance model has been proposed to the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra where Oxford County acts as lead (“host”) municipality to provide intercommunity transit services (using a third party bus carrier) across their respective Area Municipalities and to manage Canadian Urban Transit Association (CUTA) administrative tasks, annual provincial reporting / auditing and leverage provincial gas tax funding. In turn, the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra are being asked for multi-year financial funding commitments to support and offset Oxford County’s undertaking of the proposed multi-year service. The intercommunity transit service for this area would be collectively promoted by Oxford County, Area Municipalities and Rural Oxford Economic Development Corporation.

## **Comments**

### **Market Demand**

Like most municipalities that received CTGP funding to implement intercommunity bus transit systems, Oxford County and its Area Municipality partners have no existing baseline data to quantitatively assess and estimate rural transit system market demand and ridership.

Rather, the market demand for intercommunity transit (both within and outside of Oxford County) can be qualitatively framed around local community mobility needs of residents to access employment, participate in local community activities, and access healthcare / specialized medical services, education and training, social services, urban transit and intercity rail, air and bus services.

Of note, market demand for intercommunity transit includes, but is not limited to, the following specific individuals:

- Those that have no other affordable means of travel (cost of car ownership) – low income workers, residents on social assistance, etc.;
- Aging residents seeking to stay home longer before considering alternate provisions such as long term care;
- Students;
- Millennials and seniors choosing to defer car ownership; and
- Businesses seeking to further attract and expand access to a broader employee pool.

With respect to access to employment, the Journey to Work (JTW) Survey (2016 Census) revealed detailed worker trip origin and destination information as noted in Oxford County's 2019 Transportation Master Plan and Report No. PW 2019-16. County resident trip origin/destinations and Out-of-County resident (inbound) trip origin/destinations are illustrated in Figures 2 and 3.

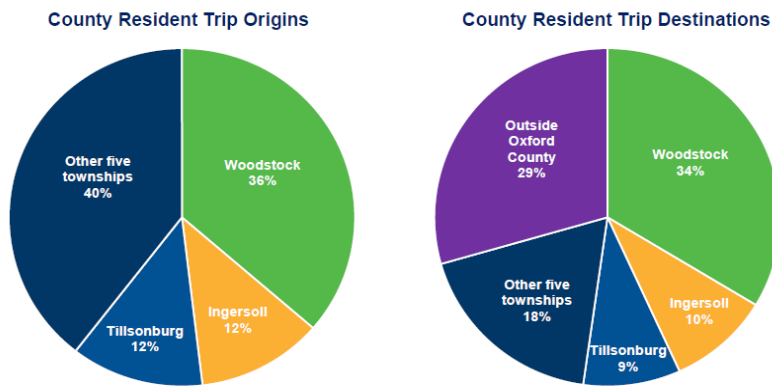


Figure 2 - County Resident Trip Origins and Destinations

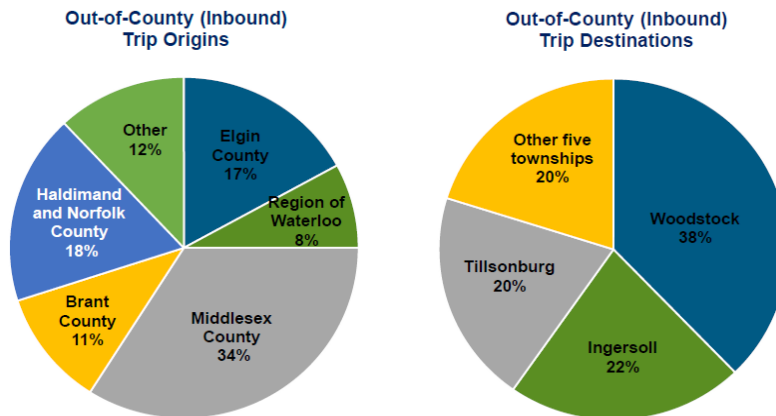


Figure 3 - Out-of-County Resident Trip Origins and Destinations

Of note, the main commuter trip destinations in Oxford County were to the urban centres of Woodstock, Ingersoll and Tillsonburg, regardless of trip origin (either in- or out-of-County). The JTW data also revealed that about 29% of County residents travel outside of the County for work. In comparison, the number of non-County residents travelling to work in the County (from neighbouring municipalities such as Elgin County, Middlesex County, Brant County, Haldimand

County/Norfolk County predominately) is slightly higher. These findings serve to further justify the importance of intercommunity transportation system connectivity across all municipalities within Oxford County as well as inter-regionally.

### Intercommunity Bus Transit Challenges and Opportunities

The proposed rural-based intercommunity bus transit services will operate quite uniquely from conventional urban transit systems and face a number of distinctive implementation challenges including, but not limited to, the following:

- The low density and dispersed nature of population, employment and services makes it difficult to provide effective transportation that meets all needs within the community at reasonable costs;
- The long-distance nature of trips (often travel is to adjacent urban centres to access services) makes the per-trip cost of rural transportation expensive; and
- A lower service area tax base makes available funds for transportation services scarce, particularly when competing with other municipal priorities and established provincial programs and budgets.

In many cases, these challenges have resulted in a lack of public and community transportation service in many rural communities. Where transportation services are in place, the availability, frequency and geographic area where service is provided is limited due to high costs and limited revenue opportunities (due to low ridership).

Accordingly, the process of establishing a coordinated intercommunity transportation framework is critical to improve the overall cost effectiveness of rural transportation service provisions and positions such services to better meet local community mobility needs both in service quality and availability for residents. In this regard, a number of opportunities exist to develop, support and sustain rural intercommunity transportation services including, but not limited to, the following:

- Common interest to improve rural-urban mobility and access to social services, employment, schools, communities, etc. (i.e. Province's "Connecting Southwest Ontario" draft Transportation Plan and Oxford County's "SouthwestLynx" plan);
- Increased opportunities for aging residents to live at home longer;
- Coordination of multiple municipality service population areas afford greater opportunity for subsidized cost recovery (i.e. Provincial gas tax), i.e. service provision was previously cost prohibitive if those same municipalities were to provide service independently;
- Potential to increase ridership demand by leveraging and integrating existing urban transit and CTGP intercommunity transit system services;
- Service evolution to flex routes / on-demand services and transit mobile applications;
- Enhanced purchasing power and economies of scale for transportation services (i.e. Southwest Community Transit Association); and
- Strengthen common voice to support long-term sustainable transit needs and funding beyond the term of the current provincial CTGP which ends in March, 2023.

### Public Consultation and Community Engagement

A six week public consultation and community engagement campaign is proposed to seek feedback from local residents, key employers and other transportation service providers (i.e. first mile/last mile integration with taxis, community shuttles, specialized transit, conventional transit, private carriers, etc.) on the proposed intercommunity bus transit service.

In parallel, staff will also be further liaising with the Area Municipalities and Rural Oxford Economic Development Corporation to seek further feedback and validation on the prospective service.

Of note, staff will be seeking feedback about proposed bus routes/stops, trip destinations, fare structure, and transit service delivery model through the use of various communication tools such as transit survey, project webpage, social media, outreach meetings, etc.

The feedback received from this campaign will serve to further inform and validate the proposed intercommunity bus transit service for the northern portion of Oxford County which will be included in the bus service carrier RFP. Following the potential service award (which is subject to County Council approval), the recommended bus vendor would further review the bus transit service concept and optimize the proposed service routes as feasible in order to maximize the effectiveness of the service and enhance ridership access.



## **Conclusions**

Recognizing the critical role mobility plays in achieving Oxford's vision of economic, community and environmental sustainability, the proposed inter-community bus transit service for the northern portion of Oxford County will further support and enhance resident access to employment, education, social services and shopping, recreation and entertainment activities, etc., while providing transportation system connections to the larger urban centre bus transit hubs / passenger rail corridors across Southwestern Ontario and into the Greater Toronto Area.

The completion of a public engagement campaign will provide staff with valuable information which can then be used to develop an intercommunity bus transit service that is supportive of community needs and which will serve the end goal of building and/or enhancing integrated local, regional or intercommunity transportation, particularly in service areas where it has been historically challenging or not feasible to provide conventional transit service due to low population size or density.

## **SIGNATURES**

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### **Report Author:**

Original signed by:

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Frank Gross, C. Tech  
Manager of Transportation and  
Waste Management Services

### **Departmental Approval:**

Original signed by:

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David Simpson, P.Eng., PMP  
Director of Public Works

### **Approved for submission:**

Original signed by:

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Larry J. McCabe, B.A., A.M.C.T.  
Interim Chief Administrative Officer

## **ATTACHMENTS**

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- Attachment 1 – Intercommunity Transportation Network – Oxford County and Neighbouring Jurisdictions
- Attachment 2 – Proposed North Oxford Intercommunity Transit Service Route

# Inter-Regional Transportation Network People Movement

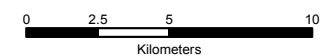
## Legend

- Airport (Municipal)
- Airport (International)
- College
- University
- Hospital
- Specialized Transit

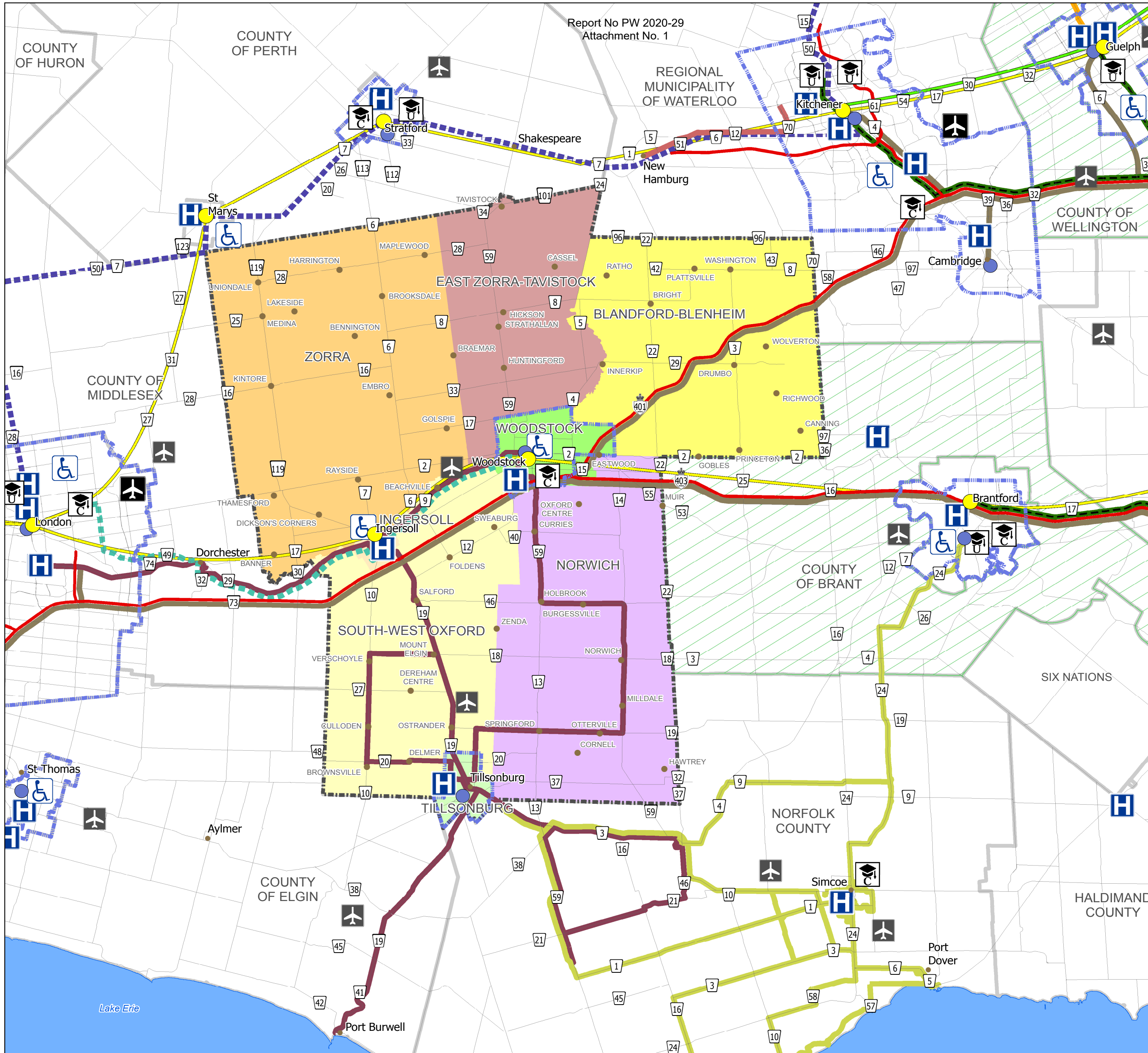
- Transit Hub
- VIA Rail Terminal
- Arterial Road
- Highway
- On-Demand Transit Service
- Conventional Transit
- Municipal Boundary
- Oxford County Boundary

## Inter-Regional Transportation Network

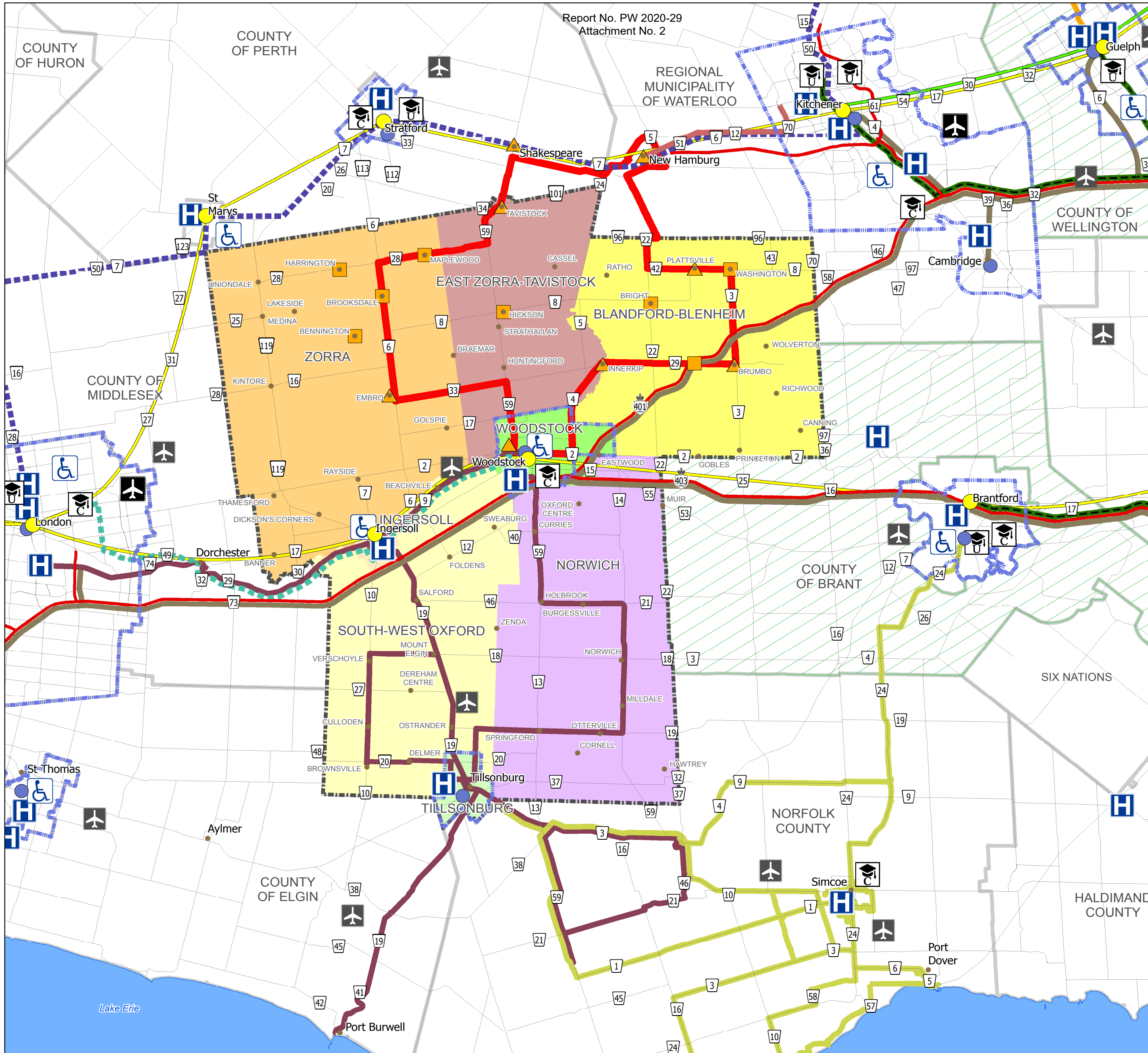
- Bus**
  - Guelph Owen Sound Transportation (GOST)
  - Go Bus
  - Grand River Transit (Route 77)
  - Greyhound
  - Middlesex Intercommunity Bus Transit (Proposed)
  - Norfolk Intercommunity Bus Transit
  - Stratford/Perth Intercommunity Bus Transit (Proposed)
  - Tilsonburg Intercommunity Bus Transit
- Train**
  - Go Train
  - VIA Rail



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# Inter-Regional Transportation Network People Movement

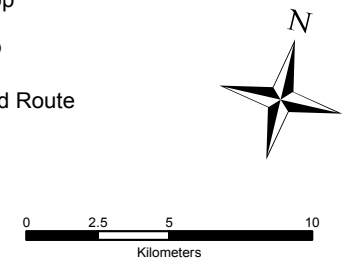


## Legend

- Airport (Municipal)
- Airport (International)
- College
- University
- Hospital
- Specialized Transit
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- On-Demand Transit Service
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## Inter-Regional Transportation Network

- Bus**
  - Guelph Owen Sound Transportation (GOST)
  - Go Bus
  - Grand River Transit (Route 77)
  - Greyhound
  - Middlesex Intercommunity Bus Transit (Proposed)
  - Norfolk Intercommunity Bus Transit
  - Stratford/Perth Intercommunity Bus Transit (Proposed)
  - Tillsonburg Intercommunity Bus Transit
- Train**
  - Go Train
  - VIA Rail
- Oxford North Intercommunity Proposed Route**
  - Fixed Stop
  - Flex Stop
  - Proposed Route



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

**From:** Director of Public Works

## **Proposed North Oxford Intercommunity Bus Transit – Financial Plan and Public Consultation Findings**

### **RECOMMENDATIONS**

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1. That County Council receive Report No. PW 2020-37 entitled “Proposed North Oxford Intercommunity Bus Transit – Financial Plan and Public Consultation Findings”, including approvals in principle from Councils of the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra to provide multi-year financial commitments to support intercommunity bus transit to service the northern portion of Oxford County as described herein;
2. And further, that County Council, in collaboration with the Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra, support the release of a Request for Proposal (RFP) for an intercommunity bus transit contract service for north Oxford;
3. And further, that County Council authorize their “approval-in-principle” to provide multi-year financial commitments to support intercommunity bus transit to service the northern portion of Oxford County, providing both intra-County and inter-regional connections;
4. And further, that Report No. PW 2020-37 be circulated to all Area Municipalities for information.

### **REPORT HIGHLIGHTS**

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- The purpose of this report is seek Oxford County Council support for the release of a RFP for an intercommunity bus transit contract service in north Oxford, in collaboration and partnership with the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock and the Township of Zorra, and seek “approval-in-principle” for multi-year financial commitments to support the proposed service.
- Staff have received considerable feedback from local residents, employers, economic development and employment agencies and Area Municipalities during the public consultation and engagement campaign (July 22 to September 2, 2020) which further supports and validates the proposed service need as per the key findings noted below:

- Almost half of the employers identified transportation as one of their most important factors for attracting and retaining employees and almost 40% of the employers responded that the proposed service would help connect their employees to their workforce.
  - Majority of residents would use the service both within and outside of Oxford County for work, medical/healthcare appointments, leisure purposes or to access other modes of transportation, with Woodstock, Ingersoll, Stratford, Kitchener-Waterloo-Cambridge, and London being the main trip destinations.
  - Over 70% of residents surveyed would use active transportation for first and last mile connections to the proposed intercommunity bus stops.
  - Approximately 60% of the public were favorable of a proposed tax levy and fare fees to help finance the transit system.
- This intercommunity bus transit service is proposed to be annually financed by Ontario Gas Tax Transit funding (subsidy of over 50%), municipal contributions (tax levy) and ridership fare revenue in a manner which is both fiscally responsible and sustainable.

### **Implementation Points**

The overall implementation work plan was previously referenced in Oxford County Council Report No. [PW 2020-29](#) (amended to remove recommendation no. 3).

As per the August 5, 2020 Council resolutions shown in Attachment 1, the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock and the Township of Zorra have all passed “approvals-in-principle” for multi-year financial commitments, subject to additional information, to help finance the proposed service and are all in support of the release of the RFP for the provision of the intercommunity transit service for north Oxford. Further, the intercommunity bus transit partnership proposal presentations that formed the delegation to the above noted Area Municipality Councils was electronically shared with all County Councillors on August 10, 2020 for reference information.

Should Oxford County Council approve the recommendations in this report, staff will work with the Township of Zorra to issue a RFP for the provision of a contracted intercommunity transit service for North Oxford on behalf of the collaborative partnership. Following review and evaluation of the RFP bid submissions, staff will report back to the respective Councils with final financial cost details and a recommended contract award for a third-party bus carrier, all of which is subject to respective Council approvals. The final multi-year financial municipal contributions will be further refined at that time and final Council authorizations will be sought for the respective financial commitments based on the same. The partner Council endorsements of the final multi-year financial commitments are required in order to subsequently become eligible for provincial gas tax transit funding.

Following the potential contract award on October 14, 2020, the proposed in-service date for the bus carrier transit service is April 2021 which will permit the necessary time for bus procurement; service plan development and route validation; bus route sign installation; and community marketing / branding involving ongoing liaison with Woodstock Community Employment Services, Rural Oxford Economic Development Corporation, employers, area and

neighbouring municipality transit providers, academic institutions, community members and other public/private transportation providers.

### **Financial Impact**

The intercommunity bus transit service is proposed to be annually financed by Ontario Gas Tax Transit funding (subsidy of approximately 50%), municipal contributions (tax levy) and ridership fare revenue in a manner which is both fiscally responsible and sustainable.

With the proposed partnership, the respective populations of the Township of Blandford-Blenheim, Township of East Zorra-Tavistock and Township of Zorra can be combined into a cumulative transit service population (based on the proposed transit service coverage area). The amount of eligible provincial Gas Tax transit funding is significantly driven by the population serviced by intercommunity transit while ridership fare revenue only nominally adds to additional funding under the provincial Gas Tax funding criteria.

Further, to become eligible to receive dedicated Gas Tax funds, municipal partners must financially contribute towards its transit system. Based on the provincial funding criteria, the Gas Tax program provides for up to 75% reimbursement to municipalities for every dollar spent (operating and capital) on transit (MOS = municipality's own spending), up to an "eligibility cap". As shown in Table 1, the proposed financial model would be based on a Gas Tax funding subsidy which offsets approximately 50% of the transit system operating costs on an annual basis.

In this regard, the proposal suggests the County fund 25% of the annual operating costs and capital costs, while the three Area Municipal partners propose to fund the remaining 75% of the annual operating costs (25% share each). The financial model illustrated in Table 1, proposes to carryforward approved 2020 funds earmarked for SouthwestLynx Transportation initiatives to be used for 2021 operating and capital contribution costs of the north Oxford Intercommunity Bus Transit program, so there will be no impact on the County-wide tax levy in 2021 accordingly. Using this approach, the municipal partnership can receive 75% reimbursement for its capital procurement of the first intercommunity bus through the Gas Tax transit program.

Table 1 presents a financial model for the proposed intercommunity bus transit system to be considered in the RFP which would be operated three days per week initially in 2021 (April to December) and then expanded to a five day per week service in 2022. The model includes a reserve funded by annual surpluses to cover lifecycle costs including vehicle replacement every six years. The revenues and reserve contributions will be reviewed and adjusted on the basis of the RFP submissions for further consideration of the partnering Municipalities and Oxford County.

**Report No: PW 2020-37**  
**PUBLIC WORKS**  
**Council Date: September 9, 2020**

Table 1 – Proposed Financial Model for Intercommunity Bus Transit (North Oxford)

	2021 *	2022	2023	2024	2025	2026	2027
<b>Funding</b>							
Fare Revenue	\$22,560	\$37,660	\$37,660	\$40,160	\$60,320	\$60,320	\$60,320
Municipal Contributions							
Oxford County	140,000	22,500	22,500	22,500	22,500	22,500	22,500
Blandford - Blenheim	15,000	22,500	22,500	22,500	22,500	22,500	22,500
East Zorra-Tavistock	15,000	22,500	22,500	22,500	22,500	22,500	22,500
Zorra	15,000	22,500	22,500	22,500	22,500	22,500	22,500
Provincial Gas Tax Transit Funding	138,750	95,745	95,745	97,620	112,740	112,740	112,740
<b>TOTAL FUNDING</b>	<b>\$346,310</b>	<b>\$223,405</b>	<b>\$223,405</b>	<b>\$227,780</b>	<b>\$263,060</b>	<b>\$263,060</b>	<b>\$263,060</b>
<b>Expenses</b>							
Bus Purchase	\$125,000	\$-	\$-	\$-	\$-	\$-	\$135,000
Transit Coordinator Salary (Part Time)	39,835	40,531	41,241	41,963	42,697	43,444	44,204
Marketing, Brochures, Website	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Window Wrap on Bus	1,500	-	-	-	-	-	1,750
Route Signs	2,500	250	250	250	250	250	250
Contract Services	63,420	143,942	146,821	149,758	152,753	155,808	158,924
Flex Stop Routing Request Technology (Dispatch)	4,530	10,080	10,080	10,080	10,080	10,080	10,080
<b>TOTAL EXPENSES</b>	<b>\$241,785</b>	<b>\$199,803</b>	<b>\$203,392</b>	<b>\$207,051</b>	<b>\$210,780</b>	<b>\$214,582</b>	<b>\$355,208</b>
<b>Surplus / (Deficit)</b>	<b>\$104,525</b>	<b>\$23,602</b>	<b>\$20,013</b>	<b>\$20,729</b>	<b>\$52,280</b>	<b>\$48,478</b>	<b>\$(92,148)</b>

<b>Transit Reserve Balance</b>	<b>\$104,525</b>	<b>\$128,127</b>	<b>\$148,139</b>	<b>\$168,869</b>	<b>\$221,149</b>	<b>\$269,627</b>	<b>\$177,479</b>
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*\* 2021 year based on 3 days/week intercommunity transit service (2022 onward is 5 days/week)*

Based on the proposed municipal contributions (refer to Table 1) to support the intercommunity bus transit system, the following upset limit increase to the base tax levies are approximated:

- i) **County-wide (all residents):** \$22,500 /122,890 people ~ **\$0.19 per person**
- ii) Zorra / East Zorra-Tavistock / Blandford-Blenheim residents only (*additional*):
  - Zorra:** \$22,500 / 8,740 people ~ **\$2.57 per person**
  - EZT:** \$22,500 / 7,940 people ~ **\$2.83 per person**
  - BB:** \$22,500 / 7,980 people ~ **\$2.82 per person**

The Treasurer has reviewed this report and agrees with the financial impact information.

### Risks/Implications

There are no risks associated with the adoption of the recommendations contained in this report.

### Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

- 1. ii. **A County that Works Together** – Enhance the quality of life for all of our citizens by:
  - *Adapting programs, services and facilities to reflect evolving community needs*
  - *Working with community partners and organizations to maintain / strengthen public safety*
- 2. i. **A County that is Well Connected** – Improve travel options beyond the personal vehicle by:
  - *Exploring the feasibility of innovative inter-municipal transportation strategies (E.g., car/ride share)*
  - *Creating, enhancing and promoting the use of an integrated trail and bike path system*
  - *Promoting active transportation*
- 2. ii. **A County that is Well Connected** – Advocate for appropriate federal and provincial support, programming and financial initiatives to strengthen the movement of people and goods to, from and through the County
- 2. iii. **A County that is Well Connected** – Strengthen community access and Internet connectivity
- 3. i. **A County that Thinks Ahead and Wisely Shapes the Future** – Influence federal and provincial policy with implications for the County by:
  - *Advocating for fairness for rural and small urban communities*
  - *Advocating for federal and provincial initiatives that are appropriate to our county*



## DISCUSSION

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### Background

The development of a public transportation system that addresses small urban-rural mobility and connectivity within Oxford County and across the Southwestern Ontario region is vital to our economic vitality and community wellbeing as noted in Report No. [PW 2020-23](#) and PW 2020-29 (as amended). Further, transportation connections are vital to quality of life and help to remove barriers that make it difficult for some Ontarians to reach jobs, participate in local community activities and access healthcare and specialized medical services, education and training, social services and programs, urban transit and intercity rail, air and bus services.

As per the implementation work plan detailed in Oxford County Council Report No. PW 2020-29 (as amended), staff have assessed market demand, undertaken a qualitative review of opportunities and challenges, carried out a six week public consultation and engagement campaign and further examined service delivery options/routes pertaining to the proposed intercommunity bus transit service (north Oxford).

At the July 8, 2020 Oxford County Council meeting, staff were directed to report back to Council with the findings of the six week public consultation and engagement campaign (July 22 to September 2, 2020) and details of the financial model that is proposed to fund the proposed intercommunity bus transit service.

In consultation with several Area Municipalities, staff have also discussed the feasibility of applying a similar financial model with the Tillsonburg intercommunity bus transit system following the expiry (2023) of funding received through the province's Community Transportation Grant Program, such that the Tillsonburg system could continue to sustainably operate after that time and extend bus carrier operating agreements accordingly.

The long term integration of the Tillsonburg intercommunity bus transit system with the proposed north Oxford intercommunity bus transit system is envisioned by 2027, at which time the useful service life of each system's buses would be reached and operating contracts could be suitably harmonized for additional efficiencies and potential cost savings. Inter-regional service connections would also be further integrated at that time with associated neighbouring municipality members of the Southwest Community Transportation Association in order to facilitate a consistent rider experience and service level.

### Comments

#### Ridership

The proposed north Oxford intercommunity bus transit system is envisioned to employ a 20 passenger "high-floor" transit bus which is fully accessible for disabled riders (AODA compliant). The bus can carry up to 20 fully abled riders with flexibility to accommodate up to 2 wheelchair riders in the rear of the vehicle (by converting 4 able rider spaces) as shown in Figure 1. The 20 passenger bus is the most common vehicle size employed by the majority of other municipal

intercommunity bus transit systems as it is most suitable to manage the anticipated ridership as well as the longer route distances (when compared to conventional transit bus).

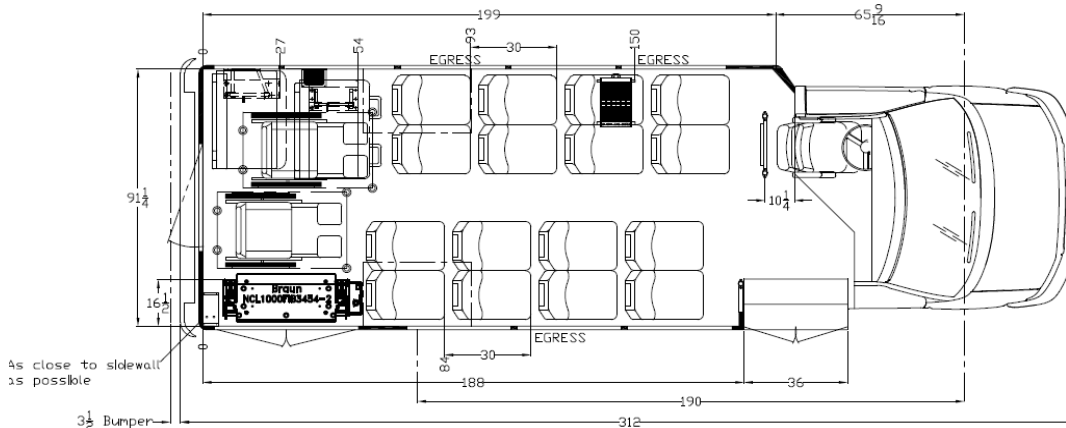


Figure 1 – Sample Configuration of Intercommunity Bus

The qualitative market demand review and public consultation findings identified several types of riders who would use the intercommunity bus transit service as follows:

- Aging residents – longer home stay before considering long term care;
- Students – access to schools, employment, leisure purposes;
- Millennials and seniors (deferring car ownership);
- Businesses (access to broader employee pool) and low income workers (no other affordable means of travel); and
- Persons using social assistance programs (Ontario Works and ODSP clients) who receive mandatory paid benefits for transportation services for medical or employment purposes.

Bus ridership has been conservatively estimated in the financial model at four (in 2021) to eight (in 2025) rider trips per day (in addition to trips by employees and persons using social assistance), leaving considerable room for additional ridership to be realistically developed as the intercommunity transit service becomes more established over time.

### Public Consultation and Engagement Campaign

The County undertook a six-week public consultation and engagement campaign for the proposed North Oxford intercommunity bus transit route as noted above. The purpose of this campaign was to promote and create awareness of the proposed service, while also gathering feedback from those who may use or benefit from the service, specifically: residents, businesses, area municipalities, and those travelling from outside of the County for work, business or personal reasons.

Through the various campaign tools, which are highlighted in the section below, efforts were made to ensure transparency with respect to proposed project funding and related tax levy impacts. Further information focused on providing details on the proposed service, such as the proposed route, fixed and flex stops, connections to other modes of transportation, schedule, fare structure and work plan timing. In addition to providing information on the proposed service, the overall intent of the campaign was to identify and confirm the need for a northern Oxford transit route, the frequency in which it would be used, the peak usage times, the main reasons for use, and willingness to pay and support a tax levy increase.

### *Outreach Efforts*

With the assistance of the County's Strategic Communications division, a number of outreach efforts, as summarized below, were undertaken as part of the campaign. The intent of these efforts was to promote the proposed service and garner as much feedback and input as possible from the various stakeholder groups.

1. A dedicated *Speak up, Oxford!* page was created on the County's website which provided information on the proposed service, including: an overview of the proposal, the project timeline, links to project documents, and information on how individuals could provide feedback and have their say. Refer to Attachment 2 for a detailed overview of page content.
2. Over the course of the campaign, there were various newspaper ads, social media posts and paid promotion, County website updates, and media interviews.
3. Efforts were made to consult with various area municipality partners to both share information on the proposed service as well as solicit feedback and support. Delegation presentations were made to Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra Council's on August 5, 2020. These presentations were also electronically shared with all County Councillors on August 10, 2020 for reference information.
4. A virtual public meeting was held on August 12, 2020 at 6:00 p.m. and was available to all members of the public through a WebEx platform. A recording of the public meeting was posted to the *Speak Up, Oxford!* page, along with a copy of the meeting presentation and a summary of the question and discussion session.
5. An online survey, one for the general public and a separate one for the business community, was available through the *Speak Up, Oxford!* page from July 22 to August 21, 2020.
6. An interactive map was also available through the *Speak Up, Oxford!* page, which allowed members of the public to provide feedback on the proposed fixed stops as well as suggest other possible stop locations, along with a reason as to why they felt it would be a good location.
7. Direct written submissions to staff, via email, mail, or social media were also encouraged during the duration of the campaign.

8. The County collaborated with Rural Oxford Economic Development (ROEDC) and Woodstock Community Employment Services to target the business community. Information on the proposed transit service and the online survey went out to businesses through multiple newsletters, social media pushes and direct outreach in the form of calls.

### *Key Findings and Trends*

The outreach methods above were successful in reaching a considerable audience. Much interest was generated on social media on both the County's official sites and on other sites, including news media sites and community discussion groups. Through a total of three social media paid ads, there was a reach of 6,981 (people who saw the ad) with 560 engagements (people who shared, clicked the link for more information, or reacted etc.). With respect to organic social media reach (unpaid / regular traffic from page), there was a reach of 22,280 with 1,511 engagements.

Comments received from the public through social media were generally supportive and enthusiastic in nature, identifying that the proposed service would be helpful to either themselves or their family. Residents commonly pointed out that this would be a valued service for seniors and teens / young adults who do not drive, providing them access to transportation for appointments, errands and leisure purposes. Numerous comments indicated that this is an idea past due (i.e. "It's about time," "Now we are getting into the 21<sup>st</sup> century," etc.). Other noteworthy comments were that the proposed schedule should align with VIA service and that there should be a strong level of service for it to succeed. County staff also received some comments directly, most of which were in the form of a question, often relating to the proposed timing of service, fare structure, fixed stop locations and possible tax levy increases.

On the business side, through ROEDC, three Rural Oxford newsletters were sent out to 500 businesses. Multiple social media pushes led to 50 post shares with a 6,000+ reach and direct calls were made to 75 businesses and 5 community partners. Through social media, ROEDC also shared the Public Meeting announcement as well as the recording of the public meeting.

Feedback and comments received through the direct calls to the business community were generally positive and the majority of employers expressed their support for the initiative. While there were some employers who were unsure as to whether the service would directly benefit their business or not, these employers still felt there was value from a community perspective. A number of employers expressed that the proposed service would be beneficial in retaining and connecting employees and visitors to their business, particularly the younger and older population that don't own / have access to a car. One employer indicated that there is currently a barrier to attracting and retaining good employees from Woodstock. Other noteworthy comments indicated an interest for a fixed stop in Bright and alteration of the route to extend further past Embro and across County Road 17 into Woodstock and that there would need to be a variety of service times in order for the service to work.

In terms of the public meeting, while there was limited live participation at the time the meeting was held on August 12<sup>th</sup>, the recording of the meeting, which was subsequently posted to the

*Speak Up, Oxford!* page, has since been viewed many times, suggesting that several people opted to watch the meeting at a time of their convenience, as opposed to participating live.

Through the interactive map which was live on the *Speak up, Oxford!* page, some comments were received on the proposed fixed and flex stops and two additional stop locations were suggested. These locations and associated comments are summarised in Attachment 3.

There were 167 responses to the general public survey and 61 responses to the business community survey. Some of the key findings and trends are summarized below and a full report of the survey questions and results are included as Attachment 4 for the general public survey and Attachment 5 for the business community survey.

### **General Public Survey**

There was a good geographical spread of survey responses, with more than half of the responses (63 %) coming from the northern portion of the County (Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra) and the remaining coming from the southern portion of the County, less a few responses from outside of the County. The survey was mostly completed by people between the ages of 25-44 and 45-64. Some key findings from the responses are as follows:

- The service would be used mostly for leisure purposes, to connect to another mode of transportation, or for other reasons.
- Woodstock was listed as the number one location that people would use the service to travel to or from, with London, Stratford, Ingersoll and Kitchener-Waterloo being some of the other major departure or destination points.
- More than 65% of the responses indicated that they would be willing to pay for the service, ranging from \$8 to \$12.
- Peak usage time would be in the morning between 5 am and 11 am (with the most being between 7 am and 9 am) and in the afternoon / evening between 2 pm and 6 pm (with the most being between 4 pm and 6 pm).
- Approximately 60% of those who responded indicated that they would be willing to accept some form of an increase to their municipal property tax base.
- Over 70% of residents surveyed would use active transportation for first and last mile connections to the proposed intercommunity bus stops.

### **Business Community Survey**

Similar to the general public survey, there was a good geographical spread of survey responses from the business community, with more than half of the responses coming from the northern portion of the County (Townships of Blandford-Blenheim, East Zorra-Tavistock and Zorra), and the balance coming from the remaining portion of the County, including 13 employers in Woodstock. The employers who responded represented a wide range of industries, with most

being from the: (1) agriculture, forestry, fishing and hunting, (2) retail trade, (3) manufacturing, (4) professional, scientific and technical services and (5) accommodation and food services industries. Some key findings from the responses are as follows:

- Attracting and retaining workforce is a priority or concern for many companies and half of the employers that responded indicated that transportation is one of their most important factors for attracting and retaining employees.
- Woodstock was identified as the number one location that employees travel from, with Ingersoll, Kitchener-Waterloo-Cambridge, Tavistock, Stratford, and London being some of the other main locations.
- For almost 40% of the employers that responded, the proposed service would help connect their employees to their workforce (17% were unsure).
- The majority of employee shift start times are between 6 am and 11 am, with 8 am being the most common. The majority of employee shift end times are between 2 pm and 8 pm, with 5 pm being the most common.
- Some employers would be willing to subsidize their employees public transit costs to some extent, although a large number of employers responded that they were unsure.
- While some employers expressed that they didn't feel this was a good use of taxpayers money or that this service likely wouldn't benefit their employees, many of the comments received were positive and supportive of this initiative.

#### **Tillsonburg Transit Advisory Committee**

The intercommunity bus transit service proposal was also considered and discussed by the Tillsonburg Transit Advisory Committee on September 1, 2020. Following review, the Transit Advisory Committee passed the following resolution:

***Moved by: Councillor Luciani***  
***Seconded by: Kathryn Leatherland***

***“THAT the Tillsonburg Transit Advisory Committee supports the decision to expand the Oxford County Transit Proposal to northern Oxford County.”***  
***Disposition: Carried***

Overall, the feedback from local residents, employers, economic development, employment agencies and Area Municipalities during the public consultation and engagement campaign serves to further support and validate the need for this proposed service.

## **Conclusions**

The proposed intercommunity bus transit service will provide integrated intra-County and inter-regional transportation connections which further support and enhance resident access to employment, education, social services and shopping, recreation and entertainment activities, etc. in a manner which is consistent with County Council's endorsements of the "SouthwestLynx" plan, Oxford County's Strategic Plan, Future Oxford Community Sustainability Plan as well as the province's "Connecting Southwest Ontario" draft Transportation Plan.

Staff support the release of a bus transit carrier RFP for this intercommunity service and believe it to be a low risk, high reward sustainable initiative. The findings from the public consultation and engagement campaign will be used to help further refine the conceptual intercommunity bus route and stops to be considered in the RFP. Through this collaborative municipal partnership, the proposed financial model for the intercommunity bus transit service can be delivered in a fiscally responsible and sustainable manner.

## **SIGNATURES**

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### **Report Author:**

Original signed by:

---

Frank Gross, C. Tech  
Manager of Transportation and  
Waste Management Services

### **Departmental Approval:**

Original signed by:

---

David Simpson, P.Eng., PMP  
Director of Public Works

### **Approved for submission:**

Original signed by:

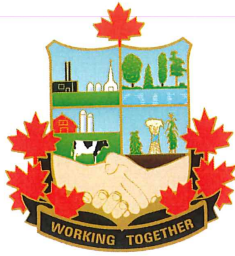
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Larry J. McCabe, B.A., A.M.C.T.  
Interim Chief Administrative Officer

## **ATTACHMENTS**

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Attachment 1 – Intercommunity Bus Transit Area Municipality Partner Council Resolutions  
Attachment 2 – Speak up Oxford Page Content  
Attachment 3 – Interactive Map Responses  
Attachment 4 – Survey Responses – General Public  
Attachment 5 – Survey Responses – Business Community



## ***Township of Blandford-Blenheim***

Box 100 / 47 Wilmot Street South  
Drumbo, Ontario. N0J 1G0

Phone 519-463-5347  
Fax 519-463-5881  
Web [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

---

September 1, 2020

David Simpson, Director of Public Works  
County of Oxford

David,

Re: Oxford Intercommunity Transportation Partnership

Please be advised that the following resolution was passed at the August 5, 2020 meeting of Blandford-Blenheim Township Council:

*That the presentation regarding the Oxford Intercommunity Transportation Partnership be received; and,*

*That the Township of Blandford-Blenheim approve in principle the plan to provide multi-year financial commitments to support intercommunity bus transit to service the northern portion of Oxford County providing both intra-County and inter-regional connections; and,*

*That the Township of Blandford-Blenheim support the release of a Request for Proposal for an intercommunity bus transit contract service in collaboration with the Township of East Zorra-Tavistock, the Township of Zorra and Oxford County.*

Sincerely,

A handwritten signature in black ink, appearing to read 'Rodger Mordue', is written over a horizontal line.

Rodger Mordue  
CAO/Clerk





## **Township of East Zorra-Tavistock**

Box 100 / 90 Loveys Street  
Hickson, Ontario N0J 1L0

Email [ezt@ezt.ca](mailto:ezt@ezt.ca)  
Web [www.ezt.ca](http://www.ezt.ca)

Phone 519.462.2697  
Fax 519.462.2961

---

August 7, 2020

Mr. David Simpson  
Director of Public Works  
County of Oxford  
21 Reeve Street  
Woodstock, ON N4S 7Y3

Sent via email: [dsimpson@oxfordcounty.ca](mailto:dsimpson@oxfordcounty.ca)

Dear Mr. Simpson:

Thank you very much for your presentation at Council's meeting of August 5, 2020.  
Following your presentation, Council considered and passed the following resolutions:

***Moved by: Margaret LUPTON***

***Seconded by: Phil SCHAEFER***

***Resolved that Council authorizes their "approval-in-principle" to provide multi-year financial commitments to support intercommunity bus transit to service the northern portion of Oxford County, providing both intra-County and inter-regional connections. CARRIED.***

***Moved by: Margaret LUPTON***

***Seconded by: Phil SCHAEFER***

***Resolved that Council, in collaboration with the Township of Blandford-Blenheim, the Township of Zorra and Oxford County, are in support of the release of a Request for Proposal for an intercommunity bus transit contract service. CARRIED.***

Once again, thank you for taking the time to present to Council on August 5, 2020.

Sincerely,

Will Jaques  
Corporate Services Manager/ Clerk



## TOWNSHIP OF ZORRA

274620 27<sup>th</sup> Line, PO Box 306 Ingersoll, ON, N5C 3K5  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520  
Website [www.zorra.ca](http://www.zorra.ca) • Email [admin@zorra.ca](mailto:admin@zorra.ca)

August 31, 2020

Oxford County

Attention: David Simpson  
Laura Hamulecki

Via email: [lhamulecki@oxfordcounty.ca](mailto:lhamulecki@oxfordcounty.ca)

At the Township of Zorra Council Meeting on August 5, 2020, the following resolution was passed regarding the Intercommunity Bus Transit.

**Moved by: Katie Davies      Seconded by: Ron Forbes**

**“WHEREAS both County Human Services and Rural Oxford Economic Development Corporation have clearly stated that public transit is a need for those residents with transportation challenges to access health care, other services, employment, and for employers to access potential employees;**

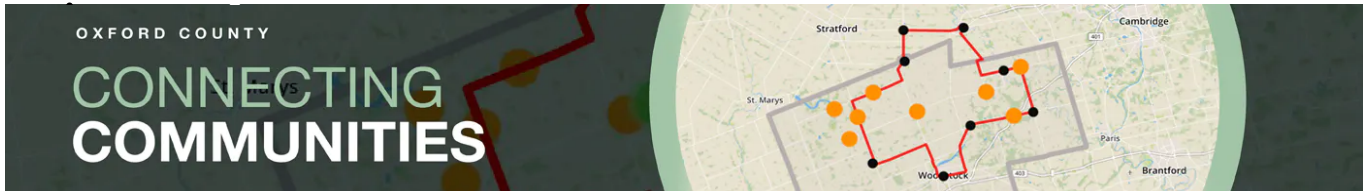
**AND WHEREAS Council has insufficient information to decide whether to proceed, but would be interested to have such information;**

**THEREFORE be it resolved that staff be directed to work with East Zorra-Tavistock, Blandford Blenheim, and Oxford County staff to prepare and issue the RFP for the Intercommunity Bus Transit.”**

**Disposition: Carried**

Yours truly,

Donna Wilson  
Director of Corporate Services/Clerk  
20-052



Home » Connecting Communities

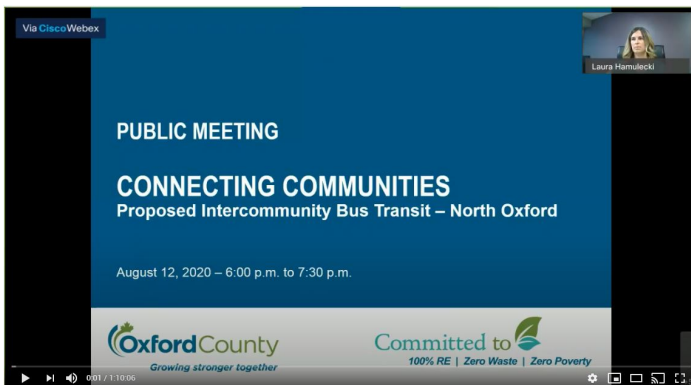
## Connecting Communities



Posted July 22, 2020 | Updated August 12, 2020

**UPDATE:** The online public meeting took place on Wednesday, August 12.

**Watch the recorded meeting | Download the agenda**



## Proposed intercommunity bus service for northern Oxford County

Consistent with Oxford County's **SouthwestLynx** vision, the Government of Ontario's **Connecting the Southwest** strategy looks to build a safe and reliable transportation system that:

- connects smaller communities to larger centres;
- improves access to jobs and critical services; and
- supports an open and competitive business environment.

Although the south part of Oxford County will benefit from intercommunity bus transit grant programs that are already underway for this initiative, northern Oxford remains with limited access to transportation connections and services both within and outside of Oxford County.

By leveraging Ontario's Gas Tax Transit funding, the townships of **Blandford-Blenheim**, **East Zorra-Tavistock** and **Zorra** have an opportunity to work together with Oxford County to develop a new intercommunity bus transit service. This new service, if approved, is proposed to start operating in April 2021. Our timeline for this project allows the partners to meet timelines for provincial funding and to implement a bus carrier service contract.



## Why?

Transportation connections are critical to the vitality of small urban/rural Southwestern Ontario. Public transportation connects communities to each other and people to their work, family, medical services, education, and social and recreation activities.

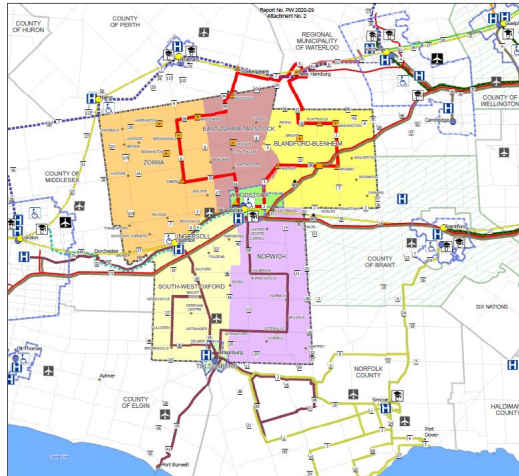
In Oxford County, transportation options that serve more people can also help address some of the unfilled jobs that exist in our community. Access to transportation and the ability to travel around the County are also consistently identified as an area of concern to Oxford County residents, as noted in the **Future Oxford Community Sustainability Plan** (2015), **Community Wellbeing Survey** (2016), **Zero Poverty Plan** (2018) and soon-to-be-released Workforce Readiness Plan (2020).

The proposal for intercommunity bus service in northern Oxford County presents a long-term sustainable transportation option that can impact quality of life for many residents.

## Where?

The proposed intercommunity bus service would run:

- as a “fixed stop” loopconnecting at Tavistock, Embro, Plattsville, Drumbo, Innerkip and Woodstock;
- with proposed connectionsto the Grand River Transit System (New Hamburg), the Stratford Intercity Transit System (Shakespeare), and the Middlesex and Tillsonburg Intercommunity Transit Systems (Woodstock Transit Terminal); and
- with a number of proposed additional, on-demand “flex-stops” as shown on the map below. Flex stops are included daily on a route based on individual request and may only be available at certain times.



## How much will it cost?

The intercommunity bus service is proposed to be financed through the Ontario Gas Tax transit funding, ticket sales, and possibly contributions or investment by employers who benefit from the service. However, there would still be some taxpayer costs applied through a municipal tax levy, which is applied to your municipal property tax bill. Based on our current estimates, the costs of this service would be:

- An increase to your base municipal property taxes of between \$0.25 (25 cents) and \$0.50 (50 cents) per household for all of Oxford County
- An additional increase of between \$2.50 and \$3.00 per household only for those who live in Blandford-Blenheim, East Zorra-Tavistock and Zorra
- One-time funding contribution from Oxford County's already-approved 2020 budget for intercommunity transportation to cover transit program start-up costs, including the purchase of a new bus

## How to have your say

We're looking for feedback on the intercommunity bus service from anyone who might benefit: residents and businesses in northern Oxford, the County's other area municipalities, and those travelling from outside of the County for work, business or personal reasons. You can have your say through:

### 1. Our online tools up to August 21, 2020

- SURVEY: Take either the "**public**" survey for residents or the "**business community**" survey if you are a part of Oxford's economy.
- INTERACTIVE MAP: Give feedback on fixed (set) and flex stops on the **interactive map** in the tab below.

## 2. The public meeting

This online meeting took place on Wednesday, August 12, 2020.

**Watch the recorded meeting | Download the agenda**

## 3. Direct written submission to the project coordinator

- **EMAIL:** Send an email to Laura Hamulecki, Public Works, Oxford County, at [lhamulecki@oxfordcounty.ca](mailto:lhamulecki@oxfordcounty.ca).
- **MAIL:** Send a letter to Laura Hamulecki, Public Works, Oxford County, 21 Reeve Street, PO Box 1614, Woodstock, Ontario, N4S 7Y3.

### The public meeting

If you are interested in the proposed intercommunity bus transit service and would like to be contacted with updates or to provide further input, please register and/or sign in to **Speak Up, Oxford**, then look for "Follow this project" on the right.

[GIVE FEEDBACK ON STOPS](#)

## Survey: I am a member of the public

If you live in Oxford County, or outside of Oxford County but are interested in using this service, take the "public" version of this survey. Please see the map in the main section of this web page before starting the survey.

[Take Survey](#)



## Survey: I am a member of the business community

If you are part of a business in Oxford County, or one that is part of the Oxford County economy and/or an employer of people living here, take the "business community" version of this survey. Please see the map in the main section of this web page before starting the survey.

[Take Survey](#)



## Timeline

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Public and area municipal feedback and consultation

**July 22 → September 02 2020**

---

Online public meeting

**August 12 2020**

---

Deadline to complete online survey and provide feedback via interactive map

**August 21 2020**

---

Report to County Council: Financial estimates and feedback summary

**September 09 2020**

---

Request for Proposals (RFP) issued if approved by County Council


**September 10 → October 05 2020**

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more..

## Documents


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 [Agenda for Public Meeting on August 12, 2020 \(137 KB\) \(pdf\)](#)


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 [Map: Proposed route for intercommunity bus service with connections to other systems \(748 KB\) \(pdf\)](#)

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 [Council Report PW 2020-29 – Intercommunity Bus Transit – Oxford County - North \(July 8, 2020\) \(1.98 MB\) \(pdf\)](#)

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 [Council Report PW 2020-23: Connecting Southwest Ontario – Intercommunity Transportation Update \(June 10, 2020\) \(3.2 MB\) \(pdf\)](#)


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 [Transportation Master Plan \(2019\)](#)

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 [Connecting the Southwest: A Draft Transportation Plan for Southwestern Ontario - Government of Ontario \(Jan 2020\)](#)

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 [Connecting Southwestern Ontario - Taking the Southwestern regional transportation discussion further \(Aug 2018\)](#)

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 [SouthwestLynx: Integrated High-Performance Public Transportation for Southwestern Ontario \(June 2018\)](#)

## Who's listening

---

Laura Hamulecki

Administrative Assistant, Public Works  
Oxford County

Phone 1-800-755-0394 ext 3110

Email [lhamulecki@oxfordcounty.ca](mailto:lhamulecki@oxfordcounty.ca)

---

David Simpson

Director, Public Works  
Oxford County

Email [dsimpson@oxfordcounty.ca](mailto:dsimpson@oxfordcounty.ca)

---

Ronda Stewart

Economic Development Director  
Rural Oxford EDC

Email [ronda@roedc.ca](mailto:ronda@roedc.ca)



### STAY INFORMED

Subscribe for project updates

[Subscribe](#)

6 members of your community are following this project



## Proposed North Oxford Intercommunity Transit Interactive Map Responses and Feedback

Location	Type	Comments
220 Pittock Park Rd, Woodstock	Bus stop I'd like to see	Help northern Oxford use the trails.
744475 Road 74, Zorra	Bus stop I'd like to see	Bring the route down to Line 17 to provide access to more businesses and newer subdivisions.
Corner of County Road 22 and Oxford Road 42, Blandford-Blenheim	What I think about this as a potential flex bus stop	As a flex stop/request stop, it would be terrific. People that live here are too far away to easily reach a proper stop independently; especially if they have mobility issues.
7 William Street North, Blandford-Blenheim	What I think about this fixed (set) bus stop	There is a senior's home that is being built at 121 Albert St. This stop will allow them access to the bus.  Consider having stop in front of the arena.

# Survey: I am a member of the public

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## **SURVEY RESPONSE REPORT**

12 June 2020 - 23 August 2020

**PROJECT NAME:**

Connecting Communities

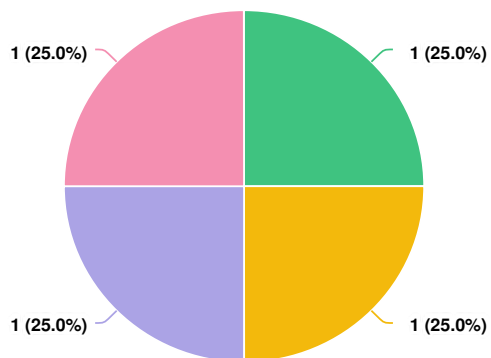


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# REGISTRATION QUESTIONS

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**Q1** | Postal Code



**Question options**

-  Embro, ON, N0J1J0
-  Woodstock, ON, N4S8Z2
-  Ingersoll, ON, N5C4C4
-  Woodstock, ON, N4T0B7

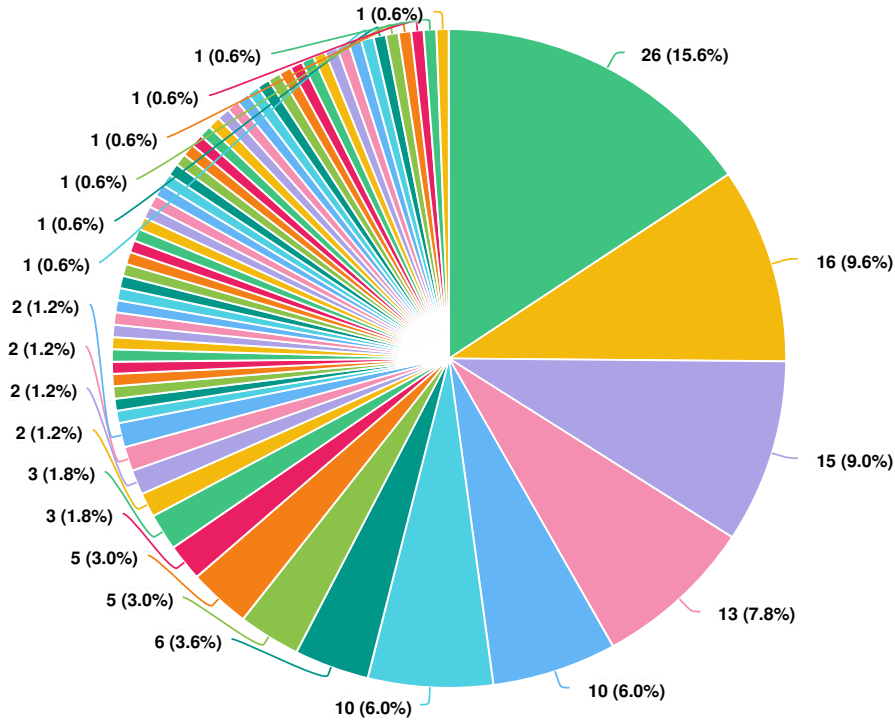
*Mandatory Question (4 response(s))*  
*Question type: Region Question*

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# SURVEY QUESTIONS

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**Q1** Please enter the postal code for your address.

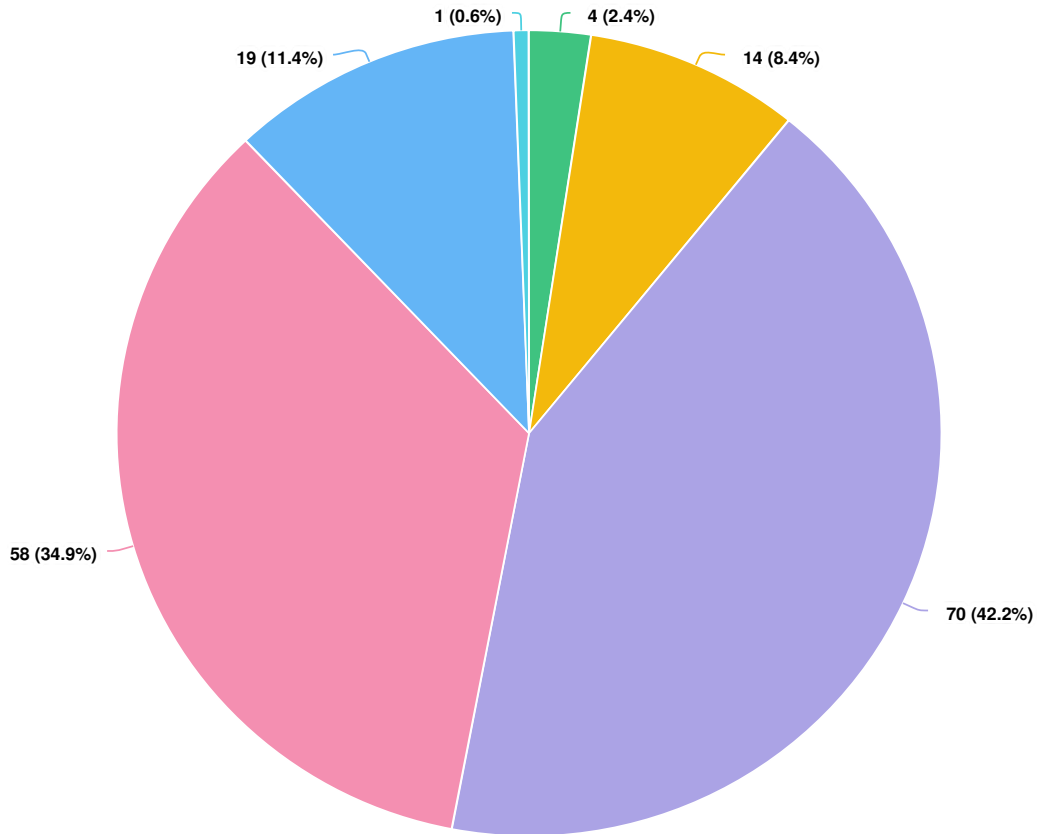


**Question options**

- Thamesford, ON, N0M2M0
- Embryo, ON, N0J1J0
- Plattsville, ON, N0J1S0
- Innerkip, ON, N0J1M0
- Drumbo, ON, N0J1G0
- Tavistock, ON, N0B2R0
- Norwich, ON, N0J1P0
- Lakeside, ON, N0M2G0
- Bright, ON, N0J1B0
- Ingersoll, ON, N5C4A9
- Princeton, ON, N0J1V0
- Woodstock, ON, N4S8Z7
- Tillsonburg, ON, N4G4G8
- Hickson, ON, N0J1L0
- Burgessville, ON, N0J1C0
- Ingersoll, ON, N5C3N1
- Chatham, ON, N7M5J4
- Woodstock, ON, N4S8Z2
- Woodstock, ON, N4S4S3
- Woodstock, ON, N4T1P6
- Ingersoll, ON, N5C1G6
- Woodstock, ON, N4T1J1
- Woodstock, ON, N4S6R9
- Stratford, ON, N5A3B8
- Woodstock, ON, N4T0G1
- Woodstock, ON, N4S7G4
- Woodstock, ON, N4S4L2
- Ingersoll, ON, N5C2R3
- Ingersoll, ON, N5C4A5
- Ingersoll, ON, N5C2T3
- Ingersoll, ON, N5C3J1
- Woodstock, ON, N4S8A8
- Woodstock, ON, N4T0E9
- Woodstock, ON, N4S7G3
- Ingersoll, ON, N5C3H9
- Woodstock, ON, N4S6S7
- Woodstock, ON, N4S7A5
- Woodstock, ON, N4S8V2
- Woodstock, ON, N4S7V6
- Ingersoll, ON, N5C0A6
- Woodstock, ON, N4S7T3
- Woodstock, ON, N4S3H6
- Mount Elgin, ON, N0J1N0
- Woodstock, ON, N4T1R6
- Tillsonburg, ON, N4G0A3
- Woodstock, ON, N4S7W1
- Woodstock, ON, N4T1T6
- Ingersoll, ON, N5C2P8
- Ingersoll, ON, N5C3E3
- Thamesford, ON, N0M0A2
- Woodstock, ON, N4S8E2
- Thorndale, ON, N0M2P0
- Woodstock, ON, N4S8Z5
- Ingersoll, ON, N5C4C4
- Woodstock, ON, N4T0L4
- Ayr, ON, N0B1E0
- Tillsonburg, ON, N4G1J2
- Courtland, ON, N0J1E0
- Otterville, ON, N0J1R0
- Ingersoll, ON, N5C3J8
- Woodstock, ON, N4S3N4
- Woodstock, ON, N4T0B7

Mandatory Question (167 response(s))  
 Question type: Region Question

**Q2** How old are you?

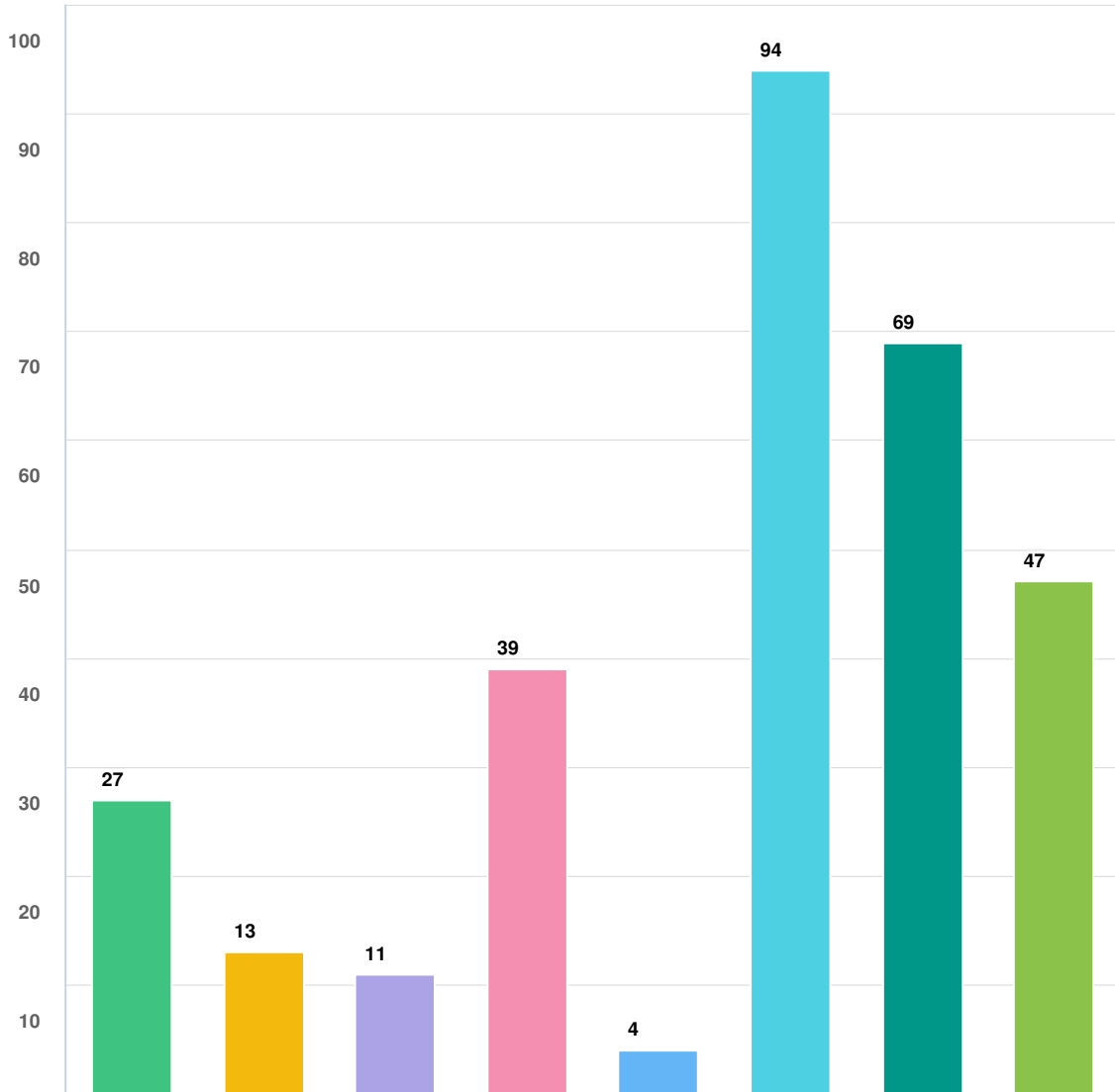


**Question options**

- Under 18 years old
- 18-24 years old
- 25-44 years old
- 45-64 years old
- 65 years and older
- Rather not say

Optional question (166 response(s), 1 skipped)  
Question type: Dropdown Question

**Q3** If there was intercommunity bus service available in Blandford-Blenheim, East Zorra-Tavistock and Zorra Townships connecting to Woodstock, what would be your main reason for using it? Check all that apply.



**Question options**

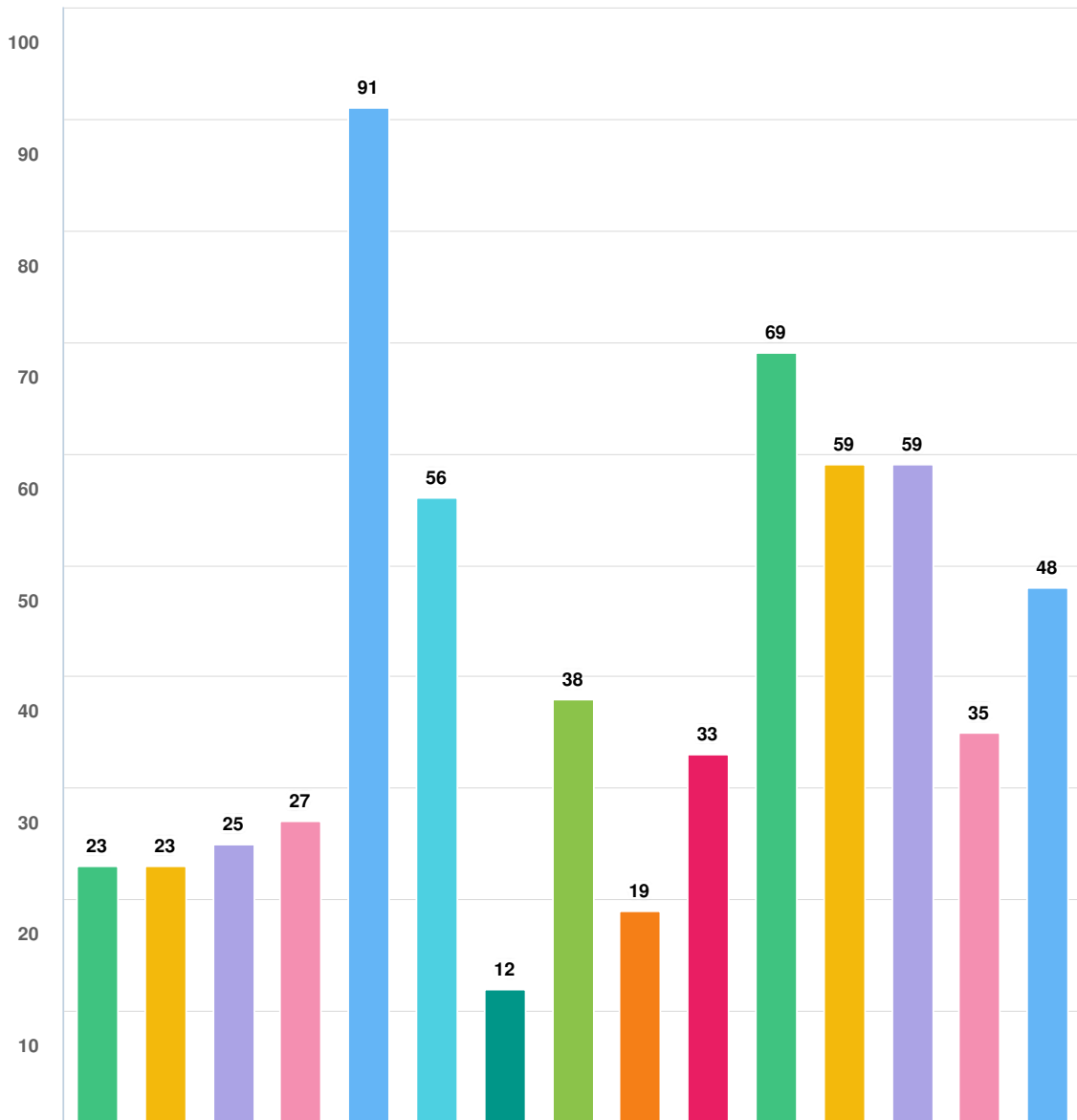
- To get to and from work
- To get to and from school
- To look for work
- To get to and from appointments
- To get to and from business meetings during my work day
- Leisure: shopping, visit people or places, attend events and entertainment, volunteer, etc.
- To connect to another mode of transportation (i.e., GO Transit, VIA Rail, other transit systems within and outside of Oxford County)
- Other (please explain)

Optional question (159 response(s), 8 skipped)  
Question type: Checkbox Question





**Q4** The main page for "Connecting Communities" includes a map that shows proposed fixed (set) route stops as well as on-demand flexible on-demand route stops that are still being considered. Flex stops are included daily on a route based on individual ...



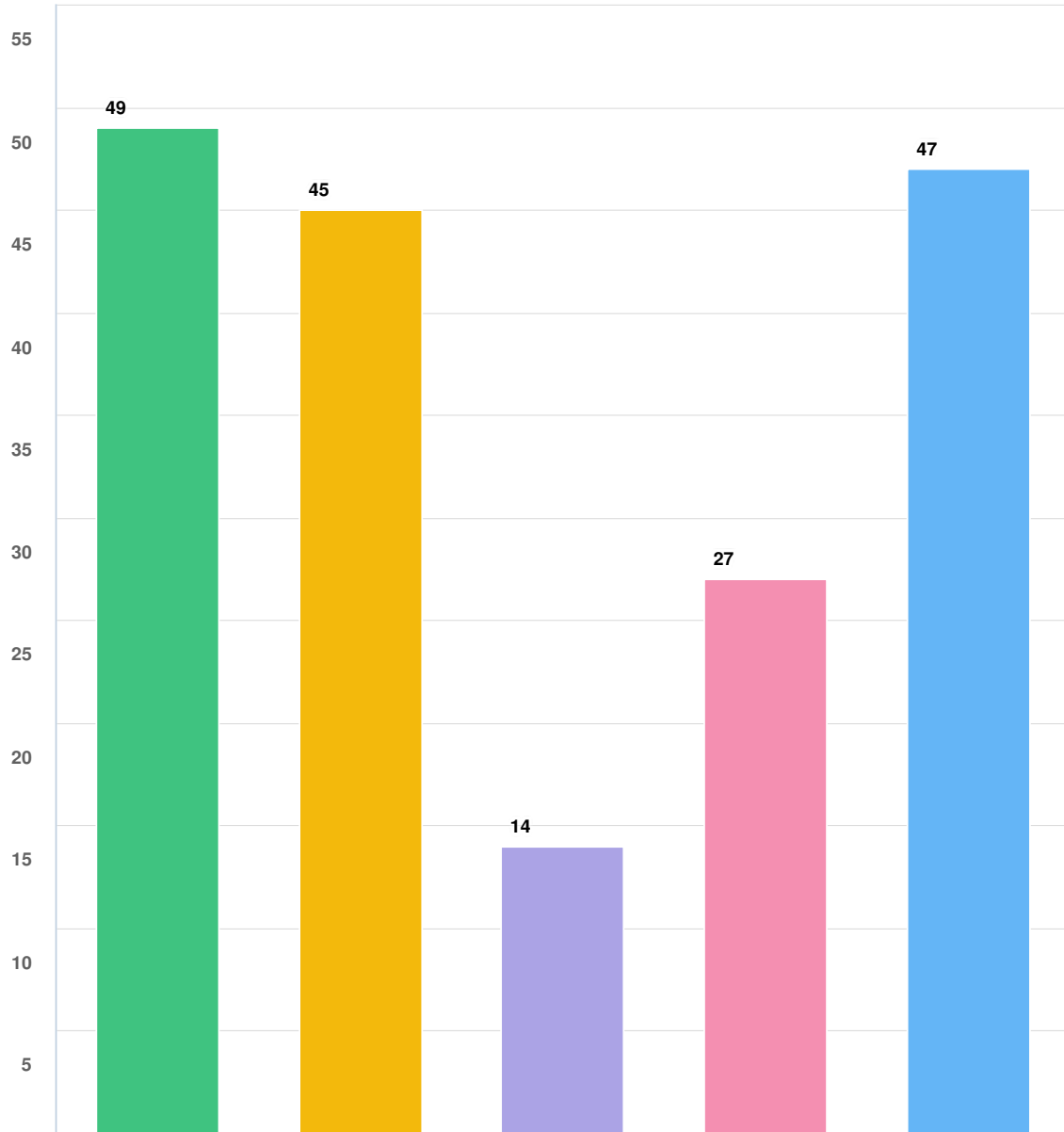
**Question options**

- Tavistock
- Plattsville
- Drumbo
- Innerkip
- Woodstock
- Ingersoll
- Beachville
- Thamesford
- Norwich
- Tillsonburg
- London
- Stratford
- Kitchener-Waterloo-Cambridge
- Brantford
- Other (please explain)

Optional question (153 response(s), 14 skipped)  
Question type: Checkbox Question



**Q5** We are committed to offering intercommunity bus service at the most reasonable cost possible so that it can be used by as many people as possible. What is the most you could afford to pay for this service before you would consider other travel optio...



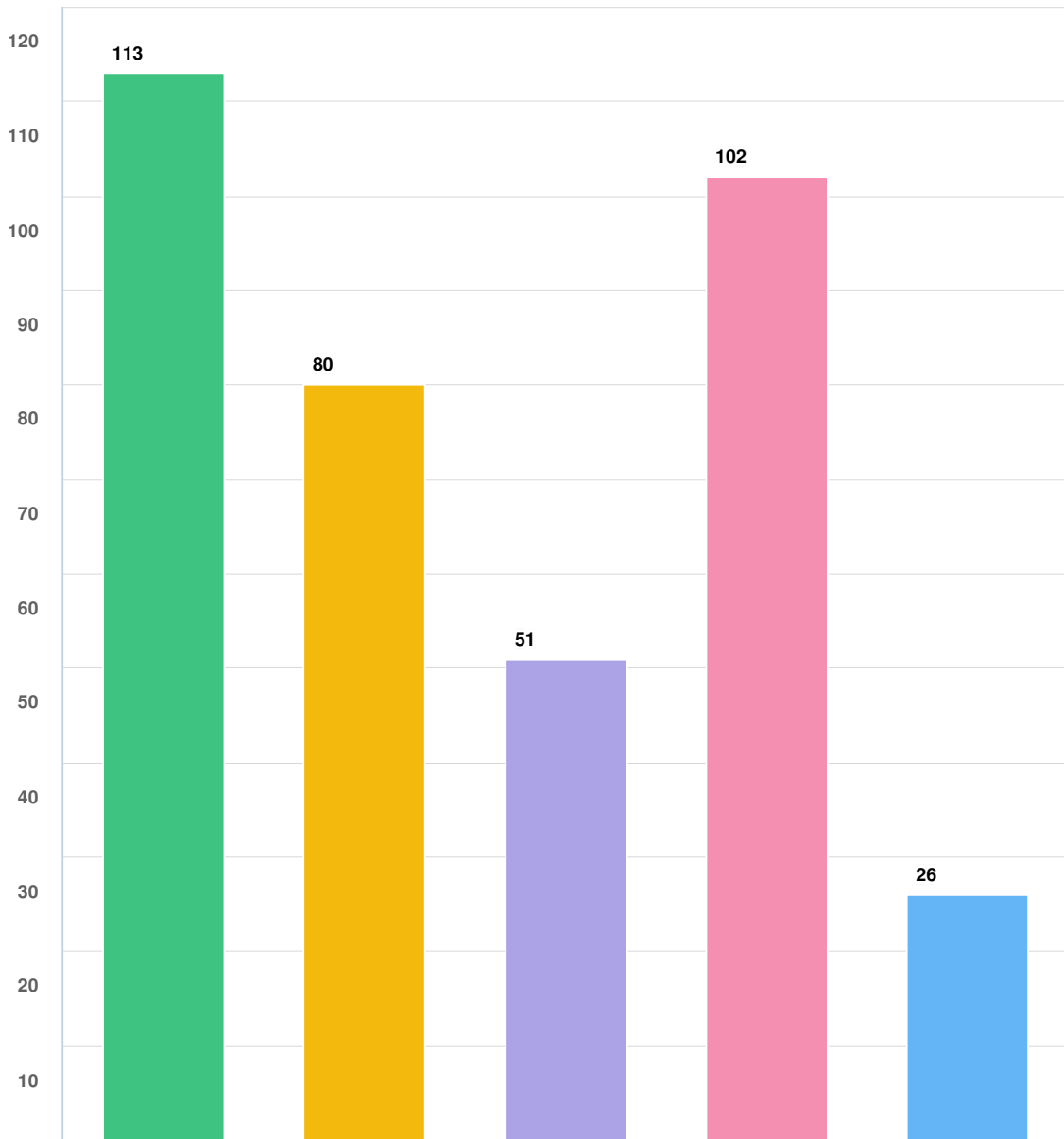
**Question options**

- \$8 per trip (one way)
- \$10 per trip (one way)
- \$12 per trip (one way)
- Not sure
- Would not pay for this service (please explain)

Optional question (164 response(s), 3 skipped)  
Question type: Checkbox Question



**Q6** How or where do you want to buy tickets? Check all options you would consider.

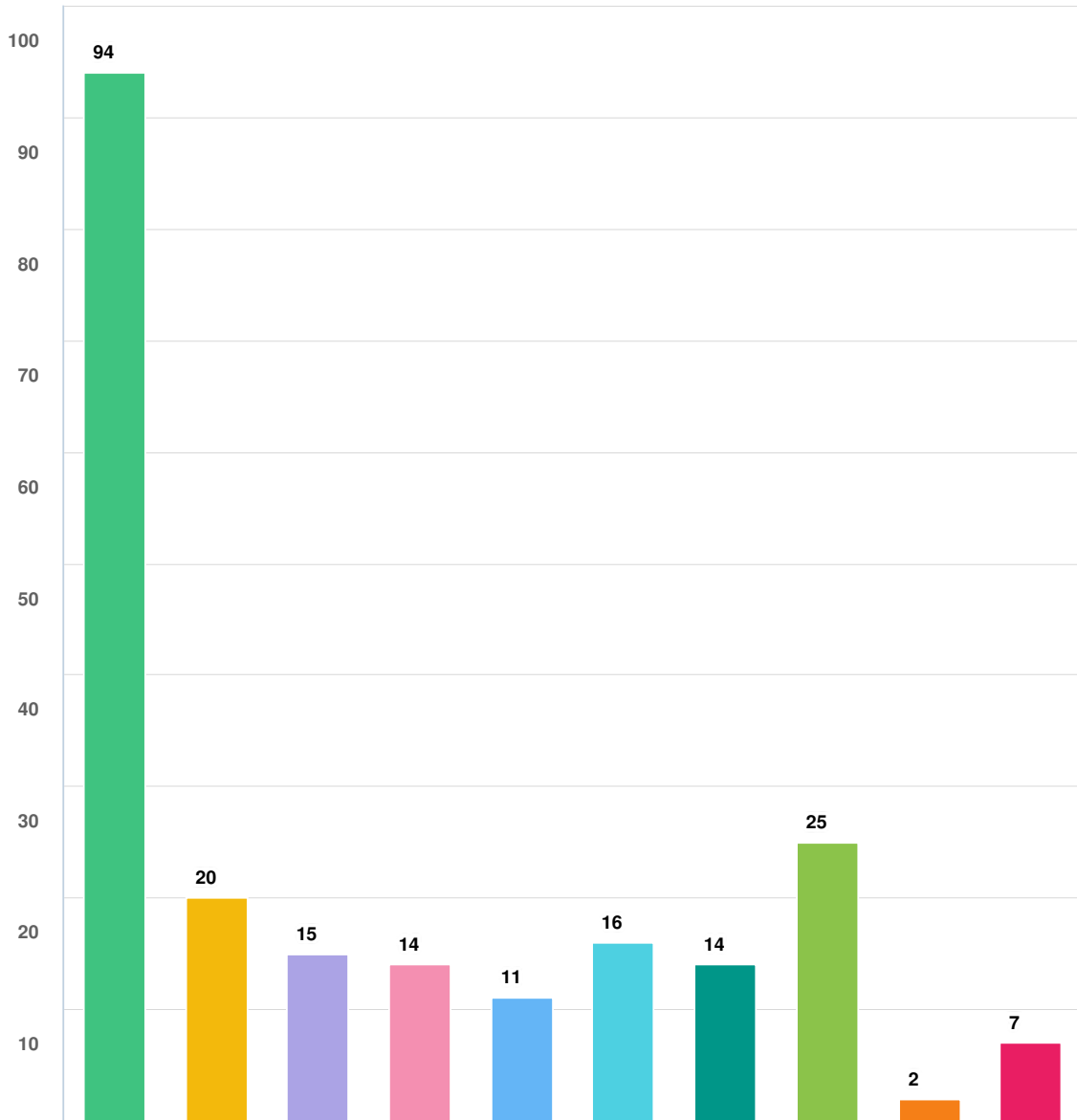


**Question options**

- Buy online
- Pay cash when boarding
- Pre-purchase at a municipal office or other locations (e.g., convenience stores)
- Mobile app
- Other options or comments?

Optional question (151 response(s), 16 skipped)  
Question type: Checkbox Question

**Q7** Helping people get to and from work addresses an important need in our communities.  
Please tell us your current employment status: check all that apply.

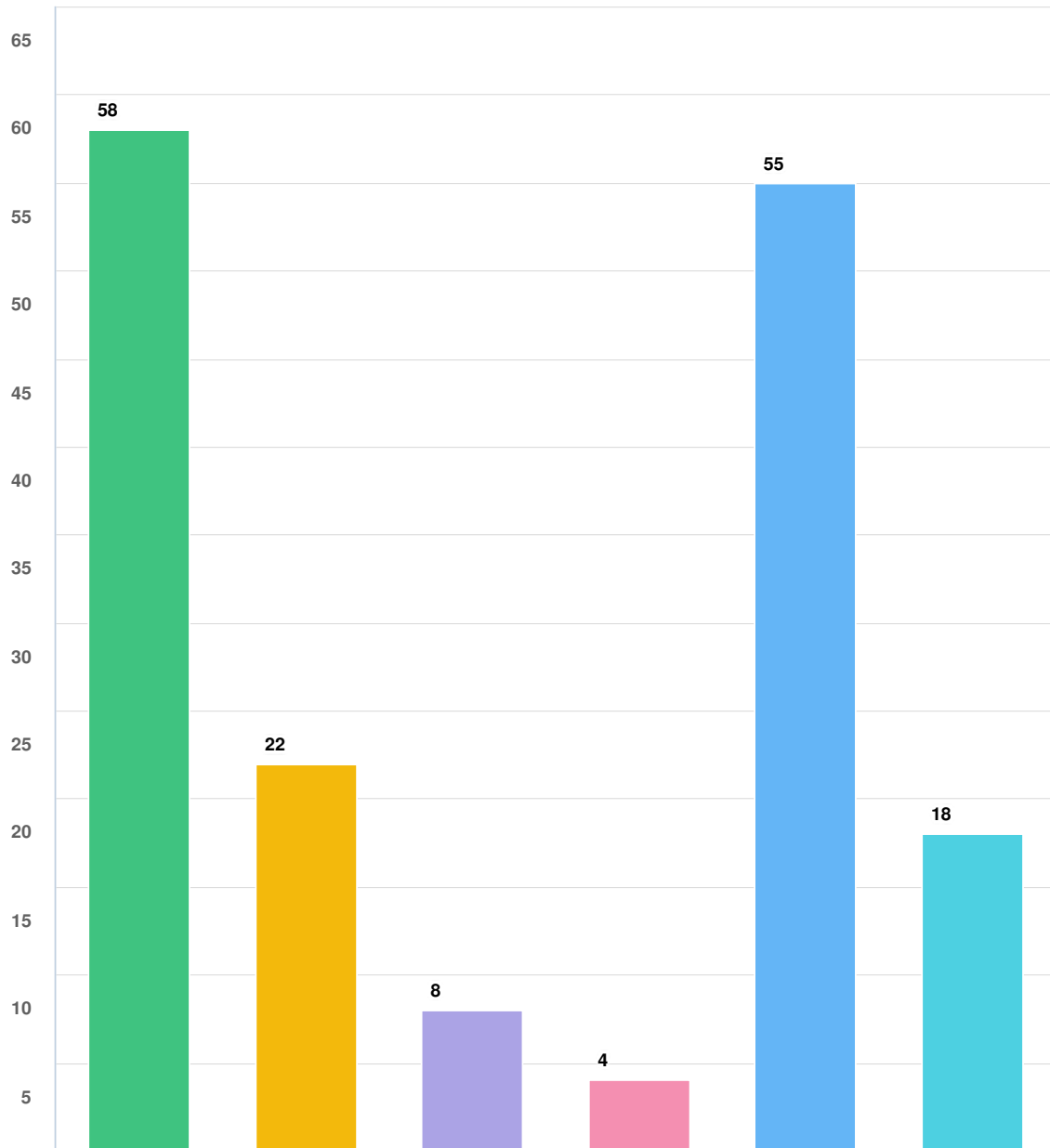


**Question options**

- Full-time (30+ hours per week)
- Part-time (less than 30 hours per week)
- Self-employed
- Student (high school or post-secondary)
- Not working
- Volunteering
- Homemaker
- Retired
- Rather not say
- Other (please explain)

*Optional question (164 response(s), 3 skipped)*  
*Question type: Checkbox Question*

**Q8** How many trips (one-way) do you think you would take in a typical month?



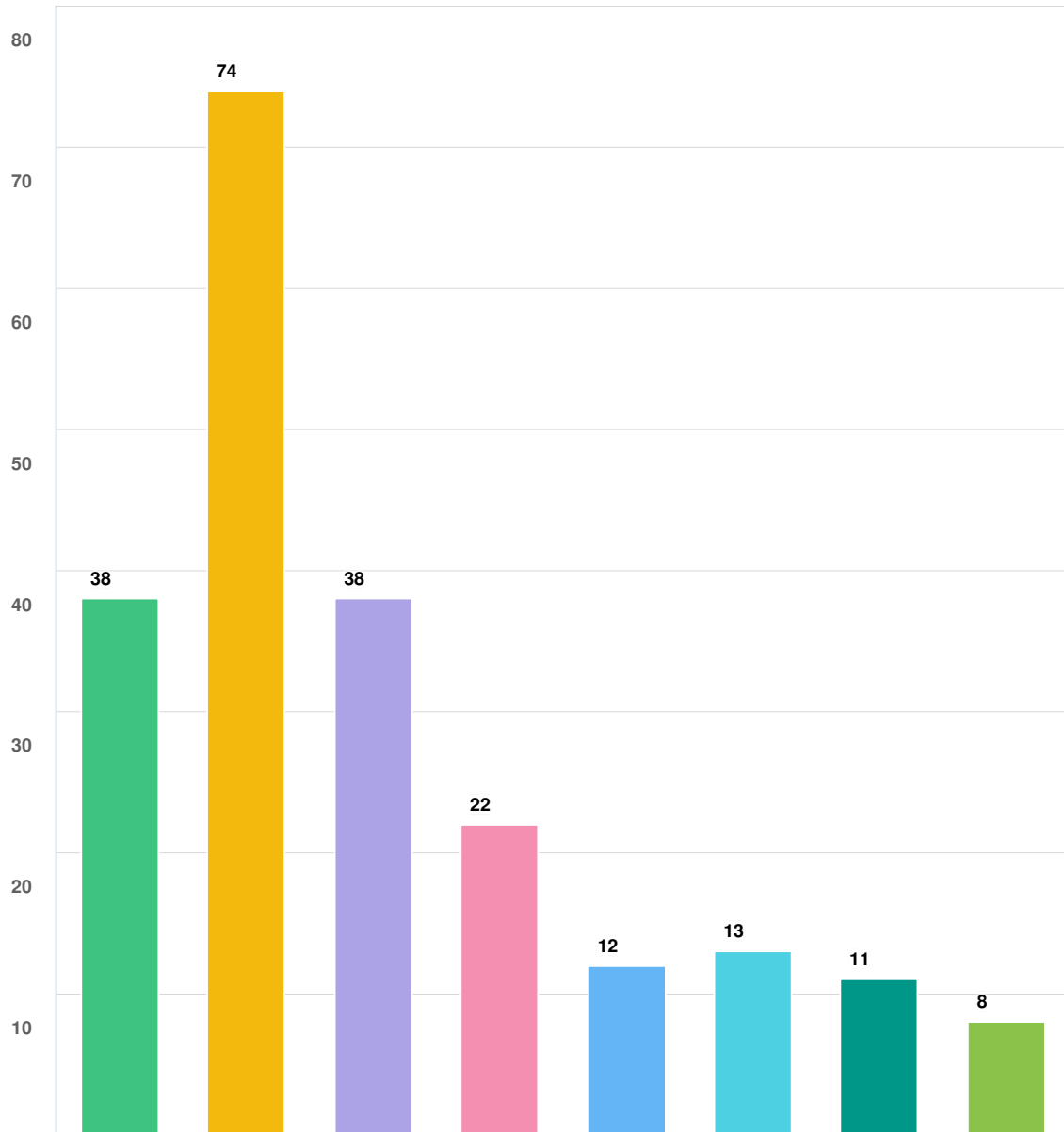
**Question options**

- 1-5
- 5-10
- 10-20
- More than 20
- I don't plan to use the service at all
- Not sure (please explain)

Optional question (165 response(s), 2 skipped)  
Question type: Checkbox Question



**Q9** When do you leave home to travel to work/ school/ appointments/ social occasion most often on a weekday?

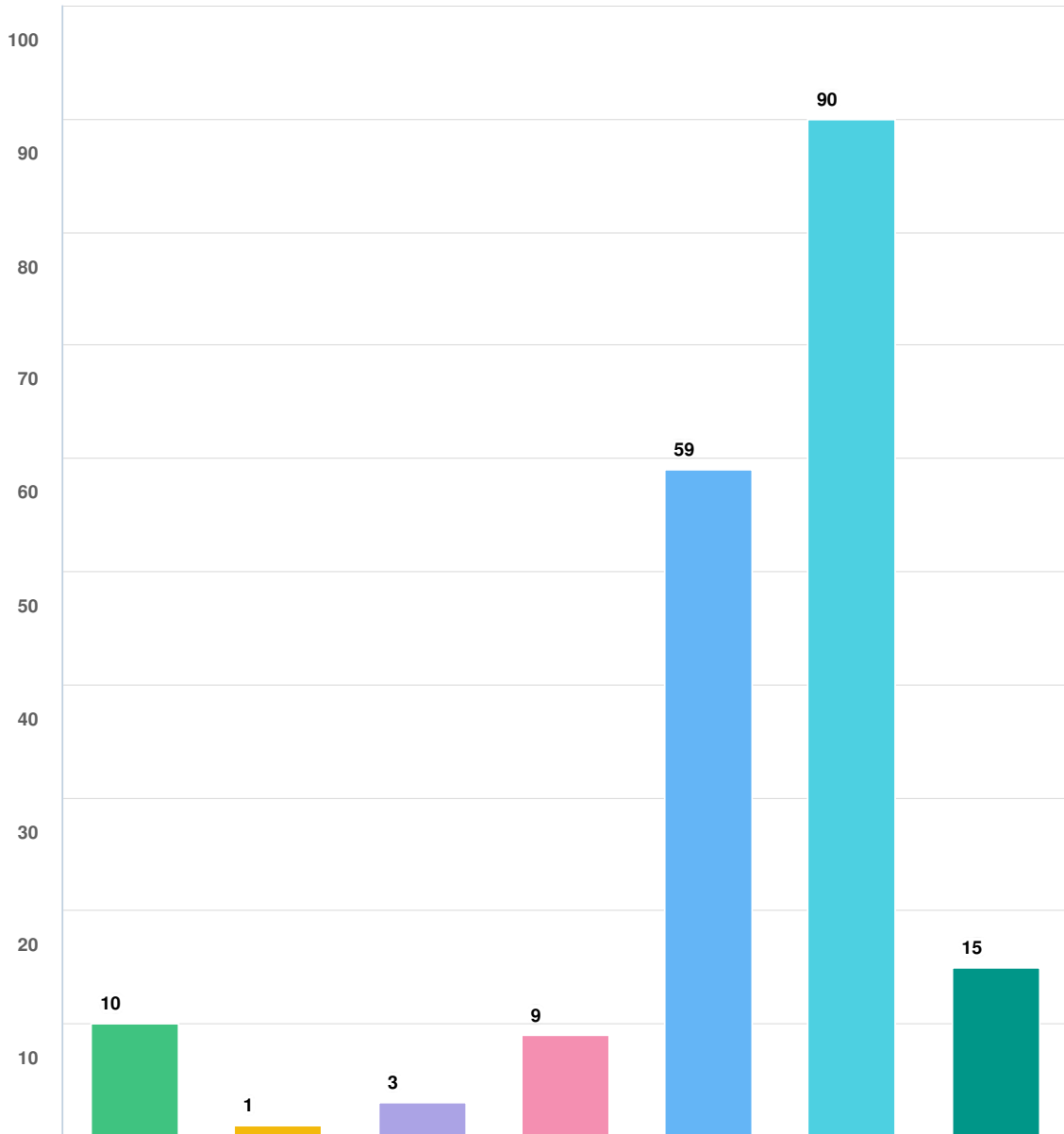


**Question options**

- 5:00 - 7:00 am
- 7:00 - 9:00 am
- 9:00 - 11:00 am
- 11:00 am - 2:00 pm
- 2:00 - 4:00 pm
- 4:00 - 6:00 pm
- 6:00 p.m or later
- Comments (checkbox to add)

Optional question (156 response(s), 11 skipped)  
Question type: Checkbox Question

**Q10** When do you return home from work/ school/ appointments/ social occasion most often on a weekday?

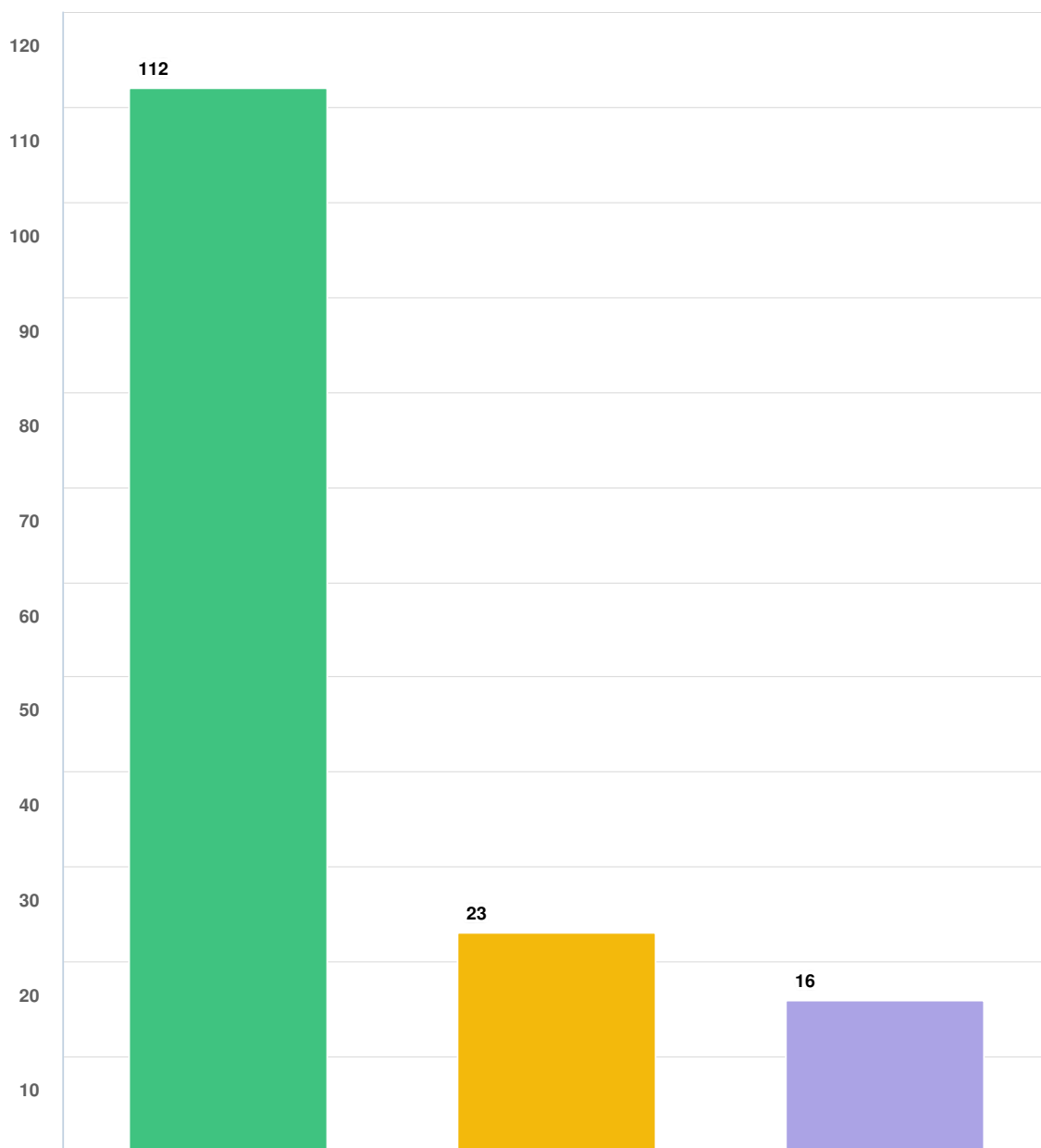


**Question options**

- 5:00 - 7:00 am
- 7:00 - 9:00 am
- 9:00 - 11:00 am
- 11:00 am - 2:00 pm
- 2:00 - 4:00 pm
- 4:00 - 6:00 pm
- Comments (checkbox to add)

Optional question (155 response(s), 12 skipped)  
Question type: Checkbox Question

**Q11** When do you leave your home to travel to work/ school/ appointments/ social occasion most often on a weekend?

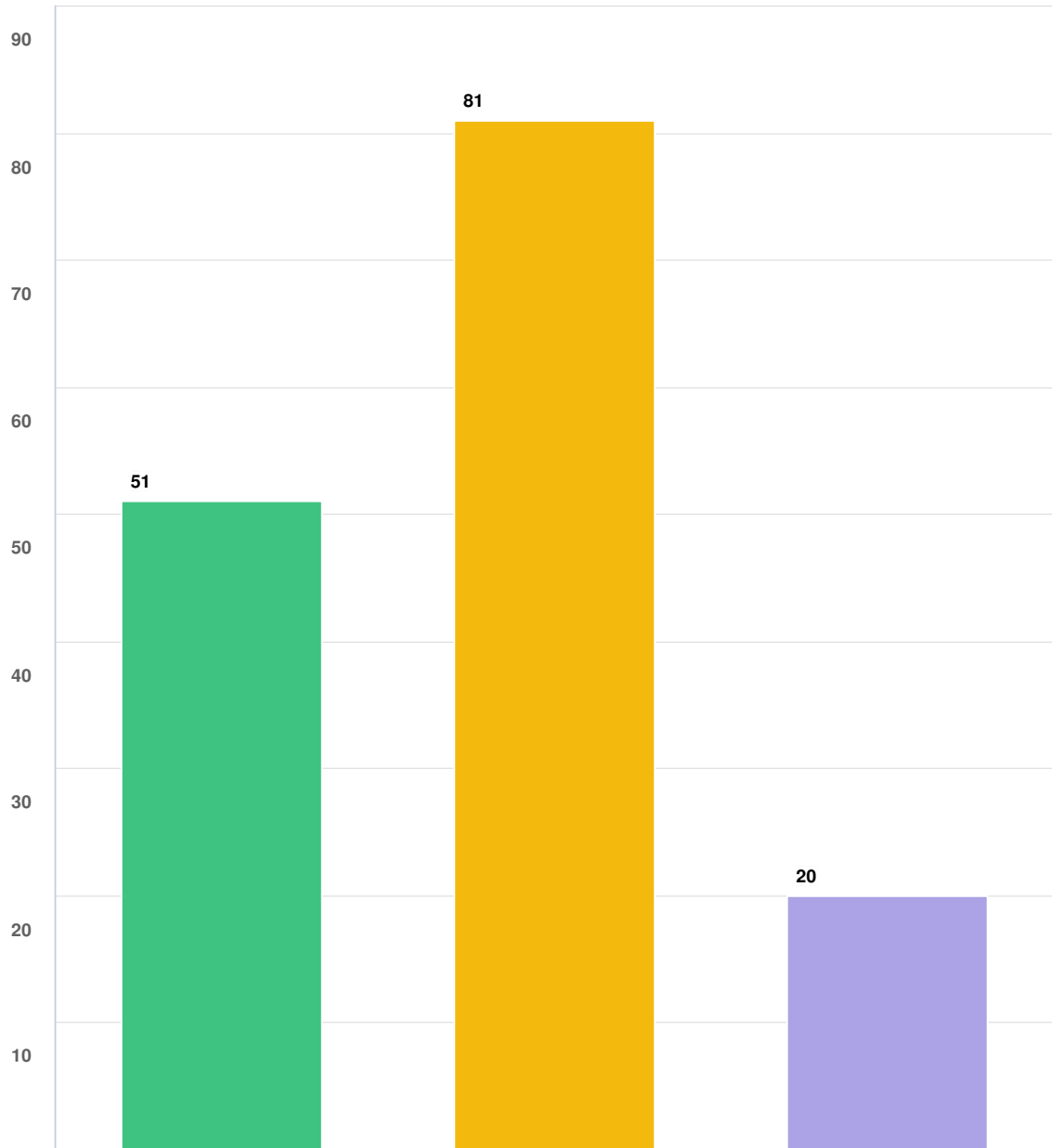


**Question options**

- 9:00 am – 5:00 pm
- 5:00 pm – 8:00 pm
- Comments (checkbox to add)

Optional question (143 response(s), 24 skipped)  
Question type: Checkbox Question

**Q12** When do you return home from work/ school/ appointments/ social occasion most often on a weekend?

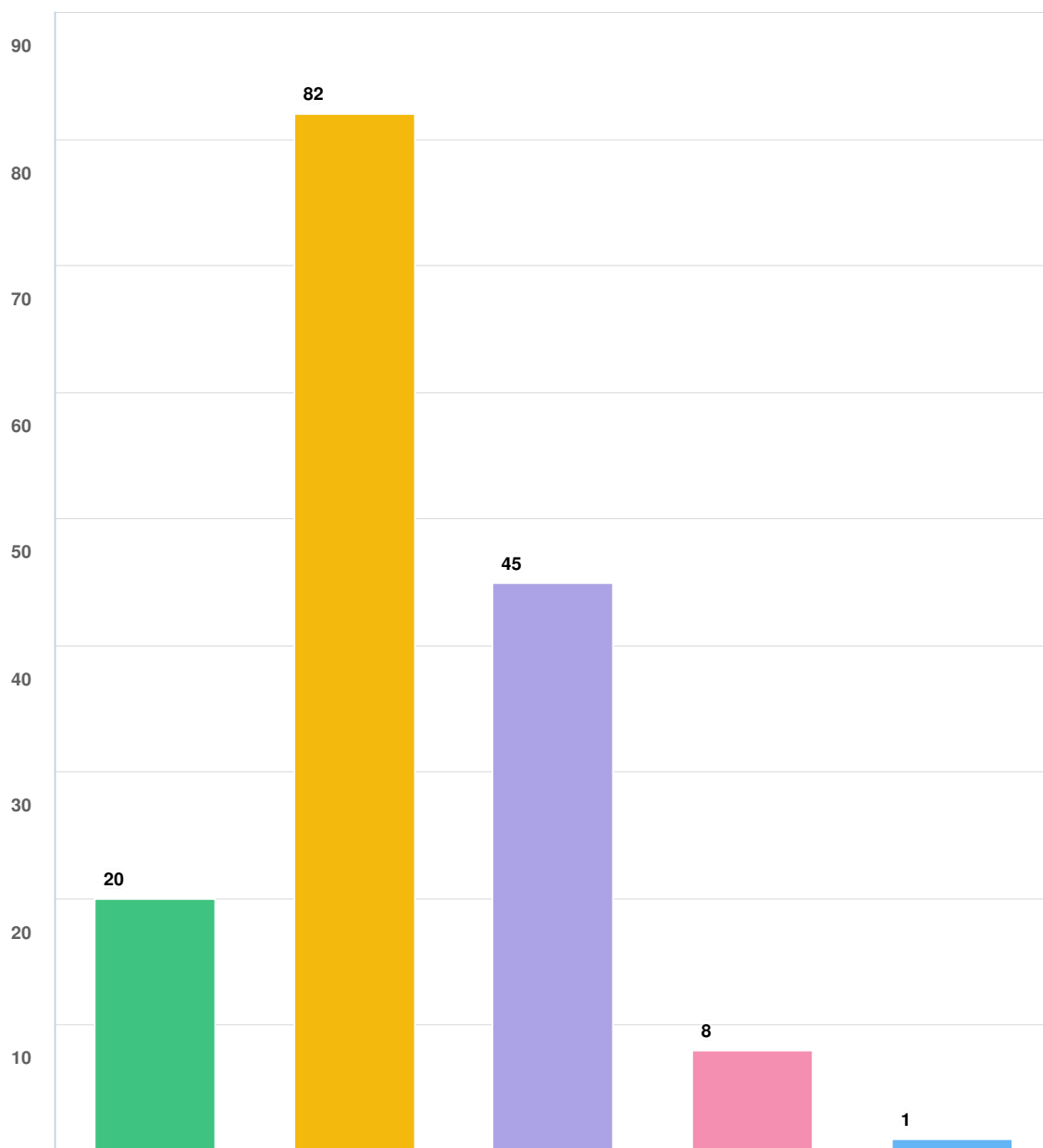


**Question options**

- 9:00 am – 5:00 pm
- 5:00 pm – 8:00 pm
- Comments (checkbox to add)

Optional question (142 response(s), 25 skipped)  
Question type: Checkbox Question

**Q13** What is your average one-way, door-to-door trip time (from home to work/ school/ appointments/ social occasion) on a typical weekday now?

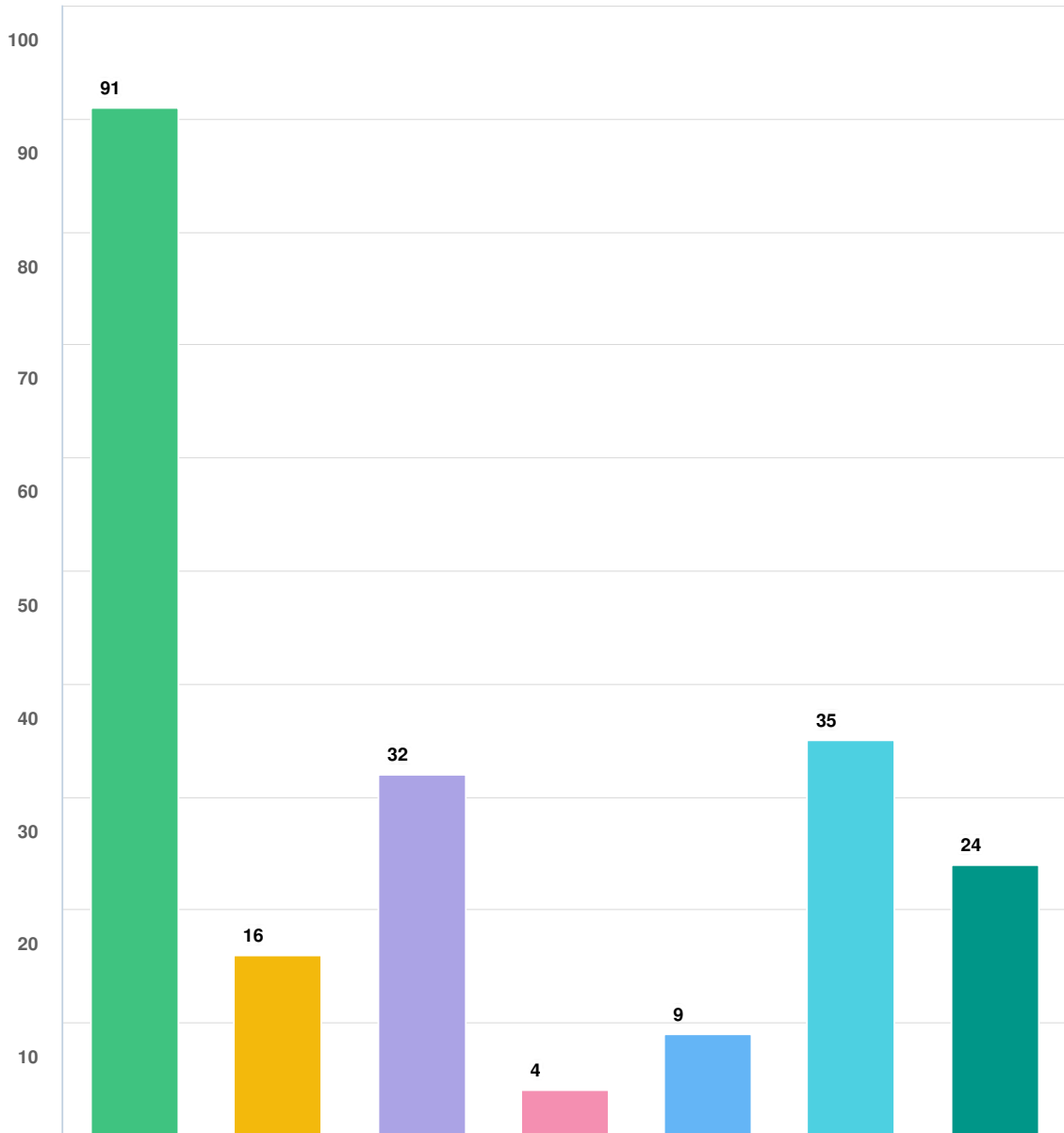


**Question options**

● Under 15 minutes ● 15-30 minutes ● 30-60 minutes ● 60-90 minutes ● 2 hours or more

Optional question (150 response(s), 17 skipped)  
Question type: Checkbox Question

**Q14** Looking at the map of the proposed route and stops, how would you get from your home to your nearest stop when starting out your trip?

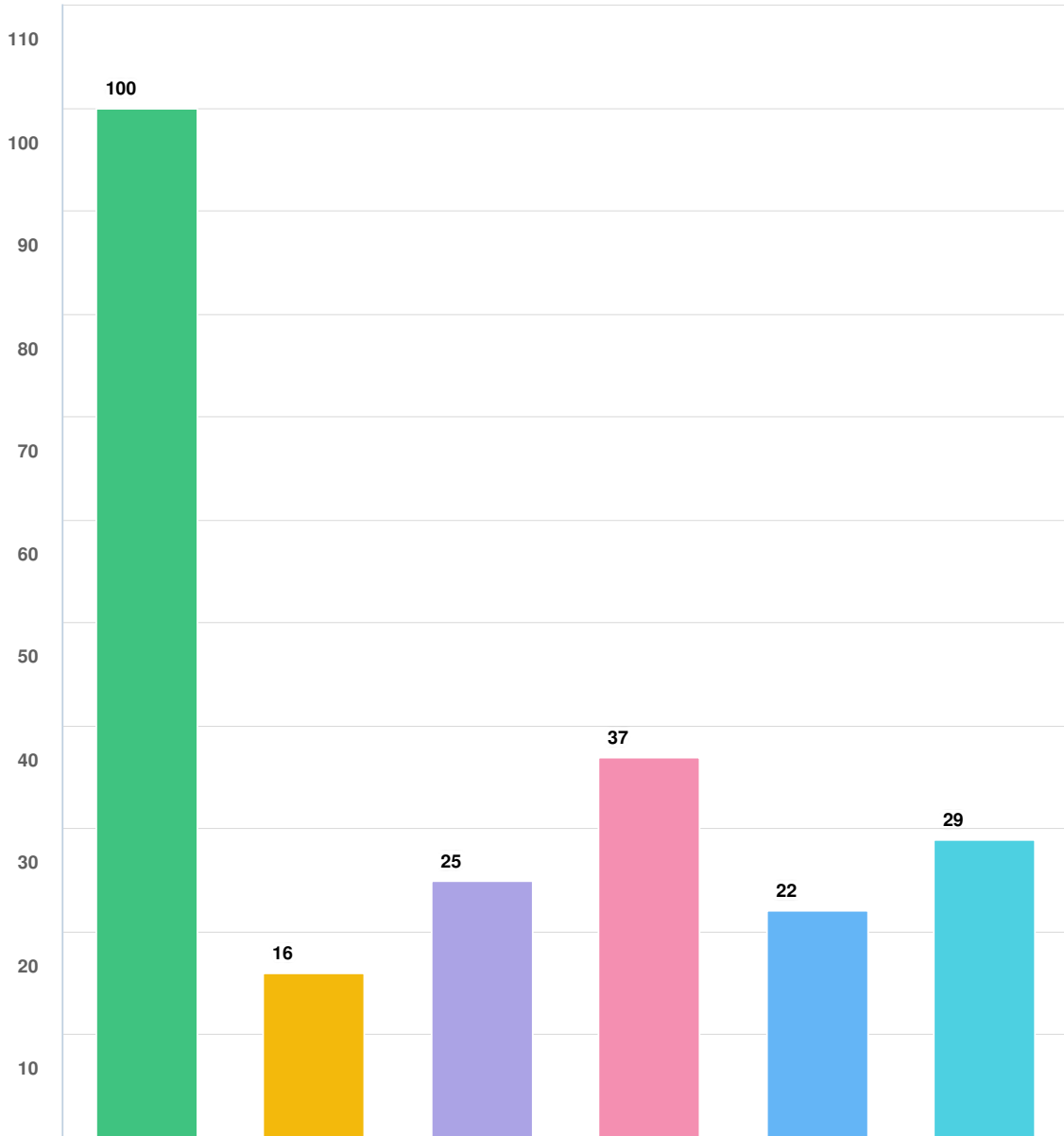


**Question options**

- Walk
- Bike
- Drive
- Taxi
- Community shuttle
- Get a ride (from a family member or friend, carpool, Uber, etc.)
- Other (please explain)

Optional question (153 response(s), 14 skipped)  
Question type: Checkbox Question

**Q15** Looking at the map of the proposed route and stops, how would you get from the bus stop to reach your destination or place that you go to most often (e.g., connecting with another transit service, your work, school, appointment, social event, etc.)?



**Question options**

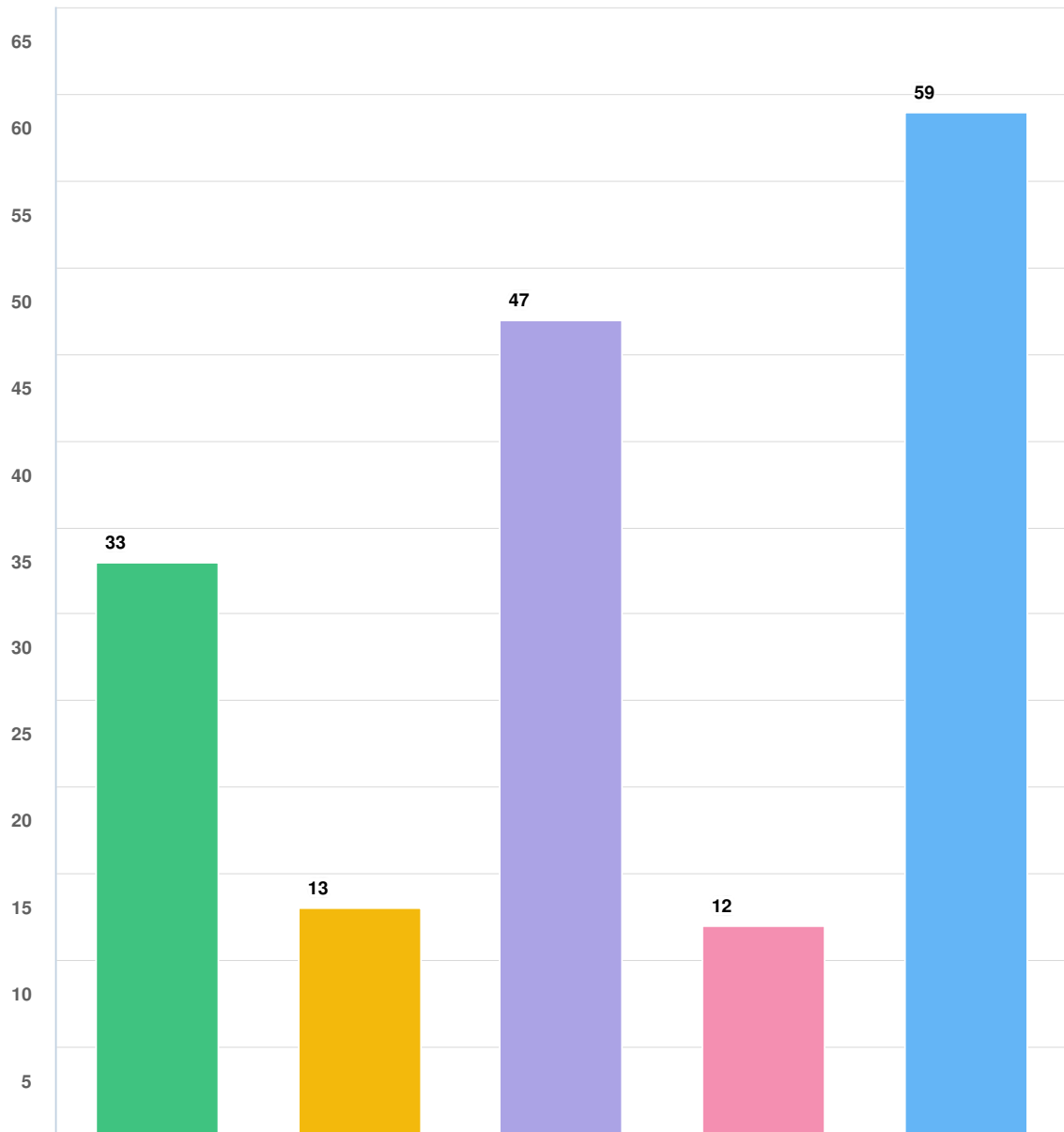
- Walk
- Bike
- Taxi
- Get a ride (from a family member or friend, carpool, Uber, etc.)
- Community shuttle
- Other (please explain)

Optional question (149 response(s), 18 skipped)  
Question type: Checkbox Question





**Q16** If you live in Oxford County: How much of an increase are you willing to add to your municipal property tax base to support an intercommunity bus service for northern Oxford County?



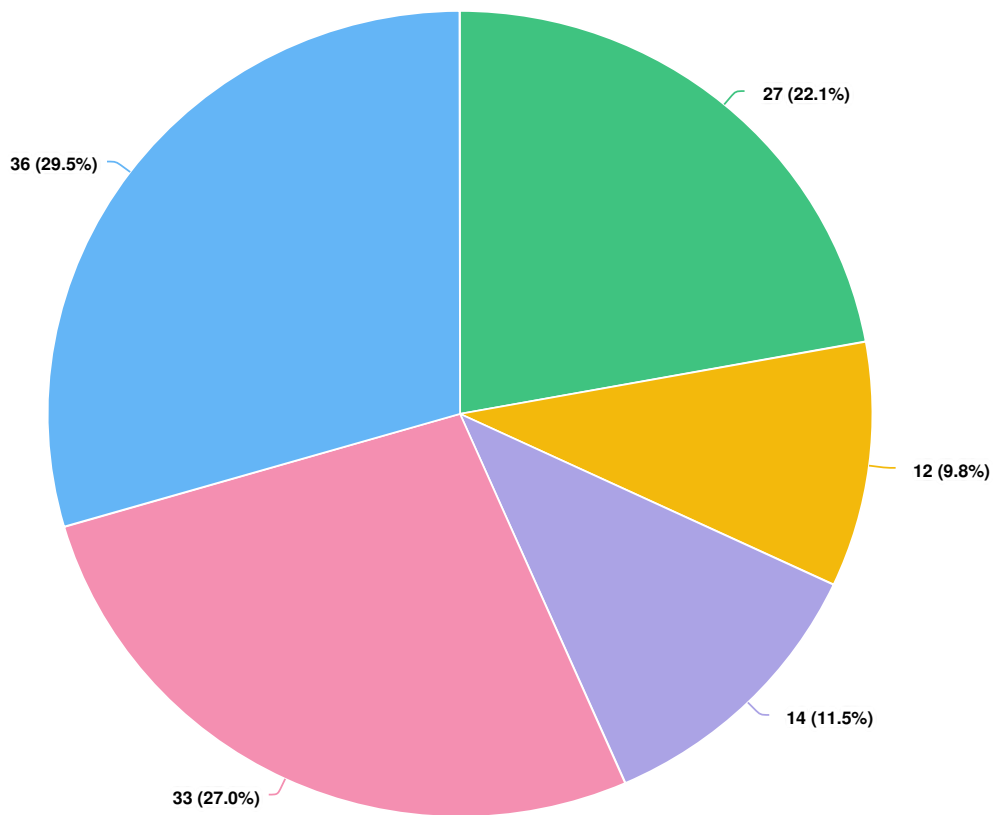
**Question options**

- \$0.25 - 0.50 (cents)
- \$0.50 - 0.75 (cents)
- \$0.75 - \$1.00
- I don't live in Oxford County
- I don't support any increase in municipal taxes for this service (please explain)

Optional question (158 response(s), 9 skipped)  
Question type: Checkbox Question



**Q17** If you live in northern Oxford County (Blandford-Blenheim, East Zorra-Tavistock or Zorra): How much of an additional increase to the County-wide one listed above are you willing to add to your municipal property tax base for intercommunity bus serv...



**Question options**

- \$1 - \$2
- \$2 - \$3
- \$3 - \$4
- I don't live in northern Oxford County
- I do not support any increase in municipal taxes for this service (please explain)

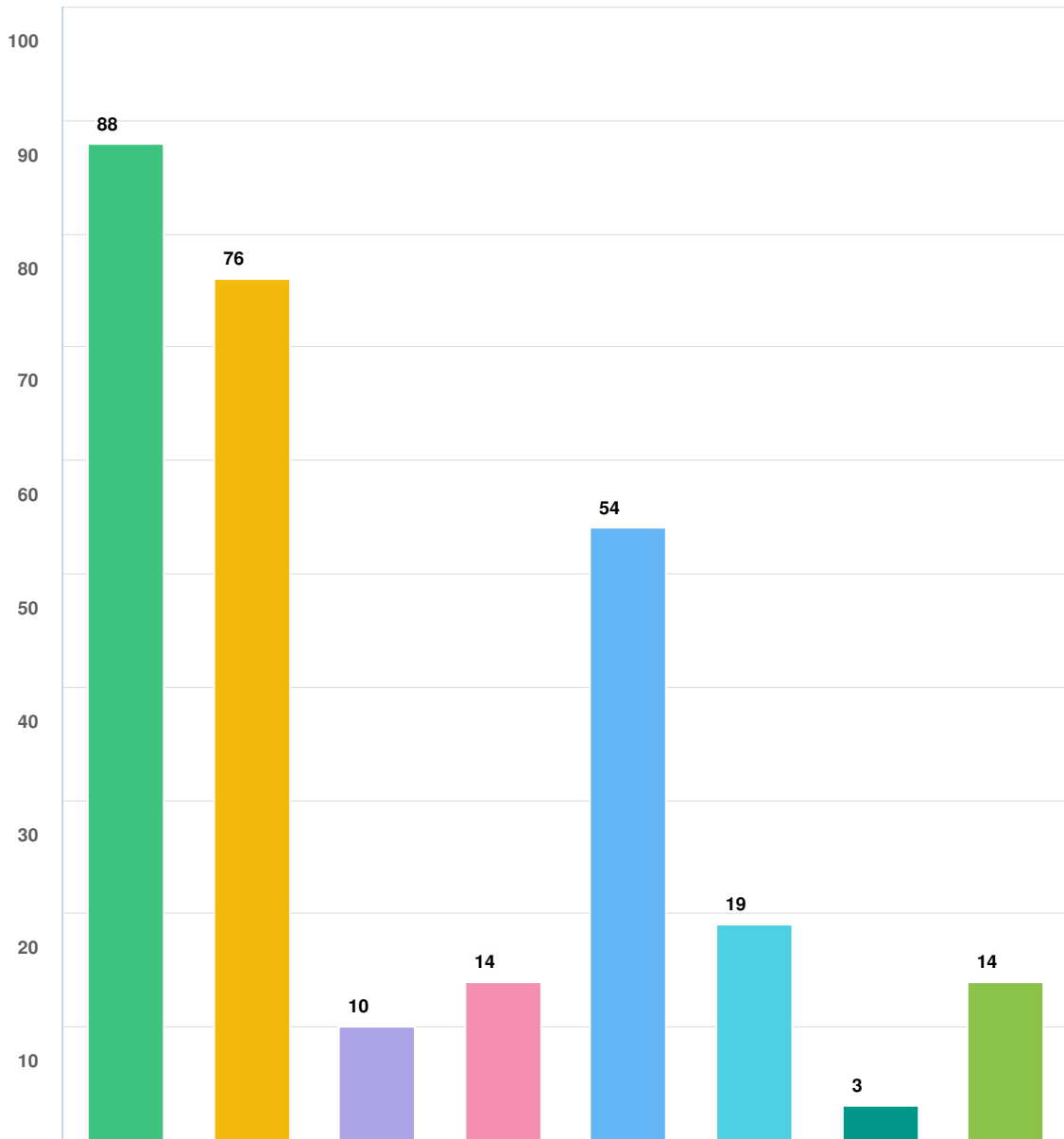
Optional question (122 response(s), 45 skipped)  
Question type: Dropdown Question

**Q18** What is the most important consideration in deciding whether or not you will use the bus service? Please rate the following with 1 being the most important consideration to you and 8 being least important.

OPTIONS	AVG. RANK
Service operating hours	2.90
Cost per trip	3.84
Distance from my house / work / other to the nearest bus stop	4.14
Total trip time (door-to-door)	4.16
How often the service runs on weekdays (number of trips in a day)	4.16
How well it connects to other transportation systems (GO Transit, VIA Rail, other transit systems within and outside of Oxford County)	4.41
How often the service runs on weekends (number of trips in a day)	4.92
How crowded the bus is	6.34

*Optional question (135 response(s), 32 skipped)  
Question type: Ranking Question*

**Q19** As a user of this service, how would you like to receive information?



**Question options**

- Email
- Mobile app
- Newspaper
- Radio
- Social media
- Direct mail
- Employer
- Other (please describe)

Optional question (147 response(s), 20 skipped)  
Question type: Checkbox Question

# Survey: I am a member of the business community

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## **SURVEY RESPONSE REPORT**

12 June 2020 - 23 August 2020

**PROJECT NAME:**

Connecting Communities



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# REGISTRATION QUESTIONS

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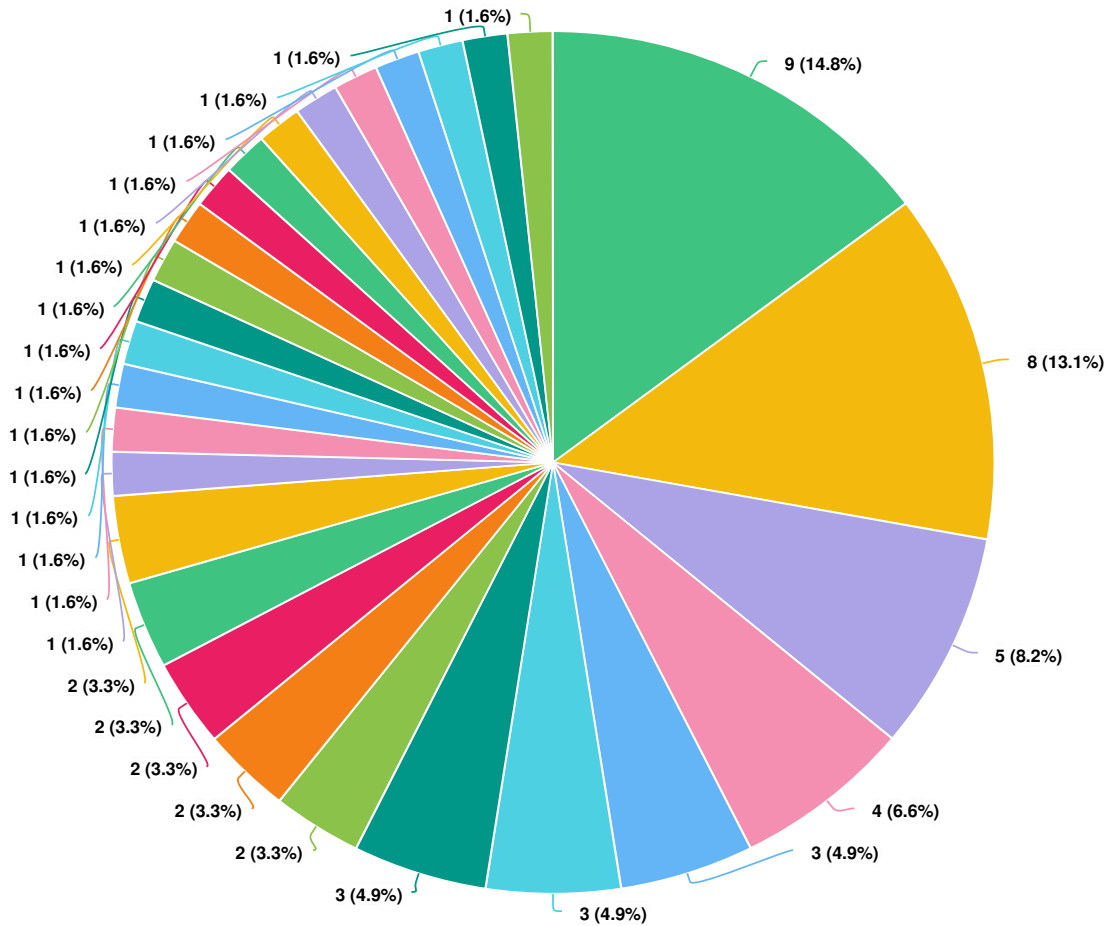
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# SURVEY QUESTIONS

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**Q1 Please enter the postal code for your business:**

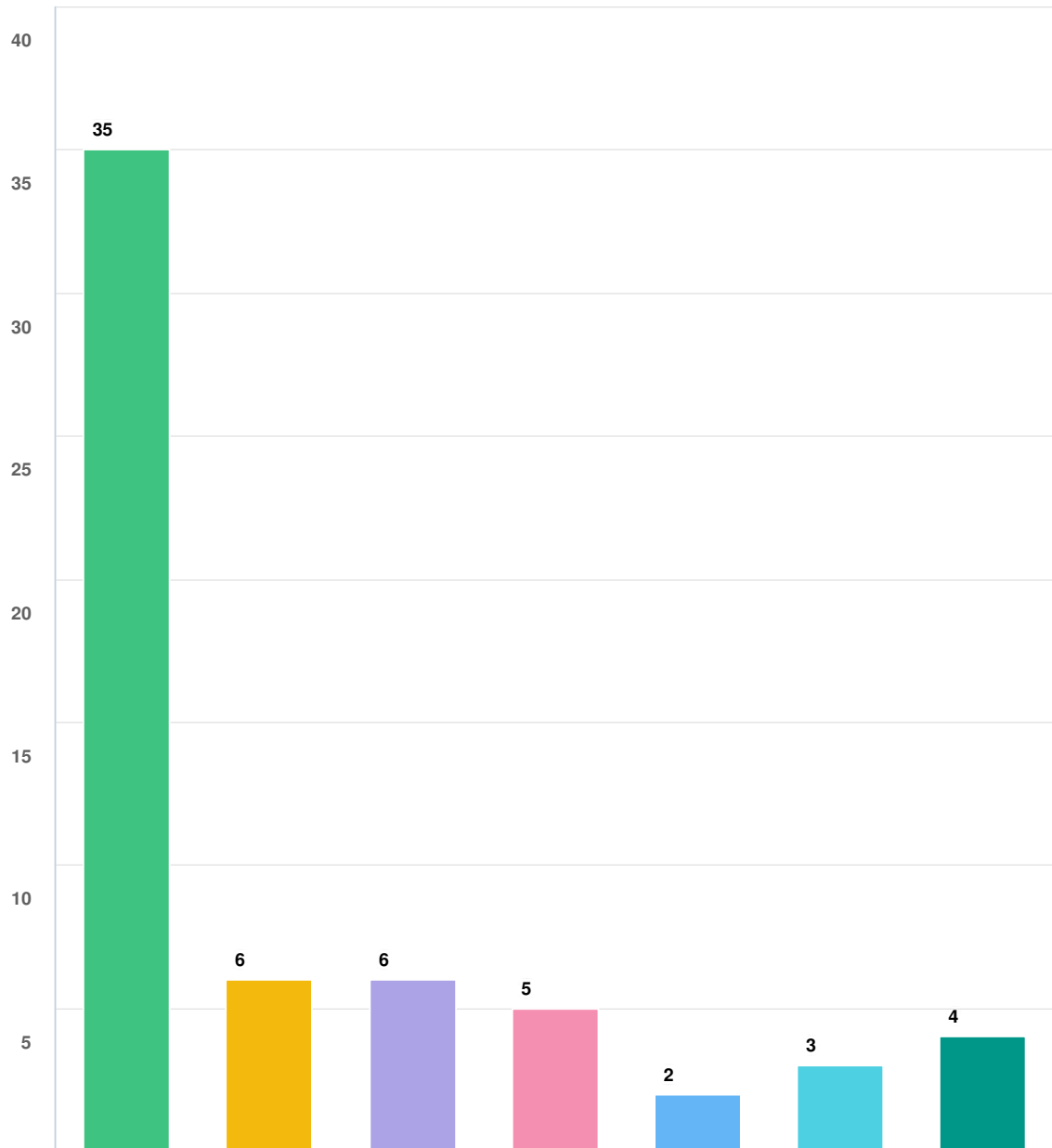


**Question options**

- Tavistock, ON, N0B2R0
- Embro, ON, N0J1J0
- Bright, ON, N0J1B0
- Hickson, ON, N0J1L0
- Ingersoll, ON, N5C2T2
- Norwich, ON, N0J1P0
- Woodstock, ON, N4S7W1
- Burgessville, ON, N0J1C0
- Plattsville, ON, N0J1S0
- Thamesford, ON, N0M2M0
- Drumbo, ON, N0J1G0
- Woodstock, ON, N4S7W3
- Woodstock, ON, N4S1G8
- Woodstock, ON, N4S7V7
- Kintore, ON, N0M2C0
- Tillsonburg, ON, N4G4H5
- Salford, ON, N0J1W0
- Woodstock, ON, N4S1C1
- Harley, ON, N0E1E0
- Ingersoll, ON, N5C3J8
- Innerkip, ON, N0J1M0
- Woodstock, ON, N4S0A7
- Woodstock, ON, N4S7V8
- Tavistock, ON, N0B0B6
- Woodstock, ON, N4S7V9
- Woodstock, ON, N4S0A9
- Woodstock, ON, N4S1T5
- Ingersoll, ON, N5C1J9

Mandatory Question (61 response(s))  
 Question type: Region Question

**Q2** How many employees work at your business?

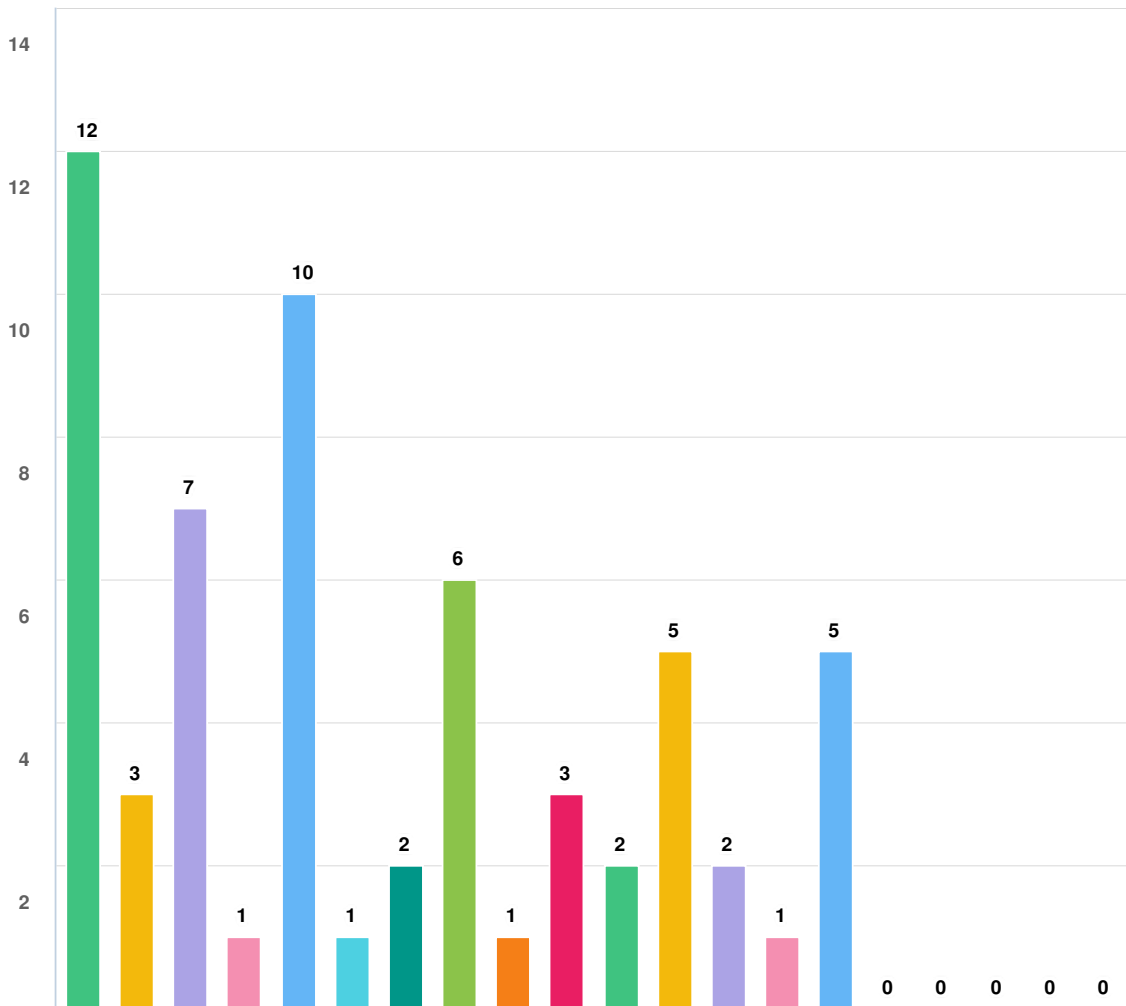


**Question options**

- Under 15
- 15-25
- 25-50
- 50-100
- 100-500
- More than 500
- Self-employed

Optional question (61 response(s), 0 skipped)  
Question type: Checkbox Question

**Q3 Which NAICS code (North American Industry Classification System) best describes your business?**

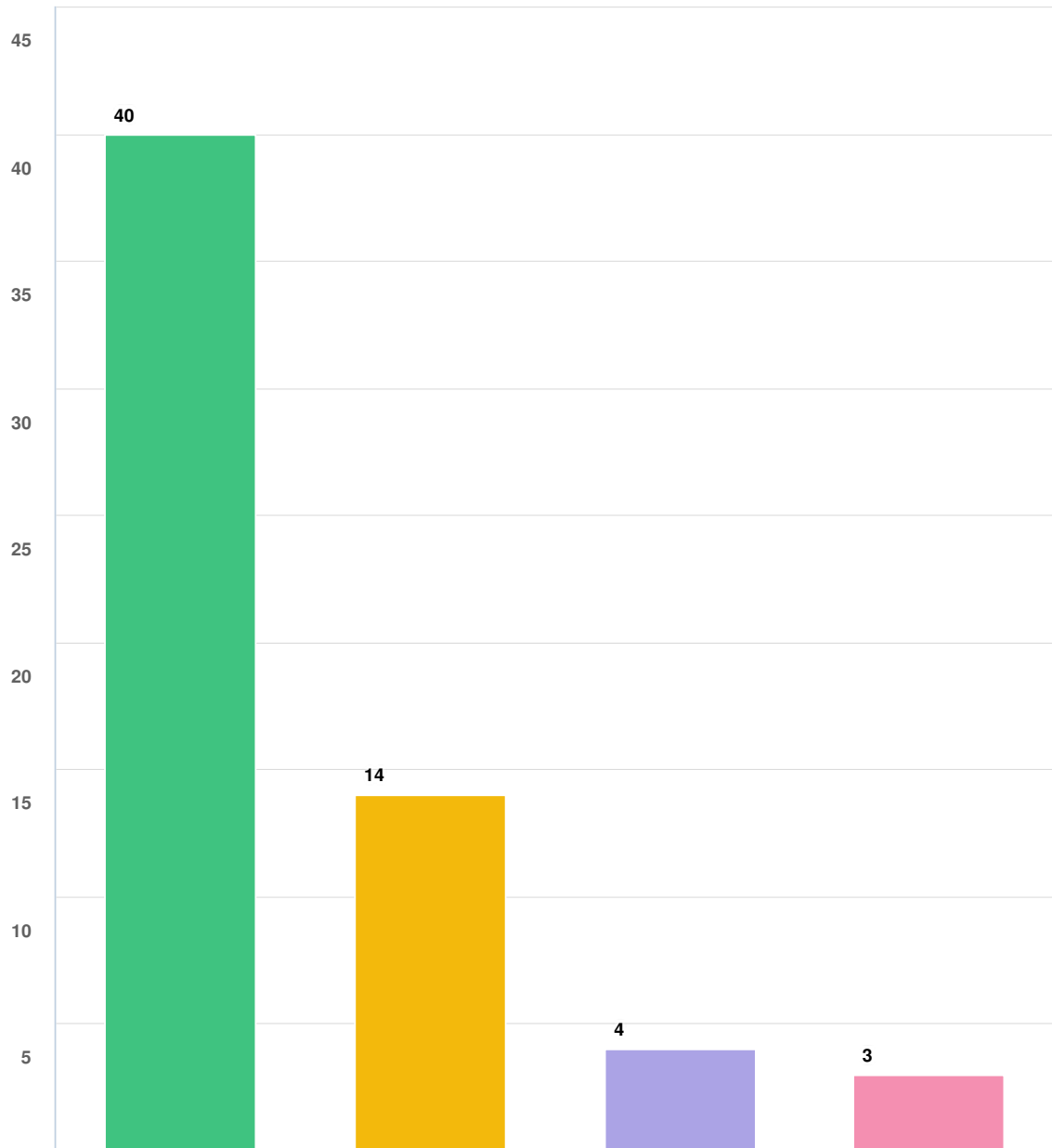


**Question options**

- 11 - Agriculture, forestry, fishing and hunting    ● 23 - Construction    ● 31-33 - Manufacturing    ● 41 - Wholesale trade
- 44-45 - Retail trade    ● 52 - Finance and insurance    ● 53 - Real estate and rental and leasing
- 54 - Professional, scientific and technical services
- 56 - Administrative and support, waste management and remediation services    ● 62 - Health care and social assistance
- 71 - Arts, entertainment and recreation    ● 72 - Accommodation and food services
- 81 - Other services (except public administration)    ● 91 - Public administration    ● Other (please describe)
- 21 - Mining, quarrying, and oil and gas extraction    ● 22 - Utilities    ● 48-49 - Transportation and warehousing
- 55 - Management of companies and enterprises    ● 61 - Educational services

Optional question (61 response(s), 0 skipped)  
Question type: Checkbox Question

**Q4** Is attracting or retaining workforce a priority or concern for your company?

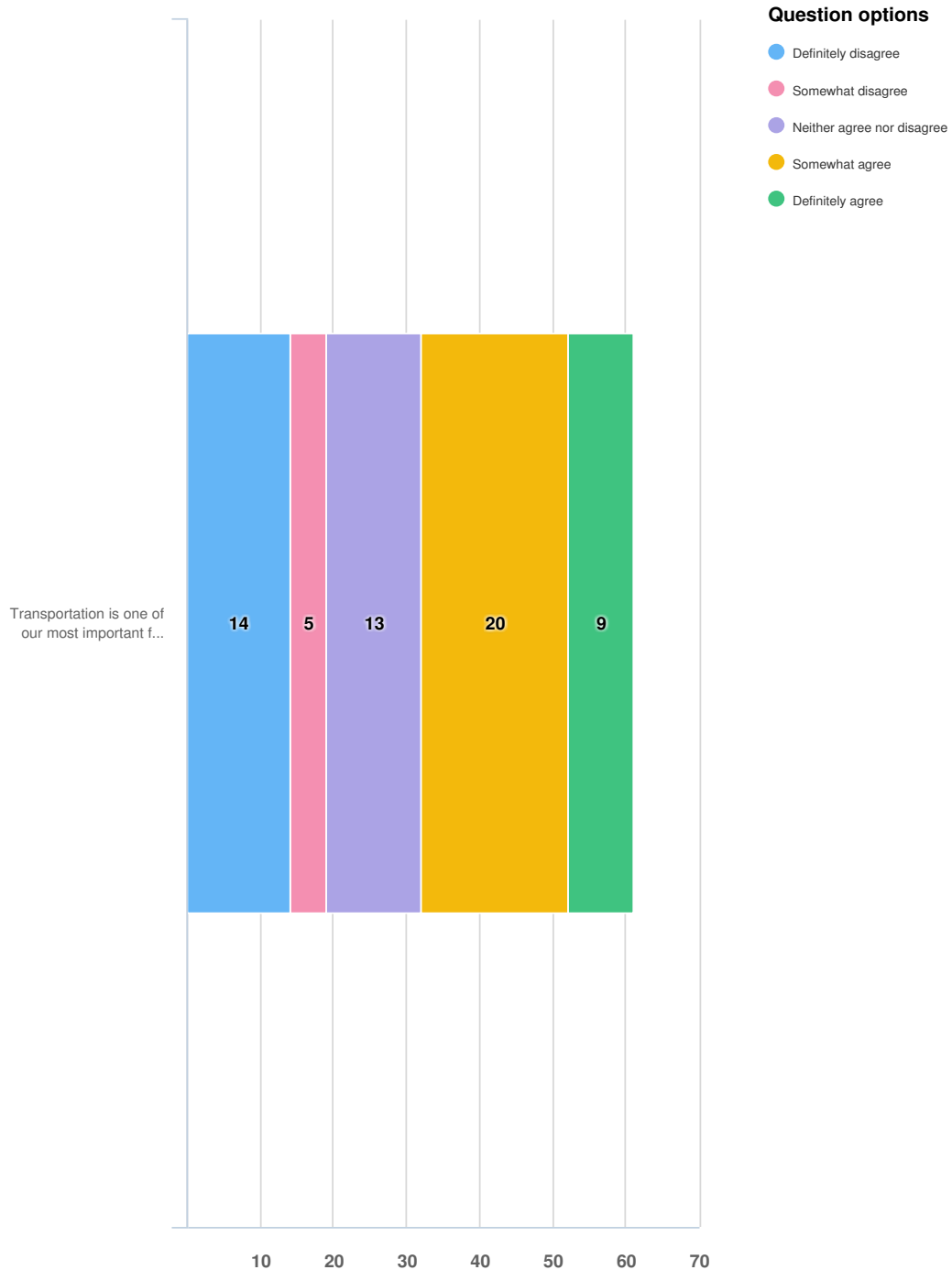


**Question options**

Yes  No  Not sure  Other (please explain)

Optional question (61 response(s), 0 skipped)  
Question type: Checkbox Question

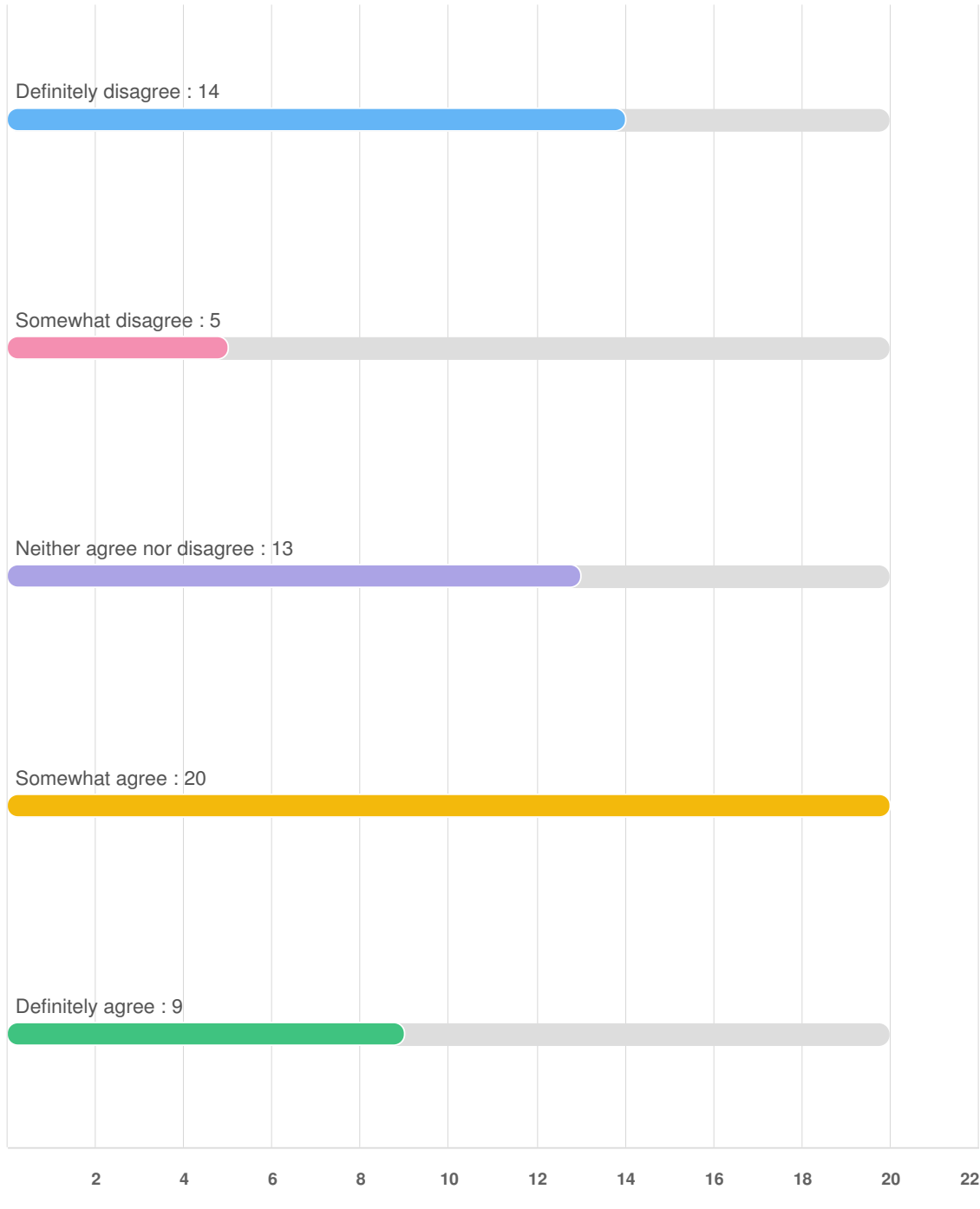
**Q5** How big of a challenge does transportation play in attracting and retaining employees at your business?



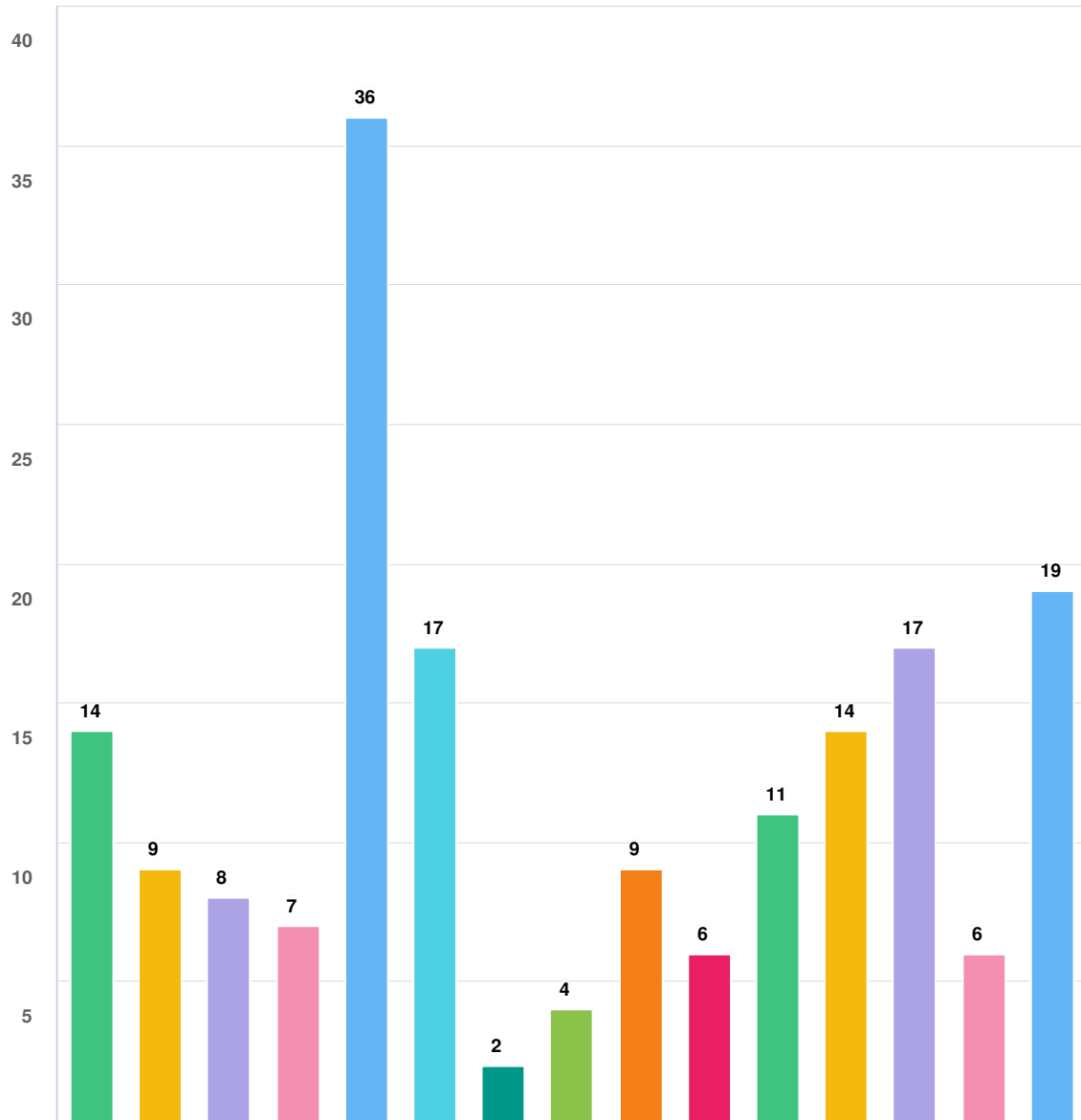
Optional question (61 response(s), 0 skipped)  
Question type: Likert Question

**Q5 | How big of a challenge does transportation play in attracting and retaining employees at your business?**

**Transportation is one of our most important factors for attraction and retention**



**Q6** Where do your employees mostly travel from? Check all that apply whether or not your business is located in Oxford County.

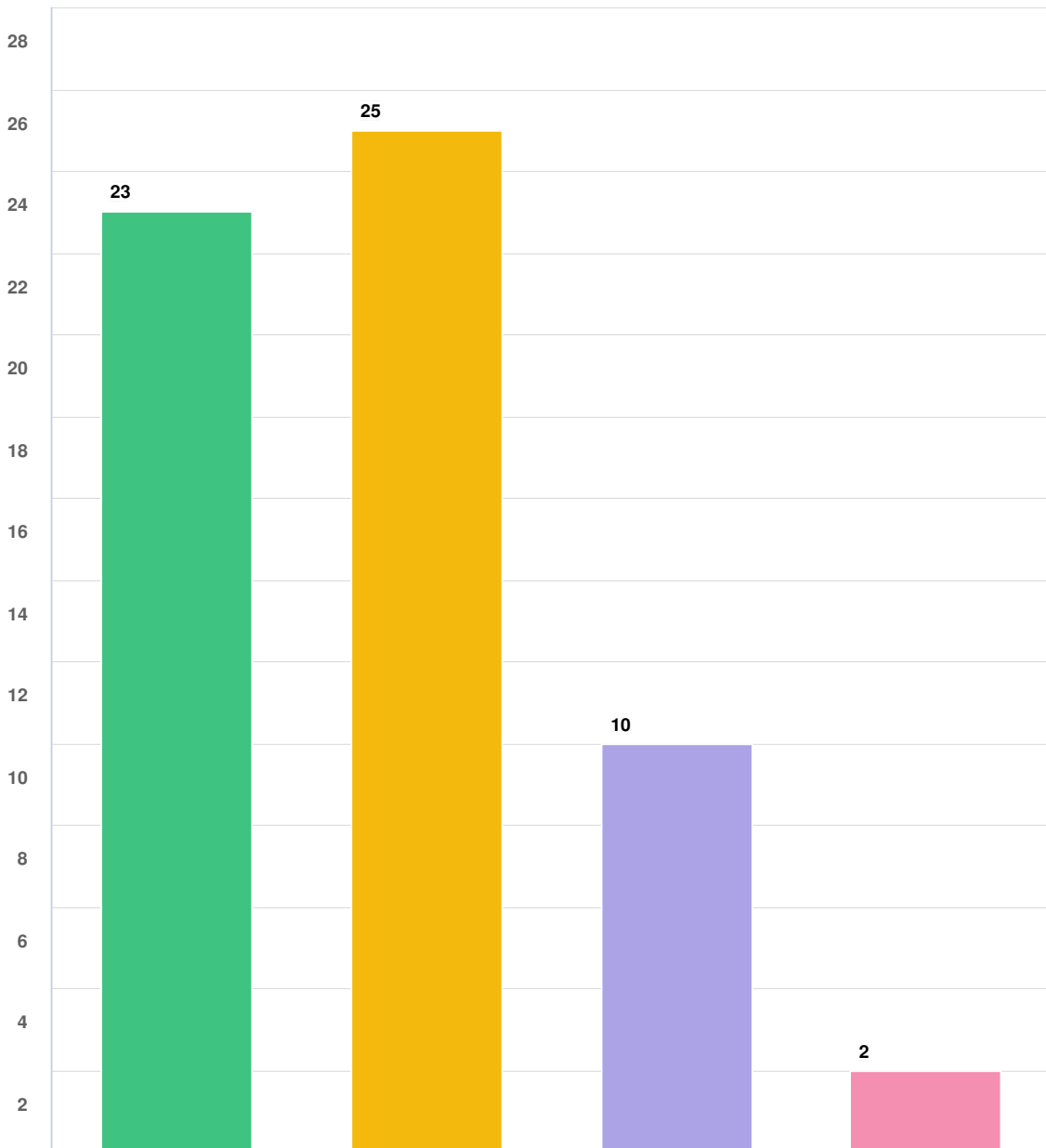


**Question options**

- Other (please describe)
- Brantford
- Kitchener-Waterloo-Cambridge
- Stratford
- London
- Tillsonburg
- Norwich
- Thamesford
- Beachville
- Ingersoll
- Woodstock
- Innerkip
- Drumbo
- Plattsville
- Tavistock

Optional question (59 response(s), 2 skipped)  
Question type: Checkbox Question

**Q7 Does the proposed intercommunity bus route (see map) help connect your employees to their workplace?**



**Question options**

- Other (please explain)
- Not sure
- No
- Yes

Optional question (60 response(s), 1 skipped)  
Question type: Checkbox Question



**Q8 | When do you require your employees to be at work on a typical weekday? If you are running multiple shifts, please list the start times for each.**

Screen Name Redacted 8:00am  
7/24/2020 04:15 PM

Screen Name Redacted usually 10am  
7/28/2020 11:31 AM

Screen Name Redacted 8AM  
7/28/2020 11:40 AM

Screen Name Redacted 6 am  
7/28/2020 03:16 PM

Screen Name Redacted 11am  
7/29/2020 10:59 AM

Screen Name Redacted 10am  
8/01/2020 07:45 AM

Screen Name Redacted 10:00am and 5:00pm  
8/01/2020 09:15 AM

Screen Name Redacted varied shifts  
8/06/2020 02:15 PM

Screen Name Redacted Monday to Thursday 5pm, Saturday 10am.  
8/07/2020 05:24 AM

Screen Name Redacted 8pm  
8/07/2020 09:50 AM

Screen Name Redacted 4 am for first shift, 9 am and 4 pm later shift  
8/07/2020 12:23 PM

Screen Name Redacted 8  
8/10/2020 09:39 AM

Screen Name Redacted 9-5  
8/10/2020 10:26 AM

Screen Name Redacted 9AM

Screen Name Redacted	8AM
8/10/2020 11:07 AM	
Screen Name Redacted	8AM
8/10/2020 01:37 PM	
Screen Name Redacted	10 am
8/10/2020 09:01 PM	
Screen Name Redacted	Between 7:30 am 8:00 am and 9:00 am
8/11/2020 09:57 AM	
Screen Name Redacted	0600, 1400, 2200
8/11/2020 10:00 AM	
Screen Name Redacted	7:30 am
8/11/2020 11:40 AM	
Screen Name Redacted	6 am, 2 pm, 10 pm
8/11/2020 12:01 PM	
Screen Name Redacted	7:00am, 7:30am
8/12/2020 01:13 PM	
Screen Name Redacted	8:00am
8/13/2020 09:59 AM	
Screen Name Redacted	9am -4:30pm
8/13/2020 12:37 PM	
Screen Name Redacted	9:00am
8/13/2020 12:53 PM	
Screen Name Redacted	8am
8/13/2020 02:33 PM	
Screen Name Redacted	8 am (earlier seasonal start)
8/14/2020 09:34 AM	
Screen Name Redacted	8 am
8/14/2020 10:03 AM	
Screen Name Redacted	8am

Screen Name Redacted 8/14/2020 01:28 PM	8am, 11am, 7pm
Screen Name Redacted 8/15/2020 05:52 AM	11am
Screen Name Redacted 8/17/2020 11:19 AM	6 am
Screen Name Redacted 8/17/2020 03:03 PM	8am
Screen Name Redacted 8/17/2020 03:15 PM	7 am, 3 pm, 11 pm
Screen Name Redacted 8/17/2020 03:43 PM	7:00 AM TO 5:30 pm. Monday to Friday 7:30 AM to 12:00 Saturday
Screen Name Redacted 8/18/2020 08:24 AM	6am & 4pm
Screen Name Redacted 8/18/2020 09:16 AM	8am
Screen Name Redacted 8/18/2020 09:34 AM	7am & 9am
Screen Name Redacted 8/19/2020 01:50 PM	7:30am
Screen Name Redacted 8/19/2020 03:50 PM	Between the hours of 05:00 & 00:00
Screen Name Redacted 8/19/2020 10:00 PM	930am and 130pm
Screen Name Redacted 8/20/2020 05:38 AM	7am
Screen Name Redacted 8/20/2020 08:13 AM	8am
Screen Name Redacted	745am

Screen Name Redacted 8/20/2020 09:15 AM	yes 8:30am to 5pm
Screen Name Redacted 8/20/2020 09:31 AM	Varies weekly
Screen Name Redacted 8/20/2020 09:36 AM	8am, 9am
Screen Name Redacted 8/20/2020 10:47 AM	Anywhere from 9:30 to 11 am
Screen Name Redacted 8/20/2020 10:50 AM	8am - 5pm
Screen Name Redacted 8/20/2020 10:51 AM	9am
Screen Name Redacted 8/20/2020 11:15 AM	5:45am 6:00am 6:30am start times 5:45pm Start times
Screen Name Redacted 8/20/2020 11:11 AM	Flexible
Screen Name Redacted 8/20/2020 12:16 PM	8am
Screen Name Redacted 8/20/2020 01:06 PM	8am Mon-Fri
Screen Name Redacted 8/20/2020 02:37 PM	8:00 am
Screen Name Redacted 8/20/2020 04:31 PM	7am, 7:30am and 8:30 am start times
Screen Name Redacted 8/21/2020 12:41 PM	8 AM
Screen Name Redacted 8/21/2020 03:10 PM	N/A
Screen Name Redacted	5:30 AM & 4:30 PM

**Optional question** (59 response(s), 2 skipped)

**Question type:** Single Line Question

**Q9** When do your employees leave work on a typical weekday? If you are running multiple shifts, please list the end times for each.

Screen Name Redacted 5:00pm

7/24/2020 04:15 PM

Screen Name Redacted usually 2pm

7/28/2020 11:31 AM

Screen Name Redacted 5PM

7/28/2020 11:40 AM

Screen Name Redacted 2 pm

7/28/2020 03:16 PM

Screen Name Redacted 5pm

7/29/2020 10:59 AM

Screen Name Redacted 5pm

8/01/2020 07:45 AM

Screen Name Redacted 5:00pm, 9:00pm and 11:00pm

8/01/2020 09:15 AM

Screen Name Redacted varied shifts

8/06/2020 02:15 PM

Screen Name Redacted Can be somewhat flexible but between 7 and 8pm

8/07/2020 05:24 AM

Screen Name Redacted Midnight

8/07/2020 09:50 AM

Screen Name Redacted 8:30am, 12 pm. And 8:30pm

8/07/2020 12:23 PM

Screen Name Redacted 8

8/10/2020 09:39 AM

8/10/2020 10:26 AM

Screen Name Redacted 5PM

8/10/2020 10:31 AM

Screen Name Redacted 5PM

8/10/2020 11:07 AM

Screen Name Redacted 5:30PM

8/10/2020 01:37 PM

Screen Name Redacted 5:45

8/10/2020 09:01 PM

Screen Name Redacted 4:00 pm 4:30 pm and 5:30 pm

8/11/2020 09:57 AM

Screen Name Redacted 1400, 2200, 0600

8/11/2020 10:00 AM

Screen Name Redacted 5pm

8/11/2020 11:40 AM

Screen Name Redacted 2 pm, 10 pm, 6 am

8/11/2020 12:01 PM

Screen Name Redacted 4:00pm, 4:30pm

8/12/2020 01:13 PM

Screen Name Redacted 5:00pm and 7:00pm

8/13/2020 09:59 AM

Screen Name Redacted 4:30pm

8/13/2020 12:37 PM

Screen Name Redacted 5:30pm

8/13/2020 12:53 PM

Screen Name Redacted 5pm

8/13/2020 02:33 PM

Screen Name Redacted 5 pm (early seasonal finish)

8/14/2020 09:34 AM

8/14/2020 10:03 AM

Screen Name Redacted 4pm

8/14/2020 12:14 PM

Screen Name Redacted 2:30pm, 8pm, 9:30pm

8/14/2020 01:28 PM

Screen Name Redacted 7pm

8/15/2020 05:52 AM

Screen Name Redacted 5 PM

8/17/2020 11:19 AM

Screen Name Redacted 5pm

8/17/2020 03:03 PM

Screen Name Redacted 7 am, 3 pm, 11 pm

8/17/2020 03:15 PM

Screen Name Redacted 5:30pm

8/17/2020 03:43 PM

Screen Name Redacted 6pm & 8pm

8/18/2020 08:24 AM

Screen Name Redacted 530pm

8/18/2020 09:16 AM

Screen Name Redacted 7pm & 1am

8/18/2020 09:34 AM

Screen Name Redacted 5:00

8/19/2020 01:50 PM

Screen Name Redacted Between the hours of 06:30 - 01:00

8/19/2020 03:50 PM

Screen Name Redacted 630pm and 930pm

8/19/2020 10:00 PM

Screen Name Redacted 7pm

8/20/2020 05:38 AM

8/20/2020 08:13 AM

Screen Name Redacted 630pm

8/20/2020 09:15 AM

Screen Name Redacted 5pm

8/20/2020 09:15 AM

Screen Name Redacted Varies weekly

8/20/2020 09:31 AM

Screen Name Redacted 5pm, 6pm

8/20/2020 09:36 AM

Screen Name Redacted 5 pm

8/20/2020 10:47 AM

Screen Name Redacted 4pm -5pm

8/20/2020 10:50 AM

Screen Name Redacted 5pm

8/20/2020 10:51 AM

Screen Name Redacted 3:45pm 4:00pm 4:45am

8/20/2020 11:15 AM

Screen Name Redacted Flexible

8/20/2020 11:11 AM

Screen Name Redacted 4:30-5Pm

8/20/2020 12:16 PM

Screen Name Redacted 6pm Mon-Thurs, 8 PM fri

8/20/2020 01:06 PM

Screen Name Redacted 5:00

8/20/2020 02:37 PM

Screen Name Redacted 4pm, 4:30pm and 5pm

8/20/2020 04:31 PM

Screen Name Redacted 5 PM

8/21/2020 12:41 PM



8/22/2020 09:28 AM

**Optional question** (58 response(s), 3 skipped)

**Question type:** Single Line Question

**Q10** When do you require your employees to be at work on a typical weekend? If you run more than one shift, please list the start times for each.

Screen Name Redacted n/a

7/24/2020 04:15 PM

Screen Name Redacted usually 10am saturday only

7/28/2020 11:31 AM

Screen Name Redacted 6 am

7/28/2020 03:16 PM

Screen Name Redacted 11am

7/29/2020 10:59 AM

Screen Name Redacted 9am

8/01/2020 07:45 AM

Screen Name Redacted 10:00am and 5:00pm

8/01/2020 09:15 AM

Screen Name Redacted depends

8/06/2020 02:15 PM

Screen Name Redacted 10 am Saturdays

8/07/2020 05:24 AM

Screen Name Redacted 8pm

8/07/2020 09:50 AM

Screen Name Redacted 4am, and 4 pm

8/07/2020 12:23 PM

Screen Name Redacted 8

8/10/2020 09:39 AM

Screen Name Redacted not required

Screen Name Redacted 8/10/2020 10:31 AM	N/A
Screen Name Redacted 8/10/2020 09:01 PM	10 am
Screen Name Redacted 8/11/2020 09:57 AM	8:00 am
Screen Name Redacted 8/11/2020 10:00 AM	0600, 1400, 2200
Screen Name Redacted 8/11/2020 12:01 PM	6 am, 2 pm, 10 pm
Screen Name Redacted 8/12/2020 01:13 PM	n/a
Screen Name Redacted 8/13/2020 09:59 AM	8:00am
Screen Name Redacted 8/13/2020 12:37 PM	never
Screen Name Redacted 8/13/2020 12:53 PM	8:00am
Screen Name Redacted 8/13/2020 02:33 PM	n/a
Screen Name Redacted 8/14/2020 09:34 AM	same
Screen Name Redacted 8/14/2020 10:03 AM	no weekends
Screen Name Redacted 8/14/2020 12:14 PM	7:30am
Screen Name Redacted 8/14/2020 01:28 PM	8am, 11am, 7pm
Screen Name Redacted	11am

Screen Name Redacted 8/17/2020 11:19 AM	6 Am
Screen Name Redacted 8/17/2020 03:03 PM	Closed on Weekends
Screen Name Redacted 8/17/2020 03:15 PM	7 am, 7 pm
Screen Name Redacted 8/17/2020 03:43 PM	Emergency service only
Screen Name Redacted 8/18/2020 08:24 AM	6am & 4pm
Screen Name Redacted 8/18/2020 09:16 AM	8am
Screen Name Redacted 8/18/2020 09:34 AM	7am & 9am
Screen Name Redacted 8/19/2020 01:50 PM	na
Screen Name Redacted 8/19/2020 03:50 PM	05:00 - 00:00
Screen Name Redacted 8/19/2020 10:00 PM	930am and 130pm
Screen Name Redacted 8/20/2020 05:38 AM	7am
Screen Name Redacted 8/20/2020 08:13 AM	8am
Screen Name Redacted 8/20/2020 09:15 AM	10am
Screen Name Redacted 8/20/2020 09:15 AM	no
Screen Name Redacted	No weekends.

Screen Name Redacted	8am, 9am
8/20/2020 09:36 AM	
Screen Name Redacted	9 am
8/20/2020 10:47 AM	
Screen Name Redacted	n/a
8/20/2020 10:50 AM	
Screen Name Redacted	8am
8/20/2020 10:51 AM	
Screen Name Redacted	hours 6:15am 10:15
8/20/2020 11:15 AM	
Screen Name Redacted	On call
8/20/2020 11:11 AM	
Screen Name Redacted	NA
8/20/2020 12:16 PM	
Screen Name Redacted	8 am Sat, closed Sunday
8/20/2020 01:06 PM	
Screen Name Redacted	Closed
8/20/2020 02:37 PM	
Screen Name Redacted	not open on weekends
8/20/2020 04:31 PM	
Screen Name Redacted	NA
8/21/2020 12:41 PM	
Screen Name Redacted	N/A
8/21/2020 03:10 PM	
Screen Name Redacted	5:30 AM & 4:30 PM
8/22/2020 09:28 AM	

**Optional question** (55 response(s), 6 skipped)

**Question type:** Single Line Question

shift, please list the end times for each.

Screen Name Redacted 7/24/2020 04:15 PM	n/a
Screen Name Redacted 7/28/2020 11:31 AM	2pm
Screen Name Redacted 7/28/2020 03:16 PM	10 am
Screen Name Redacted 7/29/2020 10:59 AM	5pm
Screen Name Redacted 8/01/2020 07:45 AM	4pm
Screen Name Redacted 8/01/2020 09:15 AM	5:00pm, 9:00pm and 11:00pm
Screen Name Redacted 8/06/2020 02:15 PM	depends
Screen Name Redacted 8/07/2020 05:24 AM	2pm Saturdays
Screen Name Redacted 8/07/2020 09:50 AM	Midnight
Screen Name Redacted 8/07/2020 12:23 PM	10 am. And 7:30 pm
Screen Name Redacted 8/10/2020 09:39 AM	8
Screen Name Redacted 8/10/2020 10:26 AM	not applicable
Screen Name Redacted 8/10/2020 10:31 AM	NA
Screen Name Redacted 8/10/2020 09:01 PM	5:30

Screen Name Redacted 8/11/2020 09:57 AM	4:00 pm
Screen Name Redacted 8/11/2020 10:00 AM	1400, 2200, 0600
Screen Name Redacted 8/11/2020 12:01 PM	2 pm, 10 pm, 6 am
Screen Name Redacted 8/12/2020 01:13 PM	n/a
Screen Name Redacted 8/13/2020 09:59 AM	1:00pm
Screen Name Redacted 8/13/2020 12:37 PM	never
Screen Name Redacted 8/13/2020 12:53 PM	4:00pm
Screen Name Redacted 8/13/2020 02:33 PM	n/a
Screen Name Redacted 8/14/2020 09:34 AM	same
Screen Name Redacted 8/14/2020 10:03 AM	no weekends
Screen Name Redacted 8/14/2020 12:14 PM	3:30pm
Screen Name Redacted 8/14/2020 01:28 PM	2:30pm, 8pm, 9:30pm
Screen Name Redacted 8/15/2020 05:52 AM	7pm
Screen Name Redacted 8/17/2020 11:19 AM	1PM
Screen Name Redacted 8/17/2020 03:03 PM	Closed on Weekends

Screen Name Redacted 8/17/2020 03:15 PM	7 am, 7 pm
Screen Name Redacted 8/17/2020 03:43 PM	not applicable
Screen Name Redacted 8/18/2020 08:24 AM	6pm & 8pm
Screen Name Redacted 8/18/2020 09:16 AM	12pm
Screen Name Redacted 8/18/2020 09:34 AM	7pm & 1am
Screen Name Redacted 8/19/2020 01:50 PM	na
Screen Name Redacted 8/19/2020 03:50 PM	06:30 - 01:00
Screen Name Redacted 8/19/2020 10:00 PM	630pm and 930pm
Screen Name Redacted 8/20/2020 05:38 AM	7pm
Screen Name Redacted 8/20/2020 08:13 AM	5pm
Screen Name Redacted 8/20/2020 09:15 AM	4pm
Screen Name Redacted 8/20/2020 09:15 AM	n/a
Screen Name Redacted 8/20/2020 09:31 AM	N/A
Screen Name Redacted 8/20/2020 09:36 AM	12pm, 6pm
Screen Name Redacted 8/20/2020 10:47 AM	3 pm

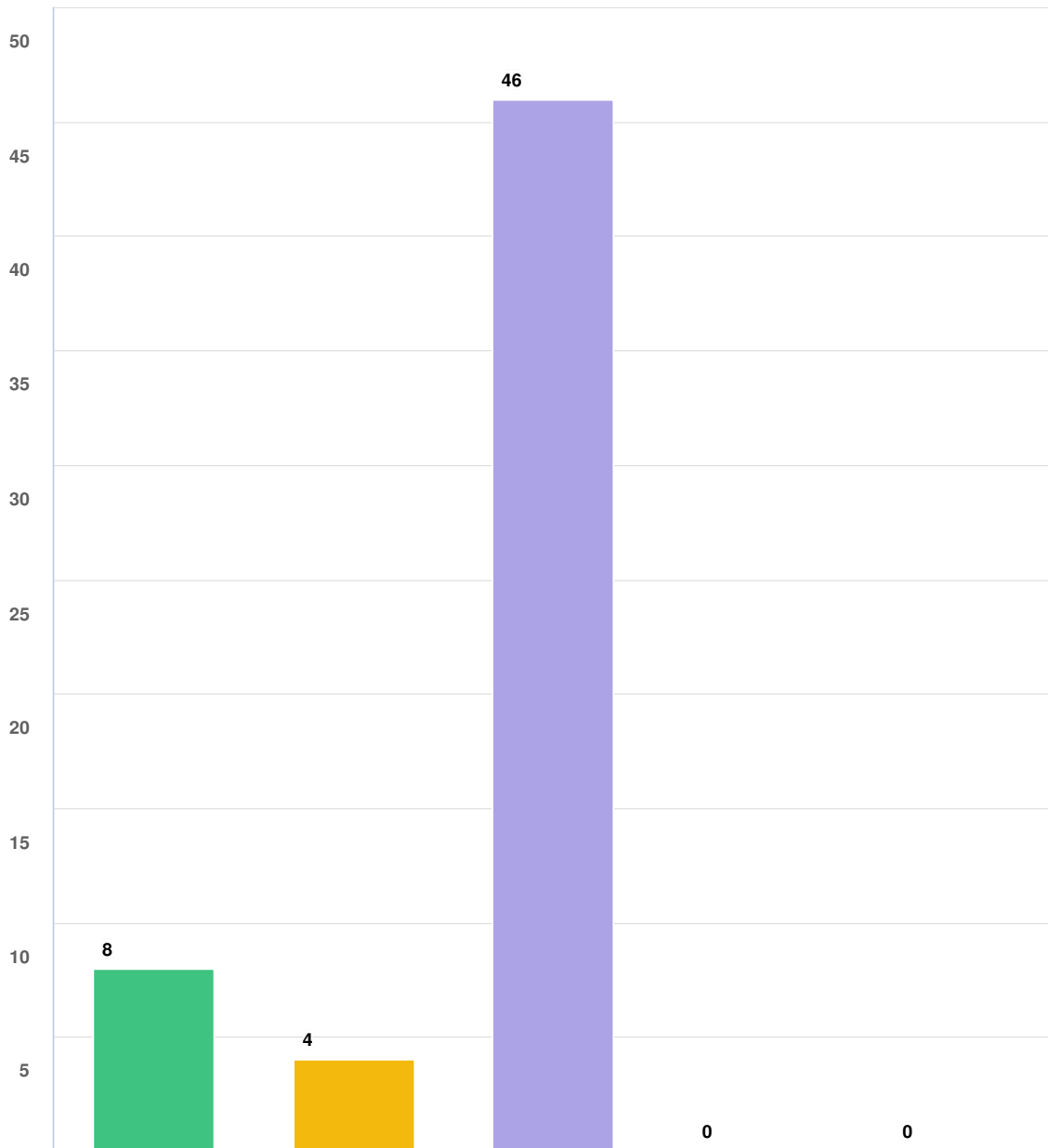
Screen Name Redacted 8/20/2020 10:50 AM	n/a
Screen Name Redacted 8/20/2020 10:51 AM	4pm
Screen Name Redacted 8/20/2020 11:15 AM	10:15
Screen Name Redacted 8/20/2020 11:11 AM	Flexible
Screen Name Redacted 8/20/2020 12:16 PM	NA
Screen Name Redacted 8/20/2020 01:06 PM	3 PM sat, closed Sunday
Screen Name Redacted 8/20/2020 02:37 PM	Closed
Screen Name Redacted 8/20/2020 04:31 PM	not open on weekends
Screen Name Redacted 8/21/2020 12:41 PM	NA
Screen Name Redacted 8/21/2020 03:10 PM	N/A
Screen Name Redacted 8/22/2020 09:28 AM	2:30 PM & 9:30 PM

**Optional question** (55 response(s), 6 skipped)

**Question type:** Single Line Question



**Q12** Other communities in Ontario (and Canada), work with employers to provide incentives for employees to use public transit. Assuming an employee uses transit to get to and from work five (5) days a week at a monthly cost ranging between \$300-\$600, ho...



**Question options**

- 100%
- 75%
- Not sure (please explain)
- 50%
- 25%

Optional question (58 response(s), 3 skipped)  
Question type: Checkbox Question

**Q13** If yes, how many employees would you consider providing this benefit to on an annual basis?

Screen Name Redacted	0
7/24/2020 04:15 PM	
Screen Name Redacted	0
7/28/2020 11:40 AM	
Screen Name Redacted	6
7/28/2020 03:16 PM	
Screen Name Redacted	0
7/29/2020 10:59 AM	
Screen Name Redacted	2-5
8/01/2020 07:45 AM	
Screen Name Redacted	0
8/06/2020 02:15 PM	
Screen Name Redacted	2-3
8/07/2020 05:24 AM	
Screen Name Redacted	100%
8/10/2020 09:39 AM	
Screen Name Redacted	n/a
8/10/2020 10:26 AM	
Screen Name Redacted	0
8/10/2020 10:31 AM	
Screen Name Redacted	0
8/10/2020 11:07 AM	
Screen Name Redacted	0
8/10/2020 01:37 PM	
Screen Name Redacted	No
8/10/2020 09:01 PM	

Screen Name Redacted	10
8/11/2020 10:00 AM	
Screen Name Redacted	None
8/11/2020 11:40 AM	
Screen Name Redacted	?
8/11/2020 12:01 PM	
Screen Name Redacted	10
8/12/2020 01:13 PM	
Screen Name Redacted	1
8/13/2020 02:33 PM	
Screen Name Redacted	situational
8/14/2020 09:34 AM	
Screen Name Redacted	3
8/14/2020 10:03 AM	
Screen Name Redacted	0
8/14/2020 12:14 PM	
Screen Name Redacted	under 5
8/14/2020 01:28 PM	
Screen Name Redacted	1
8/15/2020 05:52 AM	
Screen Name Redacted	None
8/17/2020 03:03 PM	
Screen Name Redacted	3 or 4
8/17/2020 03:43 PM	
Screen Name Redacted	1
8/18/2020 08:24 AM	
Screen Name Redacted	monthly (seasonal employment) would subsidize up to 200 staff or whoever needs it
8/18/2020 09:34 AM	
Screen Name Redacted	0
8/19/2020 01:50 PM	

Screen Name Redacted                      Unavailable at this Time  
8/19/2020 03:50 PM

Screen Name Redacted                      80%  
8/19/2020 09:02 PM

Screen Name Redacted                      0  
8/20/2020 05:38 AM

Screen Name Redacted                      1-2  
8/20/2020 08:13 AM

Screen Name Redacted                      1-2  
8/20/2020 09:15 AM

Screen Name Redacted                      1 or 2  
8/20/2020 09:15 AM

Screen Name Redacted                      3-6  
8/20/2020 09:36 AM

Screen Name Redacted                      unsure  
8/20/2020 10:50 AM

Screen Name Redacted                      many  
8/20/2020 11:15 AM

Screen Name Redacted                      0  
8/20/2020 11:11 AM

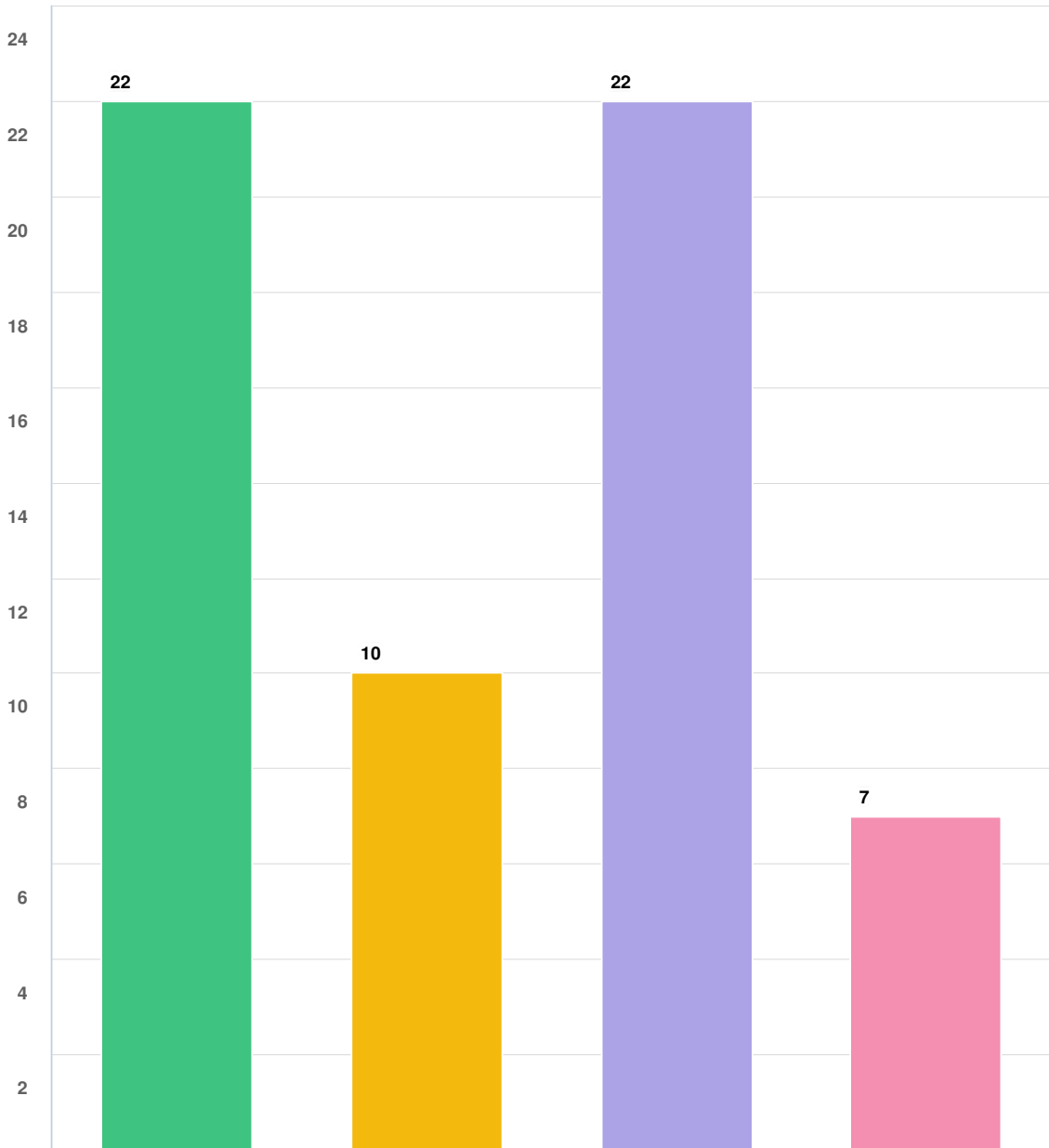
Screen Name Redacted                      n/a  
8/20/2020 01:06 PM

Screen Name Redacted                      None  
8/20/2020 02:37 PM

**Optional question** (40 response(s), 21 skipped)

**Question type:** Single Line Question

**Q14 Do you feel the proposed intercommunity bus transit route (see map) adequately addresses the lack of transit available in the northern part of the County?**

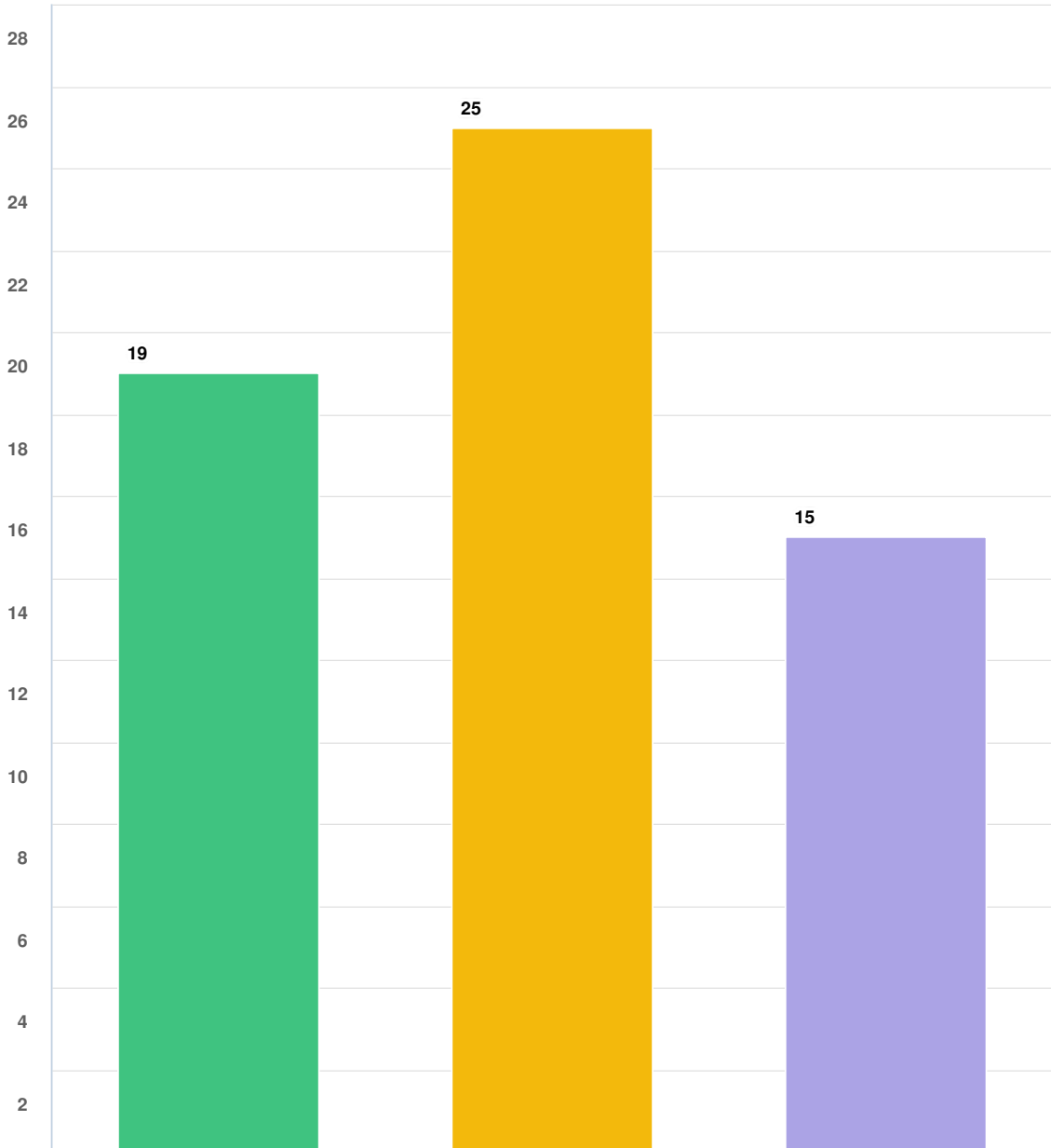


**Question options**

- Other (please explain)  Not sure  No  Yes

Optional question (61 response(s), 0 skipped)  
Question type: Checkbox Question

**Q15** Would you be interested in advertising opportunities for your business on the intercommunity bus service, whether on a bus, at a stop/shelter, online, on printed materials, etc.?



**Question options**

Not sure (please explain)  No  Yes

Optional question (59 response(s), 2 skipped)

Question type: Checkbox Question

**Q16 Please provide any additional thoughts or feedback regarding the proposed intercommunity bus transit service.**

Screen Name Redacted  
7/24/2020 04:15 PM  
sounds like another way for government to spend money that is not required to be spent

Screen Name Redacted  
7/29/2020 10:59 AM  
You should consider adding Ingersoll.

Screen Name Redacted  
8/06/2020 02:15 PM  
Poor use of tax dollars

Screen Name Redacted  
8/10/2020 09:39 AM  
Price seems high, 10 dollars each way, should be \$5 and cheaper return.

Screen Name Redacted  
8/10/2020 10:26 AM  
I don't think tax payers need this extra cost added to their tax burden

Screen Name Redacted  
8/10/2020 10:31 AM  
I think it would be a great service for people getting to and from appointments or to shop.

Screen Name Redacted  
8/10/2020 11:07 AM  
I provide my own means and so should everyone else.

Screen Name Redacted  
8/10/2020 01:37 PM  
This is the dumbest idea I have heard in quite a while, the cost of this proposal is a waste of tax payers money let alone how much will be put into the meeting etc. This is not like a city bus, to make this loop it would be close to two hours for one trip, and how do you schedule for weather. You are also leaving out a lot of the communities so driving will still be required to get to a bus stop. Example you live in Hickson, the nearest stop is Tavistock but if you drive 3 minutes more the opposite direction you are in Woodstock... And for the residents who live no where near a stop telling them their taxes are going up for something they will never use or have access to is wrong and a slap in the face! There is much better places to be spending our tax money. This needs to get dropped right now before any more money is wasted on it. If the person who dreamed up this is the same person who thought to make communities safer lets raise the speed limit then it is time they are out of a job!

Screen Name Redacted  
8/11/2020 11:40 AM  
Bus transit would not work for our business

8/12/2020 01:13 PM

enthusiastic supporter if a bus stop is located directly out front of Bright Butter & Cheese, which could also provide access for employees at the Grain Elevator, North Blenheim Cooperative and the mechanic shop in Bright.

Screen Name Redacted

8/13/2020 09:59 AM

Our business could utilize a depot to depot package drop-off (similar to Greyhound services. This Greyhound service may or may not be currently applicable because my use of this service was with previous employment)

Screen Name Redacted

8/13/2020 12:53 PM

I like the idea

Screen Name Redacted

8/13/2020 02:33 PM

Overall, I think this is a good opportunity to help our residents and businesses connect to neighbouring communities.

Screen Name Redacted

8/14/2020 10:03 AM

As a business I don't think this would really help us. Our customers are very rural based, so they will always have their own transportation. On a personal level I've always thought there should be some transportation available between local communities, so I do support it.

Screen Name Redacted

8/17/2020 03:43 PM

I believe it would benefit our local communities

Screen Name Redacted

8/18/2020 08:24 AM

Dairy Farm - the times would likely not be conducive to our start and end times

Screen Name Redacted

8/18/2020 09:34 AM

Great idea - would be willing to support

Screen Name Redacted

8/20/2020 08:13 AM

step in the right direction

Screen Name Redacted

8/20/2020 09:15 AM

make buses appropriate size

Screen Name Redacted

8/20/2020 09:31 AM

Unsure enough stops to ensure it's successful at this point.

Screen Name Redacted

8/20/2020 09:36 AM

I would like to see it expand to more of the smaller towns that exist between those listed above such as Oxford Center, Bright, Centreville, Hickson, Burgessville, etc.

Screen Name Redacted

8/20/2020 10:50 AM

N/A

Screen Name Redacted

8/20/2020 10:51 AM

Long time, needed this year's ago, a lot of the younger generation are not driving these days. Also would be great to allow Seniors to access other community's. It's long overdue!



8/20/2020 11:15 AM

Screen Name Redacted

8/20/2020 11:11 AM

Covid 19 will make it difficult for riders to get excited about public transportation

Screen Name Redacted

8/20/2020 01:06 PM

We would hugely benefit from the service, would be great for the senior customers and the people living in the new sub-division in Embro. We have had young employees in the past who have had to walk like 30 mins to work from home and this could have been helpful at the time.

Screen Name Redacted

8/20/2020 02:37 PM

There are people whom can't find work in the community they live so this work possibly make out of town employment an opportunity to them

**Optional question** (27 response(s), 34 skipped)

**Question type:** Essay Question

# PROPOSED INTERCOMMUNITY BUS TRANSIT PARTNERSHIP

**Presentation to: Town of Ingersoll**

David Simpson, P.Eng., PMP - Oxford County

October 13, 2020



# AGENDA

1. **Importance of Intercommunity Transportation**
2. **Public Engagement and Consultation Campaign Findings**
3. **Service Provider Request For Proposal Results**
4. **Financial and Tax Levy Details**
5. **Questions**

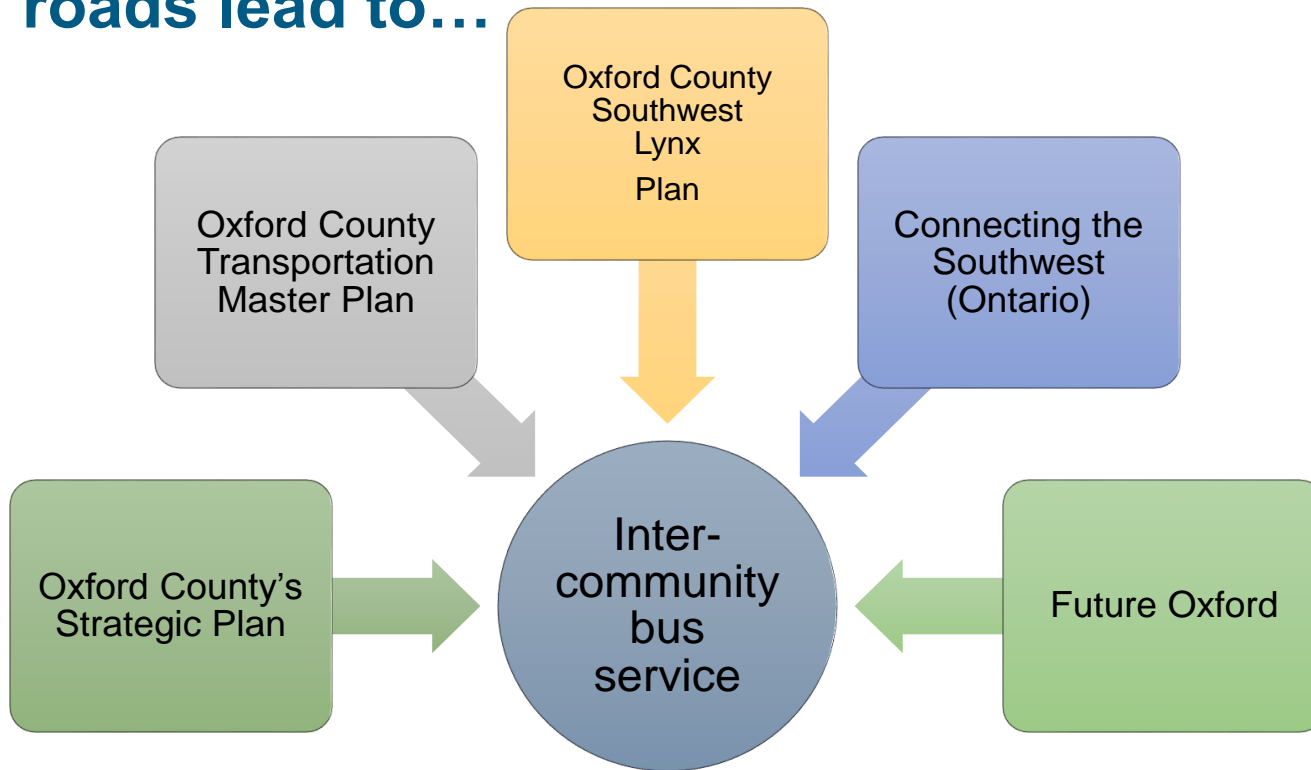
# IMPORTANCE OF INTERCOMMUNITY TRANSPORTATION

## Responding to community needs

1. Addresses small urban-rural mobility and connectivity within Oxford County and across the Southwestern Ontario region
2. Vital to economic vitality and community wellbeing:
  - ▶ Access to healthcare and specialized medical services, education and training, social services and programs, and employment
  - ▶ Access to urban transit and intercity rail, air and bus services
3. Planning and implementation of intercommunity bus transportation services are identified in Oxford's [Southwest Lynx](#) plan and Ontario's "[Connecting the Southwest](#)" draft strategy

# IMPORTANCE OF INTERCOMMUNITY TRANSPORTATION

All roads lead to...



# IMPORTANCE OF INTERCOMMUNITY TRANSPORTATION

## **Access + mobility = destiny**

Public transportation addresses community, economic and environmental challenges:

1. Social isolation
2. Low-cost transportation options
3. Age-in-place
4. Workforce readiness
5. Sense of belonging
6. Climate change
7. Active living

# PUBLIC CONSULTATION CAMPAIGN

## Outreach methods:

1. Newspaper ads, social media posts and paid promotion, County website updates, dedicated “*Speak-Up, Oxford!*” webpage and media interviews
  - ▶ Social media paid ads: reach of 6,981 with 560 engagements
  - ▶ Organic social media: reach of 22,280 with 1,511 engagements
2. Collaboration with ROEDC and CES to target business community
  - ▶ Multiple newsletters, social media pushes and direct outreach calls
3. Virtual public meeting - August 12, 2020
4. On-line surveys
  - ▶ General Public (167 responses)
  - ▶ Businesses (61 responses)

# PUBLIC CONSULTATION FINDINGS

## General public (County-wide)

1. Majority of residents would use service both **within and outside of Oxford County** for work, medical/healthcare appointments, leisure purposes or to access other modes of transportation.
2. **Woodstock** was listed as the number one location that people would use the service to travel to or from, with **Kitchener-Waterloo, London, Stratford and Ingersoll** being some of the other major departure or destination points.
3. **Approximately 60% of respondents** were favorable of a proposed tax levy and fare fees to help finance the transit system.
4. **More than 65% of respondents** indicated that they would be willing to pay for the service, ranging from \$8 to \$12 per one-way trip.



# PUBLIC CONSULTATION FINDINGS

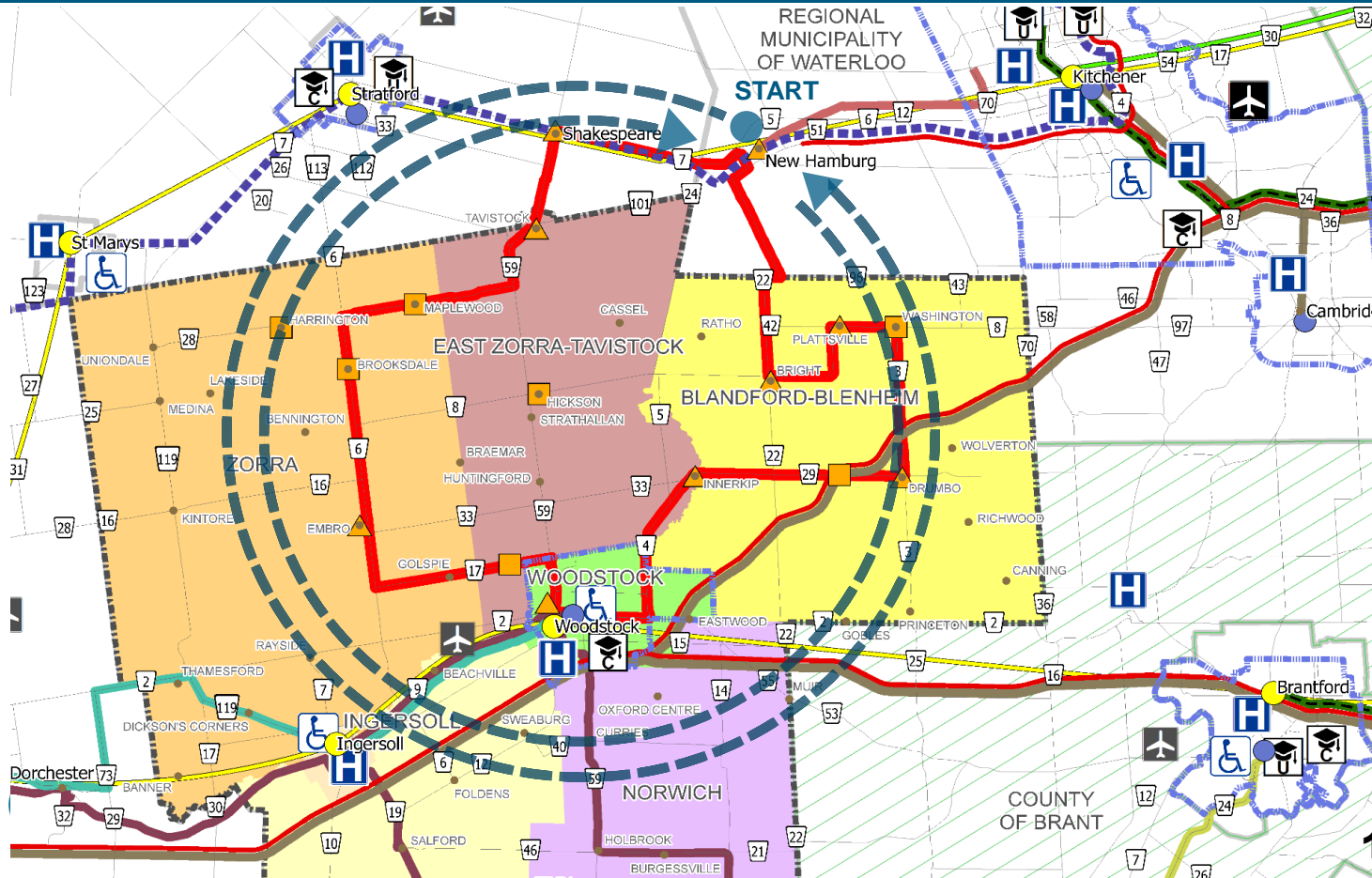
## Businesses (County-wide)

1. **Attracting/retaining workforce** is a priority for many companies and half of employers responded that transportation is one of their most important factors in this regard.
2. **Woodstock** was identified as the number one location that employees travel from, with **Tavistock, Kitchener-Waterloo, Cambridge, Ingersoll, Stratford, and London** being some of the other main locations.
3. **Almost 40% of the employers** responded that the proposed service would help **connect their employees to their workforce**.
4. The majority of **shift start times** are between 6 am and 11 am (**8 am most common**) while the majority of **shift end times** are between 2 pm and 8 pm (**5 pm most common**).

# REQUEST FOR PROPOSAL - SERVICE CONTRACT

- RFP issued by Township of Zorra to bus transit vendor market on September 9, 2020
- Contract level of service:
  - ▶ Monday/Wednesday/Friday fixed route schedule in 2021– evolve to Monday to Friday fixed route by 2022
  - ▶ 2 round trips – AM peak hour, PM peak hour (and potential mid-day service)
  - ▶ Consideration for on-demand flex stops off route (1st mile / last mile integration)
- 20 passenger community bus (or 16 passengers & 2 wheelchair riders), AODA compliant

# PROPOSED NORTH OXFORD ROUTE





# PROPOSED PARTNERSHIP GOVERNANCE

## “Coordinated Transportation Framework through Partnership”

- ▶ Collaborative transportation partnership between East Zorra-Tavistock, Blandford-Blenheim, Zorra and Oxford County

## Municipal Intercommunity Transit Service:

- ▶ Zorra acts as “lead” operating transit authority
- ▶ Contract management and coordination (Zorra Transit Coordinator & Service Provider)
- ▶ Equipment / staffing provisions and maintenance (Service Provider)
- ▶ Transit service promotion (ROEDC, Community Employment Services, Area Municipalities, Oxford County)
- ▶ Advisory Board - Southwest Community Transit Association

# FINANCIAL PLAN

- Provincial Transit Gas Tax funding - 2 cents per litre dedicated gas tax
  - ▶ 30% based on population, 70% based on ridership
- Area Municipal annual contributions (tax levy) – operating
  - ▶ Township of East Zorra-Tavistock
  - ▶ Township of Blandford-Blenheim
  - ▶ Township of Zorra
- Oxford County grant – startup capital & annual operating
- Ridership fare revenue

# RFP RESULTS - INTERCOMMUNITY TRANSIT CONTRACT SERVICE PROVIDER

- RFP closed October 5, 2020 with five plan takers
- Three bid submissions received, one of which was deemed an unqualified bid
- Following evaluation and scoring of the bid submission, an award has been recommended for a preferred bus transit service provider

## INTERCOMMUNITY BUS TRANSIT FINANCIAL MODEL

	2021	2022	2023	2024	2025	2026	2027
<b>FUNDING</b>							
Fare Revenue	22,560	37,660	37,660	40,160	60,320	60,320	60,320
Municipal Contributions							
Oxford County	120,000	22,500	22,500	22,500	22,500	22,500	22,500
Blandford - Blenheim	15,000	22,500	22,500	22,500	22,500	22,500	22,500
East Zorra-Tavistock	15,000	22,500	22,500	22,500	22,500	22,500	22,500
Zorra	15,000	22,500	22,500	22,500	22,500	22,500	22,500
Provincial Gas Tax Transportation Funding	123,750	95,745	95,745	97,620	112,740	112,740	112,740
<b>TOTAL FUNDING</b>	<b>\$ 311,310</b>	<b>\$ 223,405</b>	<b>\$ 223,405</b>	<b>\$ 227,780</b>	<b>\$ 263,060</b>	<b>\$ 263,060</b>	<b>\$ 263,060</b>
<b>EXPENSES</b>							
Bus Purchase	103,780	-	-	-	-	-	113,780
Contract Services, including Flex Stop Routing Request Technology	67,271	152,702	155,756	158,871	162,048	165,310	168,616
Marketing, Brochures, Website	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Window Wrap on Bus	1,500	-	-	-	-	-	1,750
Route Signs	2,500	250	250	250	250	250	250
Transit Coordinator Salary (Part Time)	39,835	40,531	41,241	41,963	42,697	43,444	44,204
COVID-19 Measures	5,130	11,592	11,592	11,592	11,592	12,600	12,600
Non-Refundable HST	3,169	2,780	2,834	2,889	2,944	3,002	5,093
<b>TOTAL EXPENSES</b>	<b>\$ 228,184</b>	<b>\$ 212,855</b>	<b>\$ 216,673</b>	<b>\$ 220,565</b>	<b>\$ 224,532</b>	<b>\$ 229,605</b>	<b>\$ 351,293</b>
<b>SURPLUS / (DEFICIT)</b>	<b>83,126</b>	<b>10,550</b>	<b>6,732</b>	<b>7,215</b>	<b>38,528</b>	<b>33,455</b>	<b>(88,233)</b>
<b>TRANSIT RESERVE BALANCE</b>	<b>83,126</b>	<b>93,676</b>	<b>100,408</b>	<b>107,623</b>	<b>146,152</b>	<b>179,606</b>	<b>91,373</b>



# PROPOSED TAX LEVY FOR INTERCOMMUNITY BUS TRANSIT

Based on the proposed Area Municipal contributions to support the intercommunity bus transit system, the following approximate **tax levies** would be applicable:

- Zorra / East Zorra-Tavistock / Blandford-Blenheim residents only:
  - Zorra** : \$22,500 / 8,740 people ~ **\$2.57 per person**
  - EZT** : \$22,500 / 7,940 people ~ **\$2.83 per person**
  - BB** : \$22,500 / 7,980 people ~ **\$2.82 per person**

# INTERCOMMUNITY TRANSIT SERVICE WORK PLAN

Item	Timeline
1. <i>Market review</i>	<i>Completed</i>
2. <i>Challenges and opportunities</i>	<i>Completed</i>
3. <i>Community engagement</i>	<i>Completed</i>
4. <i>Service delivery options and routes</i>	<i>Completed</i>
5. <i>Preferred service and financial plan (RFP to market)</i>	<i>Completed</i>
6. Council financial commitment endorsements	October, 2020
7. Service provider award	October, 2020
8. Community marketing and branding	November, 2020 onward
9. Target service implementation (start-up)	Spring, 2021

# QUESTIONS

THANK YOU!

## ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied to dispose of certain account balances and for approval of the amount of its earnings that it must share with customers.**

**Learn more. Have your say.**

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to dispose of amounts recorded in certain deferral and variance accounts and for approval of the amount of its 2019 earnings that it is required to share with customers.

If the application is approved as filed, a typical residential customer in the EGD Rate Zone (former Enbridge Gas Distribution Inc. customers) would pay a one-time charge of \$0.74 in January 2021.

A typical residential customer in each of the Union Rate Zones (former Union Gas Limited customers) would see the following impacts:

- **Union South Rate Zone: a total charge of \$4.97 collected over three months, from January to March 2021**
- **Union North West Rate Zone: a total credit of \$61.53 received over three months, from January to March 2021**
- **Union North East Rate Zone: a total credit of \$5.94 received over three months, from January to March 2021**

**Other customers, including businesses, may also be affected.**

### THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During this hearing, which could be an oral or written hearing, we will question Enbridge Gas on the case. We will also hear questions and arguments from individuals that have registered to participate (called intervenors) in the OEB's hearing. At the end of this hearing, the OEB will decide whether the amounts and the charges or credits requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

### BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Enbridge Gas' application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor you can ask questions about Enbridge Gas' application and make arguments on whether the OEB should approve Enbridge Gas' request. Apply by **October 8, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

The OEB intends to consider cost awards in this proceeding that are in accordance with the *Practice Direction on Cost Awards* and only in relation to the following:

1) The review of the following deferral and variance accounts:

#### EGD Rate Zone (former Enbridge Gas Distribution Inc.) Accounts

- Storage and Transportation Deferral Account
- Transactional Services Deferral Account
- Unaccounted for Gas Variance Account
- Average Use True-Up Variance Account
- Deferred Rebate Account
- Dawn Access Costs Deferral Account
- Gas Supply Plan Cost Consequences Deferral Account

#### Union Rate Zones (former Union Gas Limited) Accounts

- Unabsorbed Demand Costs Variance Account
- Upstream Transportation Optimization Deferral Account
- Short-Term Storage and Other Balancing Services Deferral Account
- Normalized Average Consumption Deferral Account
- Unaccounted for Gas Volume Variance Account
- Unaccounted for Gas Price Variance Account
- Parkway West Project Costs Deferral Account
- Brantford-Kirkwall / Parkway D Project Costs Deferral Account
- Parkway Obligation Rate Variance Deferral Account
- Lobo C Compressor / Hamilton-Milton Pipeline Project Costs Deferral Account
- Lobo D / Bright C / Dawn H Compressor Project Costs Deferral Account
- Burlington-Oakville Project Costs Deferral Account
- Sudbury Replacement Project Variance Account

- Panhandle Reinforcement Project Costs Deferral Account
- Pension and Other Post-Employment Benefits Variance Account
- Deferral Clearing Variance Account

Enbridge Gas Inc. Accounts

- Account Policy Changes Deferral Account
- Earning Sharing Deferral Account
- Tax Variance Deferral Account

2) The review of Enbridge Gas Inc.'s 2019 utility results and earnings sharing amounts.

3) The review of the methodology for disposing and allocating the deferral and variance account balances and the 2019 earnings sharing amount, if any.

**LEARN MORE**

Our file number for this case is **EB-2020-0134**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0134** on the OEB website: [www.oeb.ca/participate](http://www.oeb.ca/participate). You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

**ORAL VS. WRITTEN HEARINGS**

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB is considering this request. If you think an oral hearing is needed, you can write to the OEB to explain why by **October 8, 2020**.

**PRIVACY**

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B.*



Ontario  
Energy  
Board

## ONTARIO ENERGY BOARD

**IN THE MATTER OF** the *Ontario Energy Board Act*, 1998, S.O. 1998, c.15 (Schedule. B);

**AND IN THE MATTER OF** an Application by Enbridge Gas Inc. for an order or orders clearing certain commodity and non-commodity related deferral or variance accounts.

### APPLICATION

1. Enbridge Gas Distribution Inc. (referred to in the evidence as “EGD”, “Enbridge” or the “Company”) and Union Gas Limited (referred to in the evidence as “Union” or the “Company”) (together the “Utilities”) were Ontario corporations incorporated under the laws of the Province of Ontario carrying on the business of selling, distributing, transmitting and storing natural gas within the meaning assigned in the *Ontario Energy Board Act*, 1998 (the “Act”). In the August 30, 2018 EB-2017-0306/0307 Decision and Order (the “MAADs Decision”), the Ontario Energy Board (the “Board”) approved the amalgamation of the Utilities, as well as a five-year deferred rebasing term during which a price cap ratesetting model would apply.
2. Effective January 1, 2019 the Utilities amalgamated to become Enbridge Gas Inc. (“Enbridge Gas”). Following amalgamation, Enbridge Gas has maintained the existing rates zones of EGD and Union (the EGD, Union North West, Union North East and Union South rate zones).<sup>1</sup> Enbridge Gas has also maintained most of the existing deferral and variance accounts for each rate zone.
3. Enbridge Gas, the Applicant, hereby applies to the Board, pursuant to Section 36 of the *Ontario Energy Board Act*, 1998 (the “Act”), for an Order or Orders approving the

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<sup>1</sup> Collectively the Union North West, Union North East and Union South rates zones are referred to as “Union rate zones”. Union North West and Union North East are collectively referred to as “Union North”.

clearance or disposition of amounts recorded in certain deferral or variance accounts. The annual review and disposition of deferral and variance accounts is consistent with the process applied for each of the Utilities during their previous 2014-2018 Incentive Rate ("IR") terms.

Earnings Sharing

4. In the MAADs Decision, the Board approved, among other things, an asymmetrical earnings sharing mechanism ("ESM") during the deferred rebasing period, where each year any earnings in excess of 150 basis points over the Board-approved return on equity ("ROE") would be shared 50/50 between the Utilities and ratepayers.
5. In 2019, Enbridge Gas's actual utility earnings did not exceed the Board-approved ROE by more than 150 basis points. Accordingly, no ESM amount is proposed to be shared with ratepayers.

EGD Rate Zone

6. As approved in the MAADs Decision and the 2019 Rates Case (EB-2018-0305), Enbridge Gas has maintained substantially the same deferral and variance accounts for the EGD rate zone as during its 2014-2018 Custom IR term.
7. Enbridge Gas seeks approval to clear the final balances of certain EGD rate zone deferral and variance accounts for 2019 as set out at Exhibit C, Tab 1, Schedule 1.

Union Rate Zones

8. As approved in the MAADs Decision and the 2019 Rates Case (EB-2018-0305), Enbridge Gas has maintained substantially the same deferral and variance accounts for the Union rate zones as during its 2014-2018 IR term.

9. Enbridge Gas seeks approval to clear the final balances of certain Union rate zones deferral and variance accounts for 2019 as set out at Exhibit C, Tab 1, Schedule 1.

Enbridge Gas Inc.

10. The Board has approved several deferral and variance accounts that relate to Enbridge Gas as a whole (and not to specific rate zone(s)). These accounts are listed at Exhibit C, Tab 1, Schedule 1.
11. Enbridge Gas seeks approval to clear part of the final balance of one 2019 Enbridge Gas deferral and variance account related to accounting policy changes required as a result of amalgamation. The balance in this account related to pension expense is not being requested for clearance in 2019.

Relief Requested

12. Enbridge Gas therefore applies to the Board for such final, interim or other orders as may be necessary or appropriate for the clearance or disposition of the 2019 deferral and variance accounts listed in Exhibit C, Tab 1, Schedule 1. The proposed manner of disposition is described at Exhibit F. Enbridge Gas proposes to clear the balances in these accounts in conjunction with the January 1, 2021 QRAM application.
13. Enbridge Gas requests that this proceeding be heard in writing.
14. Enbridge Gas further applies to the Board pursuant to the provisions in the Act and the Board's *Rules of Practice and Procedure* for such final, interim or other Orders and directions as may be appropriate in relation to the Application and the proper conduct of this proceeding.
15. This Application is supported by written evidence. This evidence may be amended from time to time as required by the Board, or as circumstances may require.



16. The persons affected by this application are the customers resident or located in the municipalities, police villages and First Nations reserves served by Enbridge Gas, together with those to whom Enbridge Gas sells gas, or on whose behalf Enbridge Gas distributes, transmits or stores gas. It is impractical to set out in this application the names and addresses of such persons because they are too numerous.

17. Enbridge Gas requests that a copy of every document filed with the Board in this proceeding be served on the Applicant and Applicant's counsel, as follows.

The Applicant:

Mr. Anton Kacicnik  
Manager, Rates (EGD Rate Zone)  
Enbridge Gas Inc.

Address for personal service

Enbridge Gas Inc.  
500 Consumers Road  
Willowdale, Ontario  
M2J 1P8

Mailing address: P.O. Box 650  
Scarborough, Ontario  
M1K 5E3

Telephone:

416-495-6087

Fax:

416-495-6072

Email:

[anton.kacicnik@enbridge.com](mailto:anton.kacicnik@enbridge.com)

The Applicant's counsel:

Mr. David Stevens  
Aird & Berlis LLP

Address for personal service  
and mailing address:

Brookfield Place, P.O. Box 754  
Suite 1800, 181 Bay Street  
Toronto, Ontario M5J 2T9

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Telephone: 416-863-1500  
Fax: 416-863-1515  
Email: [dstevens@airdberlis.com](mailto:dstevens@airdberlis.com)

DATED: September 3, 2020, at Toronto, Ontario

ENBRIDGE GAS INC.

*[Original digitally signed by]*

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Anton Kacicnik  
Manager, Rates (EGD Rate  
Zone)



**Corporation of the Town of Ingersoll  
By-Law 20-5108**

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**A bylaw to adopt and confirm all actions and proceedings of the Council of the  
Town of Ingersoll at the Regular Council Meeting on October 13, 2020**

**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 October 13, 2020, are hereby adopted.
2. **THAT** the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll are hereby adopted, ratified and confirmed.
3. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the Council of The Corporation of the Town of Ingersoll, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of the action.
4. **THAT** the Mayor and Officers of The Corporation of the Town of Ingersoll are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of The Corporation of the Town of Ingersoll and to affix the seal of the Corporation thereto.
5. **AND FURTHER THAT** this by-law shall become effective and shall come into force after third reading of the by-law.

**READ** a first and second time in Open Council this 13<sup>th</sup> day of October, 2020.

**READ** a third time in Open Council and passed this 13<sup>th</sup> day of October, 2020.

\_\_\_\_\_  
**Edward (Ted) Comiskey, Mayor**

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